

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
ESTABLISHMENT

Ref: HBC/EST/

February 08, 2025

Advertisement No. 01/2025

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

Abbreviation: UR – Unreserved, OBC – Other Backward Class

Designation	No. of Posts and Reservation		Honorarium	Max. age as on 01/01/2025
	UR	OBC		
Project Scientific Assistant (B)	1	-	Rs. 62200/- (Incl. of HRA Rs. 9558/-)	28 yrs
	-	1		31 yrs
Project Assistant	1	-	Rs. 40000/- (Incl. of HRA Rs. 5859/-)	28 yrs

1. ANANDI – THE NEWSLETTER FOR THE UNREACHED

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

Walk-in-Selection Date & Time: 25/02/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full-time B.Sc./ B.S. in any subject from a recognized University/ Institute with aggregate of 60% marks or equivalent CGPA.
2. Knowledge of use of personal computers and its applications.
3. 0 to 2 years post qualification experience as per the job description.

Desirable Qualification & Experience:

1. Proficiency in Marathi writing.
2. Experience in writing articles and/or editing in Marathi. Alternatively, experience in Marathi theater / journalism / inter-college elocution / debating etc.
3. Proficiency in typesetting in Devnagari script (unicode fonts – e.g. google indic fonts)
4. Experience of using Canva or other equivalent softwares to create basic designs for flyers, leaflets, etc.
5. Interest in science communication in Marathi.
6. Freshers are encouraged to apply.

Job Description:

1. To be part of editorial team for Anandi newsletter.
2. Select, edit and vet articles submitted for the newsletter. Help in typesetting and illustrating the same.
3. Coordinate distribution of the newsletters across nearly 100 schools in Maharashtra.
4. To collate student feedback for the newsletter.
5. Any other work assigned by the supervisor.

P.T.O.

2. VIGYAN PRATIBHA PROJECT

Project Scientific Assistant- B, Other Backward Class (OBC) – 1 Post

Walk-in-Selection Date & Time: 24/02/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full-time B.Sc./ B.S. (in any stream of Science or Mathematics) 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 to 1 year post qualification experience in the field of educational material development, teaching, education research and social or developmental projects.

Desirable qualification & experience:

1. M.Sc. (in any stream of Science or Mathematics) with an aggregate of 60% marks or equivalent CGPA with an aggregate of 60% marks or equivalent CGPA in Graduation.
2. The candidate should have an experience in teaching/ scientific writing/ development of educational activities; basic knowledge of common word processing and data analysis software such as MS-Office, Libre-office, etc.
3. Good proficiency in the English language and writing skills in English and/or any other Indian language.
4. Ability to engage with the learning needs of Indian students.
5. Ability to work with rigorous scientific and mathematical content.

Job Description:

1. To contribute toward the development of challenging learning units for science and mathematics and field testing them in different schools; teacher professional development and working with in-service teachers on regular basis.
2. The work requires strong academic competence, the ability to interact with teachers and students in different schools (urban, rural, and tribal), and sensitivity toward the learning needs of students from diverse backgrounds in the country.
3. To work with teachers in schools in online mode + through school visits across the Maharashtra (and nearby states) for implementation of project activities in the school.
4. To contribute to the writing of project reports.
5. 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/>

3. ADMINISTRATION

Project Assistant, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 03/03/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

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

P.T.O.

Desirable Qualification & Experience:

1. Good written & oral communication skills.
2. The candidate with experience in purchase & stores will be given preference.

Job Description:

1. To assist in finding reliable suppliers and making bid requests on supply contracts.
2. To assist in the evaluation of the bids, preparation of Work Order/ Purchase Order etc.
3. To coordinate delivery and storage operations.
4. Documentation of records.
5. To keep a record of the inventory and take stock of items when required.
6. To assist in various other activities of the National Co-ordinator's Office and Purchase Section.
7. Any other work assigned by the supervisor.

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. Project staff will not be entitled for Institute provided accommodation.

7. 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.

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