

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
Tata Institute of Fundamental Research
V.N. Purav Marg, Mankhurd, Mumbai – 400 088.

Advertisement No. 03/2026

Homi Bhabha Centre for Science Education, Tata Institute of Fundamental Research, Mumbai, invites applications for the Walk-in Selection process for the following project/ trainee posts at HBCSE, Mankhurd, Mumbai.

Abbreviation: UR – Unreserved

Designation	No. of Post & reservation	Honorarium/ Stipend	Age Max.
Project Assistant	01 (UR)	Rs. 41100/- (Incl. of HRA Rs. 5859/-)	28 years
Clerk Trainee	01 (UR)	Rs. 22000/-	28 years

(I) ADMINISTRATION

Project Assistant, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 22/09/2026, 09.00 a.m. to 10.00 a.m.

Essential Qualification & Experience:

1. Graduate from a recognised University/Institute with aggregate of 50% marks or equivalent CGPA.
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.

Desirable Qualification:

Excellent knowledge of written and spoken English.

Job Description:

To handle publicity, travel and administrative work related to programs of the Centre. The work includes:

1. Email correspondence, answering student or any other general queries of the Centre.
2. Scrutinizing bills, handling TA/DA forms, liaising with accounts
3. To carry out logistic arrangements related to canteen, hostel, purchasing etc.
4. Registration of participants, photography during programs, publicizing the events on social media handles of the Centre as well as contacting the press/television.
5. Air and train Ticket bookings and booking of seminar/meeting rooms/auditorium.
6. Filing, drafting letters independently, mail merge and sending common emails to schools/colleges/institutions across the country.
7. To Update and manage Mathematical Olympiad data, publicity data, school/college and Centre's various program data.
8. Any other outdoor work visiting schools/colleges/institutions/press.
9. To co-ordinate and follow up with different internal departments.

10. The candidate should be willing to travel anywhere in India for Mathematical Olympiad training camps, as required.
11. Any other work assigned by the supervisor.

The above said post is for one year and can be extended up to one or two more years based on the requirement And performance of the candidate.

(II) ACCOUNTS SECTION

Clerk Trainee, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 23/09/2026, 09.00 a.m. to 10.00 a.m.

Essential Qualification:

1. Graduate from a recognized University/Institute
2. Knowledge of typing and use of personal computers and its applications.

Desirable Qualification & Experience:

1. Preference will be given to the Commerce Graduate.
2. Experience in using accounting software.

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 registers etc.
2. Any other work assigned by the supervisor.

The above said post is temporary for one year and can be extended for another year based on the requirement and 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. The applicant's age must not exceed the prescribed limit as on the Walk-in-Selection date. Age relaxation as per rules.
3. Posts for General Category (Unreserved) – candidates from SC/ST/OBC/EWS categories can also apply.
4. SC, ST and OBC candidates applying for unreserved posts are not eligible for age relaxation.
5. **Project/ Trainee staff will not be entitled for Institute provided accommodation.**

6. Please download 'Application Form' here:

<https://www.hbcse.tifr.res.in/get-involved/work-at-hbcse/application-form.pdf/>

Bring the **dully filled 'Application Form'** in all respects with enclosures at the time of walk-in-selection process.

7. All documents/ enclosures should be self-attested. Soft copies in any form will not be accepted.

8. Corrigendum/Addendum if any, will be published on HBCSE's website only.

HBCSE reserves the right to conduct written tests, skill tests and the interviews or postpone or cancel the entire selection process. 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.

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.

Sd/-

Head Administrative Operations