

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
ESTABLISHMENT

Ref: HBC/EST/

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Advertisement No. 02/2023

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 01/01/2023 | Honorarium/ Stipend |
|---------|--|-------------------------------------|----------------------------|--|
| 1 | Project Scientific Officer- E | 2 | 40 years | Rs. 1,22,800/- p.m. (Incl. of HRA Rs. 19,148/-). |
| 2 | Project Scientific Assistant- B (Design) | 1 | 28 years | Rs. 55,600/- p.m. (Incl. of HRA Rs.8,602/-). |
| 3 | Project Assistant | 2 | 28 years | Rs. 35,900/- p.m. (Incl. of HRA Rs. 5,400/-). |
| 4 | Technical Trainee (Civil) | 1 | 28 years | Rs. 23,000/- p.m. |
| 5 | Library Trainee | 1 | 28 years | Rs. 22,000/- p.m. |
| 6 | Tradesman Trainee (Electrical) | 1 | 28 years | Rs. 18,500/- p.m. |

(1) Vigyan Pratibha Project

About Vigyan Pratibha Project

Vigyan Pratibha (<https://vigyanpratibha.in/>) is an extended project targeted towards school students of class 8-10 to nurture their aptitude in science and mathematics. The project involves extensive working with and bridging the world of school teachers on one hand and scientists on the other. A core part of project is the development and standardization of educational material through literature study, school visits and laboratory experimentation.

Project Scientific Officer- E, Unreserved (UR) – 2 Posts

Last Date of Online application: 05/05/2023 (Friday)

Essential Qualification & Experience:

1. PhD in Science, Mathematics, Science/ Mathematics Education or a related field from a recognized University/Institute.
2. 7 (Seven) years' experience in the field of educational material development, teaching, education research, social or developmental projects, post Ph.D.

Desirable Qualification & Experience:

1. The candidate should be proficient in writing in English, and in any Indian language such as Hindi, Marathi, Gujarati, etc.
2. Good communication skills and an interest in local practices, cultures, and diversity in the country.
3. Willingness to undertake extensive fieldwork and travel to schools in different locations in Maharashtra and nearby states. One of the position involves field travel of upto 15 days a month in Maharashtra/Goa/Gujrat and nearby regions.
4. Candidates with prior experience in leading material development, teacher education, and field teaching projects in an educational setup or those with additional degrees in education will be given preference.
5. The candidate should be familiar with word processing and data analysis software. Basic content competency in science and mathematics is also expected.

Job Description:

1. To provide an academic leadership role in the project including developing 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. Any other work assigned by the supervisor.

Candidates with less experience (3 years and above but less than 7 years) may be considered for a Project Scientific Officer-D position.

Age limit for Project Scientific Officer- D: Below 35 years

Honorarium for Project Scientific Officer- D: Rs. 1,06,700/- (incl. of HRA Rs. 16,451/-)

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.

To apply – click here <https://secure.hbcse.tifr.res.in/posts/>

(2) Vigyan Pratibha Project

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

Walk-in-Selection Date & Time: 02/05/2023 (Tuesday), 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full Time B.Sc./B.A./B.F.A./B.Des. in Graphic Design/ Multimedia/ Animation/ Visual Graphics/ Fine Arts or related field from a recognized university/institute with aggregate of 60% marks or equivalent CGPA.
2. One (1) year experience as designer/artist with educational organizations/ Science research Institutions.

Desirable Qualification & Experience:

1. For candidates with a B.Sc. degree, a 1- year diploma in Graphic Design/ Multimedia/ Animation/ Visual Graphics/ Fine Arts/ Visual Communication/ Printing technology may be considered instead of 1 year experience.
2. Experience in Science communication and in using Desktop Publishing Softwares like Photoshop/Gimp Illustrator / Inkscape, InDesign / Scribus etc.; knowledge of HTML, CSS and other web technologies; familiarity with any video editing software like FinalCutPro, Adobe Premier, Kdenlive / Openshot / Pitivi and 3D software like Maya, 3DStudio, Blender, etc.
3. Background in digital design, good communication skills, and the ability to collaborate on Science communication projects.
4. Good knowledge of storyboarding, visual design principals, and animation.
5. An interest in local practices, cultures, and diversity in the country.
6. Candidates with prior experience of material development for science or mathematics education would be given preference.

Job Description:

1. To assist in the design and maintenance of print and online science education resources including designing booklets and posters, making educational videos, etc.
2. To assist in still photography and videography for preparing such resources.
3. 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.

(3) Accounts Section

Project Assistant, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 09/05/2023 (Tuesday), 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 Accounts in large and reputed organization.
3. Should be familiar with use of computers and accounting software's.

Desirable Qualification:

1. Preference will be given to the Commerce Graduate.
2. Experience in using accounting software.
3. Knowledge of written and spoken English.

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 and prepare registers etc.
2. 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.

(4) Purchase & Stores Section

Project Assistant, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 10/05/2023 (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 duties and correspondence in large and reputed organization.
3. Should be familiar with use of computers.

Desirable Qualification & Experience:

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

Job Description:

1. To find reliable suppliers and making bid requests on supply contracts.
2. To evaluate the bids, preparation of Work Order/ Purchase Order etc.
3. To co-ordinate delivery and storage operations.
4. Documentation of records.
5. To maintain the record of the inventory and take a stock of items as when required.
6. 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.

(5) Technical Services Section

Technical Trainee- Civil, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 16/05/2023 (Tuesday), 09.00 a.m. to 10.30 a.m.

Essential Qualification:

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

Desirable Qualification:

Knowledge of use of personal computer and software like AutoCAD, MS- Office etc.

Job Description:

1. To assist in supervision of Civil and Public health activities during construction/repair works, supervision of maintenance jobs of all civil works in buildings and roads by the department staff. To assist in preparation of bills of quantities and estimates. To record the site measurement as per the instruction of the supervisor recording measurements of work done on site.
2. Any other work assigned by the department Engineers.

**Selected candidates will have to work in the round-the-clock shift duties if requires.
The said post is temporary for one year.**

(6) Library

Library Trainee, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 01/05/2023 (Monday), 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. To involve in shelving of books, manning circulation desk, acquisition of book and journals.
2. Accessioning, classification and data entry of books and other materials.
3. To provide reference services to the users, retrieval of information from electronic resources 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 two shifts and on Saturdays, Sundays and other public holidays (By rotation).
The said post is temporary for one year.**

(7) Technical Service Section

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

Walk-in-Selection Date & Time: 03/05/2023 (Wednesday), 09.00 a.m. to 10.30 a.m.

Essential Qualification:

ITI i.e. National Trade Certificate (NTC) in Electrician Trade with minimum 60% marks awarded by National Council of Vocational Training (NCVT).

Job Description:

1. To handle all the work related to the electrical department.
2. Any other work assigned by the supervisor.

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

The said post is temporary for one year.

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. **Instructions for candidates applying for the post no. 2 to 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.

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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