

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

# Walk-in Interview

Ref: HBC/EST/PWA/

February 07, 2020

**Notice No. 01/2020**

Homi Bhabha Centre for Science Education (TIFR), Mumbai hereby invite applicants for Walk-in-Interview for one position of “Project Work Assistant” (UR) to work in the Establishment Section at HBCSE.

**Date & Time of Interview: Tuesday, February 25, 2020      Time: 9:00 a.m. to 10:30 a.m.**

**PROJECT WORK ASSISTANT – 1 position (UR)**

**Nature of Job:** Normal duties of Attendant, attending calls, keeping records, filing papers, movement of files from one section to another, handling Dispatch/ postal transactions. The candidate should have some experience as attendant in a reputed organization.

Ability to read, write and understand English. Familiarity with use of personal computer and their application is desirable.

**Qualification: S.S.C. pass with one year experience in relevant field.**

**Note: Graduate candidates need not apply.**

The position is purely temporary, for one year in the first instance and extendable by one or two more years based on the performance of the candidate. A consolidated monthly honorarium of Rs. 21,500/- (inclusive of HRA Rs. 3,800/-) will be paid.

**Age: Below 28 years**

**Instructions for applicants: Please download ‘Application Form’ [here](#). Bring ‘Application Form’ duly filled in all respect with enclosures at the time of interview.**

**Applicants in Govt. / Semi-Government / Public Sector undertakings /Autonomous bodies must bring No Objection Certificate 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.

**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.

**Sd/-**  
**(A.M. Abhyankar)**  
*Head, Administration*

**NOTICE BOARDS**

: HBCSE, Mankhurd  
: TIFR Main Campus  
: TIFR Centre, Bengaluru  
: NCBS, Bengaluru  
: NCRA, Pune  
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