

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
ESTABLISHMENT

Ref: HBC/EST/PA/

Walk-in Interview

December 01, 2011

Notice No. 34/11

Homi Bhabha Centre for Science Education (TIFR), Mumbai, hereby invites applicants for walk-in-Interview for one position of Project Assistant to work in HBCSE Library.

❖ **PROJECT ASSISTANT – 1 position**

Nature of job: The candidates will be involved in shelving of books, manning circulation desk, acquisition of book and journals, accessioning of books and other materials, classification of books, data entry of books and other materials, maintenance of OPAC, providing reference services to the users, retrieval of information from electronic recourses and helping in other regular activities of the library. **The selected candidate will have to work in shifts and on Saturdays, Sundays and other public holidays. (By rotation)**

Qualification & Experience: B. Lib. Sc. or M. Lib. Sc. with minimum 50% marks. Knowledge of computers is essential. Should have experience/knowledge of operating library software

Desirable: One or Two years experience of working in well established modern library

The position is purely temporary, for one year in the first instance and extendable by one or two more years in deserving cases. A consolidated honorarium will be paid as follows.

- **For Project Assistant with Master's degree of library Science (M. lib. Sc.) - Rs. 10,000/-** during the first year, **Rs. 11,000/-** during the second year and **Rs. 12,000/-** during the third year + 30% HRA in lieu of Government accommodation.
- **For Project Assistant with Bachelor's degree of library Science (B. lib. Sc.) - Rs. 7,500/-** during the first year, **Rs. 8,500/-** during the second year and **Rs. 9,500/-** during the third year + 30% HRA in lieu of Government accommodation.

Age: Below 25 years (relaxable up to five years in deserving cases).

Applicants must bring with them the following: 1) Application mentioning post applied for, Notice Number and giving full details such as Name, Date of Birth, full address with phone/mobile number and e-mail address, Educational Qualification, experience, caste, names and addresses of two referees (attach reference certificate). 2) True copies of relevant certificates with original certificates for verification and testimonials. 3) One latest photograph. 4) Applicants in Govt. / Semi-Government / Public Sector undertakings /Autonomous body must get No Objection Certificates from their reporting Officer.

Outstation candidates belonging to SC/ST are entitled for ordinary/Mail/Express second class return railway fare by shortest route only on production of railway ticket. This concession is not applicable to those SC/ST candidates who are already in Central/State Govt. Service

Date & Time of Interview: Friday, December 30, 2011 Time: 9.00 a.m. to 1.00 p.m.

Venue: HOMI BHABHA CENTRE FOR SCIENCE EDUCATION, T.I.F.R., (Next to Anushaktinagar Bus Terminus), V. N. Purav Marg, Mankhurd, Mumbai 400 088. To reach the Centre you may come by train to Mankhurd (Harbour Line) or take BEST Bus routes, 21 Ltd. from Dadar (E), 92 Ltd. or 521 Ltd. from Dadar (W), 360 from Kurla or 352 from Sion.

(M.D. Gaitonde)
Sr. Admn. Officer

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