

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
ESTABLISHMENT

Ref: HBC/EST/

July 01, 2023

Advertisement No. 04/2023

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

Abbreviation: UR – Unreserved

Sr. No.	Name of the Post	No. of positions & Reservation (UR)	Age limit as on 01/07/2023	Honorarium/ Stipend
1	Project Assistant	1	28 years	Rs. 35,900/- p.m. (Incl. of HRA Rs. 5,400/-).
2	Technical Trainee (Electrical)	1	28 years	Rs. 23,000/- p.m.

(1) Establishment Section

Project Assistant, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 19/07/2023 (Wednesday), 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 work in administration.
3. Should be familiar with use of computers and Microsoft office softwares.

Desirable Qualification:

1. Excellent written and oral communication skills in English.
2. Good interpersonal skills.

Job Description:

1. To assist the supervisor in the various activities pertaining to establishment i.e. recruitment, employee data feeding and update
2. To reply to the queries received over the email
3. To prepare and draft the various letters
4. Any other work assigned by the supervisor

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) TECHNICAL SERVICES

Technical Trainee (Electrical), Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 18/07/2023 (Tuesday), 09.00 a.m. to 10.30 a.m.

Essential Qualification:

Full time Diploma in Electrical Engineering from a Government recognized University/ Institute.

Job Description:

1. To carry out all the site and office works related to the Electrical services under the guidance of the supervisor(s).
2. To perform on site day to day maintenance duties related to the Electrical services.
3. Any other work assigned by the Seniors in Technical Service Section.

Selected candidates will have to work in the round-the-clock shift duties if requires.

The post is temporary for one year and can be extended for another year depending upon the review of the 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. **Project/ Trainee staff will not be entitled for Institute provided accommodation.**
5. **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

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