

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
ESTABLISHMENT

Ref: HBC/EST/

October 05, 2024

Advertisement No. 04/2024

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

Sr. No.	Name of the Post	No. of positions & Reservation		Age limit as on 01/07/2024	Honarium
		UR	OBC		
1	Project Scientific Assistant- B	2	-	Max. 28 years	Rs. 62,200/- p.m. (Incl. of HRA Rs. 9,558/-)
2	Project Assistant	-	1	Max. 31 years	Rs. 40,000/- p.m. (Inc. of HRA Rs. 5,859/-)
3	Project Work Assistant	2	-	Max. 28 years	Rs. 31,500/- p.m. (Inc. of HRA Rs. 5,400/-)

1. NIUS CHEMISTRY CELL

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

Walk-in-Selection Date & Time: 22/10/2024, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full-time Bachelor of Science in Chemistry/ Applied Chemistry 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- 1 year post qualification experience in Chemistry laboratories in educational institutions or R & D laboratories or in chemical industries or teaching in schools/colleges.

Desirable Qualification & Experience:

1. Masters of Science in any stream of Chemistry from a recognized University/Institute with an aggregate of 60% marks or equivalent CGPA as well as in Graduation.
2. Good computer knowledge in the areas of MS Word, Excel, Powerpoint, LaTeX, and Corel Draw or equivalent and familiarity with chemical structure making softwares like ChemDraw/ BIOVIA Draw or equivalent.
3. Experience in working with and maintaining chemistry laboratory equipment.
4. Good writing skills in English and/or an Indian language such as Marathi, Hindi, etc.
5. Experience with designing scientific materials for web and print media.

Job Description:

1. Maintenance and upkeep of labwares and lab equipment in chemistry laboratory on day-to-day basis.
2. Development and standardization of experiments in chemistry for higher secondary and undergraduate level, including data collection and analysis.
3. Review of literature (that is, browsing and reading scientific journals) for designing experiments and projects for undergraduate chemistry.

P.T.O.

4. Providing organizational help for various programmes conducted by chemistry cell for students and chemistry teachers.
5. To develop instructional materials related to chemistry like posters, leaflets, experimental write-ups, articles etc. for both print and web media. Generating video resources in experimental and theoretical areas of chemistry.
6. Any other work assigned by the supervisor.

A glimpse of resources by Chemistry Cell, HBCSE:

<https://chem.hbcse.tifr.res.in/resources/resources-by-hbcse/>

2. INTERNATIONAL OLYMPIAD ON ASTRONOMY AND ASTROPHYSICS (IOAA) 2025

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

Walk-in-Selection Date & Time: 21/10/2024, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full-time B.Sc./ B.S. (Physics, Electronics, Astronomy/ Astrophysics, or other equivalent subjects) 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. 0-2 years' experience as per the job description.

Desirable Qualification & Experience:

1. M.Sc. (Physics/ Electronics/ Astronomy/ Astrophysics or other equivalent subjects) with an aggregate of 60% marks or equivalent CGPA in Graduation Or Integrated M.Sc. (in any of above subjects) with an aggregate of 60% marks or equivalent CGPA at the end of 6th semester.
2. Post-qualification work experience in teaching or research or science communication.
3. Familiarity with Linux operating system and programming languages (python / FORTRAN / C++).
4. Proficiency in Spreadsheet (MS Excel or similar), LaTeX typesetting and GNUplot.
5. Interest in astronomy education and astronomical data analysis.

Job Description:

1. To help in academic and organisational preparations for International Olympiad on Astronomy and Astrophysics (IOAA) 2025.
2. To work in the area of astronomy education research and astronomy related material development.
3. To help in conducting astronomy outreach programmes including skygazing through telescopes.
4. Any other work assigned by the supervisor.

3. PROGRAMME OFFICE

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

Walk-in-Selection Date & Time: 25/10/2024, 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.

P.T.O.

3. Knowledge of Typing.
4. Knowledge of use of personal computers and applications (excel, power point, word, DTP) – supported by certificates from the government recognized institutions.

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. 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/>

4. NATIONAL CO-ORDINATOR'S OFFICE (NC Office)

Project Work Assistant, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 23/10/2024, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Passed S.S.C. OR Equivalent from a recognized Board.
2. Minimum one year experience.

Desirable Qualification & Experience:

1. 10 + 2 qualification.
2. Should be familiar with the use of computers/ email correspondence/ Printer/ Scanning machine.
3. Good communication skills.

Job Description:

1. To attend phone calls, record keeping, filling paper, movement of files from one section to another, photocopy and stationery related work and general tidiness of office.
2. Any other work assigned by the supervisor.

5. ESTABLISHMENT SECTION

Project Work Assistant, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 23/10/2024, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Passed S.S.C. OR Equivalent from a recognized Board.
2. Minimum one year experience.

Desirable Qualification & Experience:

1. 10 + 2 qualification.
2. Should have experience as attendant in a reputed organization.

Job Description:

1. To attend phone calls, record keeping, filling paper, movement of files from one section to another, photocopy etc.
2. Arrangements of various programs of the Centre.
3. Should be familiar with the use of computer/ email correspondence/ Printer/ Scanning machine.
4. Any other work assigned by the supervisor.

All above posts are temporary for one year and can be extended up to one or two more years 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. 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. OBC Candidates should produce a valid copy of the Non-Creamy Layer Certificate issued by the competent authority in the Govt. of India format. The OBC Non-Creamy Layer certificate in GOI format should be preferably for the current financial year on the date of the closing date of recruitment process or utmost not earlier than one year from the date of the closing date of recruitment process.
5. Applicants with educational qualifications higher than that specified, in both Essential and Desirable qualification, will not be considered for the post of serial no. 4 and 5.

6. 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.

P.T.O.

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