

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION**  
**ESTABLISHMENT**

Ref: HBC/EST/

July 20, 2024

**Advertisement No. 03/2024**

Homi Bhabha Centre for Science Education, TIFR, Mumbai hereby invites applications for the following Project/ Trainee posts at HBCSE, Mankhurd, Mumbai.

**Abbreviation: UR – Unreserved, OBC – Other Backward Class**

Sr. No.	Name of the Post	No. of positions & Reservation		Age limit as on 01/07/2024	Honorarium/ Stipend
		UR	OBC		
1	Project Scientific Assistant- B	1	-	Max. 28 years (UR)	<b>Rs. 58,400/- p.m.</b> (Incl. of HRA Rs. 8,602/-)
2	Project Assistant	-	1	Max. 31 years (OBC)	<b>Rs. 37,700/- p.m.</b> (Inc. of HRA Rs. 5,400/-)
3	Library Trainee	2	-	Max. 28 years (UR)	<b>Rs. 22,000/- p.m.</b>
4	Clerk Trainee	2	-	Max. 28 years (UR)	<b>Rs. 22,000/- p.m.</b>
5	Tradesman Trainee (Plumber)	1	-	Max. 28 years (UR)	<b>Rs. 18,500/- p.m.</b>

**1. DESIGN AND TECHNOLOGY (D&T) EDUCATION GROUP**

**Project Scientific Assistant- B, Unreserved (UR) – 1 Post**

**Walk-in-Selection Date & Time: 12/08/2024, 09.00 a.m. to 10.30 a.m.**

**Essential Qualification & Experience:**

1. Full-time B.Sc./ B.Sc. (Honors)/ B.S. (in any stream of Science/ Home Science) from a recognized University/Institute with an aggregate of 60% marks or equivalent CGPA.
2. Knowledge of use of personal computers and its applications.
3. 0-2 years' experience in the relevant filed.

**Desirable Qualification & Experience:**

1. Reading, writing and typing skills in Marathi.
2. B.Des/ M.Des degree.
3. B.Ed degree.
4. Post graduate degree like M.Sc./ Integrated M.Sc./ M.S. (in any field of Science/ Home Science), M.Ed, M.A. (any field), M.S.W from a recognised University/ Institute with an aggregate of 60% marks or equivalent CGPA in Graduation
5. Basic computer skills and graphic design skills, use of softwares like photoshop, Adobe illustrator, Indesign, etc.
6. Post qualification work experience in education/ teaching or related fields.

**Job Description:**

1. To provide organisational and administrative help to the activities of the D&T Lab.

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2. Development and testing activities on D&T, science and environment education modules.
3. To develop instructional materials like posters, brochures, lesson plans for print and web media.
4. To assist in literature review, translation of works from English to Hindi/Marathi and vice versa, data collection, data entry, analysis and report writing.
5. Conducting workshops (offline and online, in English, Marathi and/or Hindi) for students and teachers in Mumbai and other places in India, with occasional travel.
6. To assist in outreach programmes of the D&T (which may happen periodically on some weekends)
7. Any other work assigned by the supervisor.

### **Special Instructions to the Candidates**

1. We are looking for candidates for the Design and Technology (D&T) Education Group who have a strong interest in the field of education as well as science, environment and design. The candidate will be stationed at Mumbai, but may be required to travel occasionally.
2. **Candidates are expected to visit our website <http://dnte.hbcse.tifr.res.in> to familiarise themselves with our work.**
3. Candidates are **encouraged to bring their writing samples/ past work/ creative portfolio** which is relevant to this post. (if any)
4. You may be asked to do a **teaching demo** in English/Marathi during the interview. So kindly prepare for it by choosing any science topic of your choice from Class 5 to 10.
5. A **written test** will be administered on the day of the interview. The written test will include questions pertaining to quantitative and logical reasoning, scientific literacy and technical comprehension, creative thinking, general knowledge, basic proficiency in science and mathematics content knowledge upto grade 12, etc.

**The above post is temporary for one year and can be extended up to one or two more years based on the requirement and performance of the candidate.**

### **2. PROGRAMME OFFICE**

**Project Assistant – Other Backward Class (OBC) – 1 Post**

**Walk-in-Selection Date & Time: 09/08/2024, 09.00 a.m. to 10.30 a.m.**

#### **Essential Qualification & Experience:**

1. Full time Graduate with aggregate of 50% marks or equivalent CGPA of any recognized University/ Institute.
2. Minimum 1 year experience in clerical duties and correspondence in large and reputed organization.
3. Knowledge of Typing.
4. Knowledge of use of personal computers and applications – supported by certificates from the government recognized institutions.

#### **Desirable Experience:**

1. Should be familiar with use of computers (excel, power point, word, DTP)
2. Knowledge of written and spoken English.

#### **Job Description:**

To handle publicity, travel and administrative work related to programs of the Centre. The work includes:

1. Email correspondence, answering student or any other general queries of the Centre.

2. Scrutinizing bills, handling TA/DA forms, liaising with accounts
3. To carry out logistic arrangements related to canteen, hostel, purchasing etc.
4. Registration of participants, photography during programs, publicizing the events on social media handles of the Centre as well as contacting the press/television.
5. Air and train Ticket bookings and booking of seminar/meeting rooms/auditorium.
6. Filing, drafting letters independently, mail merge and sending common emails to schools/colleges/institutions across the country.
7. To Update and manage Mathematical Olympiad data, publicity data, school/college and Centre's various program data.
8. Any other outdoor work visiting schools/colleges/institutions/press.
9. To co-ordinate and follow up with different internal departments.
10. Any other work assigned by the supervisor.

**The OBC candidates are required to produce the certificate in the prescribed format only. The prescribed format for the OBC certificate: <https://www.hbcse.tifr.res.in/get-involved/work-at-hbcse/obc-certificate-format.pdf/>**

**The above post is temporary for one year and can be extended up to one or two more years based on the requirement and performance of the candidate.**

### **3. LIBRARY**

**Library Trainee, Unreserved (UR) – 2 Posts**

**Walk-in-Selection Date & Time: 07/08/2024, 09.00 a.m. to 10.30 a.m.**

#### **Essential Qualification:**

Graduate from recognised University/Institute (Science Preferable) and B.Lib. (Bachelor degree in Library & Information Science) from recognised University/Institute.

#### **Desirable Qualification:**

1. M.Lib. (Master degree in Library & Information Science) from recognized University/ Institute.
2. Knowledge of KOHA and DSpace

#### **Job Description:**

1. Shelving of books, managing circulation desk, processing of books, journals and other materials.
2. Accessioning, classification and data entry of books and other materials.
3. To provide reference services to the users, retrieval of information from digital databases and helping in other regular activities of the library.
4. Any other work assigned by the supervisor.

**The selected candidate will have to work in shifts and on Saturdays, Sundays and other public holidays. The said post is temporary for one year.**

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#### **4. ACCOUNTS SECTION**

**Clerk Trainee, Unreserved (UR) – 1 Post**

**Walk-in-Selection Date & Time: 05/08/2024, 09.00 a.m. to 10.30 a.m.**

**Essential Qualification:**

1. Graduate from a recognized University/Institute
2. Knowledge of typing and use of personal computers and its applications.

**Desirable Qualification & Experience:**

1. Preference will be given to the Commerce Graduate.
2. Experience in using accounting software.

**Job Description:**

1. All work related to Accounts such as to make all entries of bills in the software, to check and prepare bank reconciliation statements, taxation, maintain registers etc.
2. Any other work assigned by the supervisor.

**The post is temporary for one year and can be extended for another six months depending upon the review of the performance of the candidate.**

#### **5. PUBLICATION CELL**

**Clerk Trainee, Unreserved (UR) – 1 Post**

**Walk-in-Selection Date & Time: 05/08/2024, 09.00 a.m. to 10.30 a.m.**

**Essential Qualification:**

1. Graduate from a recognized University/Institute
2. Knowledge of typing and use of personal computers and its applications.

**Desirable Qualification & Experience:**

1. Preference will be given to the Commerce Graduate.
2. Minimum 1-year experience in stores, bookshop and inventory management

**Job Description:**

1. End to end Customer correspondence, handling booking and payments, processing book deliveries and returns, Knowledge of MS – Excel/Word, handling of accounts pertaining to sale of books.
2. Any other work assigned by the supervisor.

**The post is temporary for one year and can be extended for another six months depending upon the review of the performance of the candidate.**

## **6. TECHNICAL SERVICES SECTION**

**Tradesman Trainee- Plumber, Unreserved (UR) – 1 Post**

**Walk-in-Selection Date & Time: 08/08/2024, 09.00 a.m. to 10.30 a.m.**

### **Essential Qualification:**

ITI i.e. National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in 'Plumber'.

### **Desirable Qualification:**

Additional ITI i.e. National Trade Certificate (NTC) (aggregate of 60% marks) awarded by National Council of Vocational Training (NCVT) in 'Fitter'.

### **Job Description:**

1. To handle all the work related to the plumbing/ Public Health engineering works at Centre.
2. Any other work assigned by the supervisor.

**Selected candidates will have to work in the round-the-clock shift duties if requires. The above post is temporary for 6 months and can be extended for another 6 months based on the requirement and performance of the candidate.**

### **General Conditions:**

1. In case Universities/Board award letter grades/CGPA/OGPA, the same will have to be indicated as an equivalent percentage of marks as per the norms adopted by the University/Board. In the absence of the same, the candidature will not be considered (while submitting original documents for verification, the candidates will have to produce the norms of the University/Board for conversion of grades/CGPA/OGPA to equivalent percentage of marks.
2. Post/s for General Category (Unreserved) – SC/ST/OBC/EWS candidates can also apply.
3. SC, ST and OBC candidates applying for unreserved posts are not eligible for age relaxation.
4. OBC Candidates should produce a valid copy of the Non-Creamy Layer Certificate issued by the competent authority in the Govt. of India format. The OBC Non-Creamy Layer certificate in GOI format should be preferably for the current financial year on the date of the closing date of recruitment process or utmost not earlier than one year from the date of the closing date of recruitment process.

### **5. Project/ Trainee staff will not be entitled for Institute provided accommodation.**

6. Please download 'Application Form' here:

<https://www.hbcse.tifr.res.in/get-involved/work-at-hbcse/application-form.pdf/>

Bring 'Application Form' duly filled in all respect with enclosures at the time of interview.

HBCSE reserves the right to conduct written tests, skill test and the interviews or postpone or cancel the entire selection process for any or all posts. Canvassing in any form shall disqualify the candidate.

Before applying for the post, the candidate should ensure that she/ he fulfills the eligibility and other criteria. The Centre would be free to reject applications not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to be terminated from service if appointed.

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**The HBCSE-TIFR reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. One or more vacancies may be filled through the said recruitment process.**

**Sd/-**  
**(Pragati Dandekar)**  
Head Administrative Operations

NOTICE BOARDS

: HBCSE, Mankhurd  
: TIFR Main Campus  
: TIFR CAM, Bengaluru  
: NCBS, Bengaluru & Panchmarhi  
: NCRA, Pune

: GMRT, Pune  
: RAC & CRL, Ooty  
: NBF & TCIS, Hyderabad  
: ICTS, Bengaluru