

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
V. N. Purav Marg, Mankhurd, Mumbai – 400 088.**

Advertisement No. 03/2023

Applications are invited for the following posts tenable at HBCSE, Mumbai

Sr. No.	Name of the post	No. of posts	Reservation	Age Max.	Pay Level and Pay stage as per 7th CPC Pay Matrix	TME
1.	Administrative Assistant (B)	01	UR	33	Pay Level 6, Pay Stage 1	Rs. 63378/-
2.	Work Assistant	01	UR	28	Pay Level 1, Pay Stage 1	Rs. 31563/-
3.	Driver (B)	01	UR	30	Pay Level 2, Pay Stage 1	Rs. 34698/-
4.	Junior Engineer (B) (Electrical)	01	UR	28	Pay Level 6, Pay Stage 1	Rs. 63378/-

Abbreviation: UR – Unreserved, TME- Total Monthly Emoluments

1) ADMINISTRATIVE ASSISTANT (B) – 01 POST (UR)

Essential Qualification and Experience:

- (a) Graduate from a recognized University/Institute with aggregate of 55% marks.
- (b) Proficiency in word processing/data base.
- (c) 5 years' experience in Establishment/General admin/HR/Accounts in a large and reputed organization.

Age: Maximum 33 years

Desirable:

- (a) Master degree in Arts/Commerce/Science or Post-graduate diploma/ MBA in Human Resource management from a recognized university
- (b) Excellent verbal and written communication skills with proficiency in English language.
- (c) Should have Strong analytical skills.
- (d) Proficiency in using personal computers, MS-Office applications and various other softwares
- (e) Knowledge of Stenography (English)

Job description:

- (a) To be responsible for coordination of different programs/projects of the Centre
- (b) To collate, and organize different forms of data required for smooth administration of the programs/projects of Centre
- (c) To be responsible for providing entire administrative support for the various programs/projects of the Centre
- (d) Any other work assigned by the superior(s).

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2) WORK ASSISTANT– 01 POST (UR)

Essential Qualification and Experience:

- (a) Passed S.S.C. OR Equivalent (Central/State Board Examinations).
- (b) Minimum 01 year experience

Age: Maximum 28 years

Desirable:

- (a) Ability to read, write and understand English language.
- (b) Basic knowledge of the computer.
- (c) Experience in handling large materials and packaging.

Job description:

- (a) Regular duties of Peon/Attendant, attending calls, keeping records, filing papers, movement of files from one section to another, handling Dispatch/ postal and bank transactions.
- (b) Any other work assigned by the superior(s).

Applicants with over qualification will not be considered for this post.

3) DRIVER (B) – 1 POST (UR)

Essential Qualification and Experience:

- (a) S.S.C or Equivalent (Central/State Board Examinations).
- (b) Valid licence for driving appropriate vehicle (heavy motor vehicles) as per requirement.
- (c) Minimum 3 years of accident-free experience of driving heavy passenger motor vehicles in large cities.

Age: Maximum 30 years

Physical Fitness

- (a) Male: Height not less than 165 cms; Chest 80-85 cms
Weight: corresponding to height and age as per medical standard.
Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.
- (b) Female: Height not less than 157 cms;
Chest (Not applicable)
Weight: corresponding to height and age as per medical standard.
Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.
(Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

Desirable:

- (a) Basic knowledge of First Aid (Certificate in First Aid would be preferable)
- (b) Knowledge of Trouble shooting, minor repairs
- (c) Knowledge of local language (Marathi) is desirable

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Job description:

- (a) Good skills in driving, daily upkeep and ability to do minor repairs of vehicles, maintenance of log books etc.
- (b) To work in shift duties when required, to work beyond regular hours when work demands, to take additional responsibilities of related works.
- (c) Knowledge of adherence to traffic regulations
- (d) Any other work assigned by the superior(s).

Applicants with over qualification will not be considered for this post.

4) JUNIOR ENGINEER (B) (ELECTRICAL) – 1 POST (UR)

Essential Qualification and Experience:

- (a) Full Time Diploma in Electrical Engineering (from a recognized University/Institute with aggregate of 60% marks).
- (b) Knowledge of use of personal computers and its applications.
- (c) 1-2 years' experience in supervision of electrical & HVAC maintenance work in government institute or private organization.

Age: Maximum 28 years

Job Requirement:

- (a) Candidate should be conversant with maintenance of electrical & HVAC installations, laying cabling for new power points, operation of electrical switchgears in the sub-station, maintenance of electrical motors and AC units etc.
- (b) Design, control and implement electrical systems as per the drawing.
- (c) Reviewing electrical engineering & HVAC plans, specifications and reports.
- (d) The candidate should be self-driven, take initiative and be a team player.
- (e) Any other duties assigned by the seniors.

Desirable Qualification:

- (a) Full time Degree in Electrical and Mechanical Engineering (from a recognized University/institute).
- (b) Advanced working knowledge of Microsoft office, AutoCAD and other related computer softwares in general.

Desirable Experience & Skills:

- (a) Independently analyzes and applies solutions to challenging issues within the area of expertise by applying critical thinking.
- (b) Knowledge of maintenance, installation, repair and troubleshooting work involved with electrical/Mechanical systems on service floor and Utility Area, like chiller, compressor, AC, HVAC, AHU, boiler, hot water generator, VFD drives, breaker, panel wiring, UPS etc is desirable.
- (c) Knowledge in government tender process in estimation and tender preparation

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How to apply: Applications accepted online only. For online submission of application, please visit the website <https://www.hbcse.tifr.res.in/get-involved/work-at-hbcse>.

General Information:

- 1) The post is tenable at HBCSE, Mumbai but is liable to be transferred if the need arises to the Institute's headquarters or other Centres and Field Stations.
- 2) The prescribed age should not be exceeded as on January 01, 2023 for the said posts.
- 3) Appointment for the post at Sr. No. 4 will be initially for a period of three years, including a probation period of one year. Continuing appointment beyond the initial period of three years will be subject to the results of a comprehensive review and performance appraisal. After a successful review, the appointment is continued until the superannuation age, which is sixty.
- 4) A higher starting salary could be considered for deserving candidate.
- 5) The Selection process shall involve Written Test and Skill Test(s) for post at Sr. no. 1, 2 and 3 and Written Test/Skill Test and Interview for the post at Sr. No. 4.
- 6) Selected candidate for the post at Sr. No. 3 will be required to work in round –the- clock shift duties.
- 7) Selected candidates for the above posts will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
- 8) Selected candidate for the above posts will be governed by the National Pension System applicable to the Central Government service [unless s/he is already governed by CCS (Pension) Rules 1972].
- 9) Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.
- 10) Applications from the candidates will be accepted ONLY-ONLINE except for the following:
 - i) Candidates applying for the above post and who are eligible for further age relaxation as per TIFR or GOI rules are required to submit applications by POST, along with a copy of the relevant certificate in support of age relaxation (for example ex-servicemen and persons with benchmark disabilities etc.). SC, ST, OBC and EWS candidates applying for unreserved posts are not eligible for age relaxation and should apply online.
 - ii) Applicants working in Govt. /Semi Govt. / Public Sector Undertaking must apply through Proper Channel. Applicants who do not send their applications through proper channel, if called, will be able to participate in the recruitment process only upon submission of a NOC from the competent authority. However, an

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advance copy of the application along with relevant enclosures may be submitted by post.

- iii) Those who are applying under clause 10 (i) and (ii) above may download the copy of the application submitted online and forward to us by postal service. You must write the post applied for and advertisement number on the envelope.
- 11) Incomplete applications and online/offline applications without uploading/attaching the supporting documents in support of age relaxation, educational qualification with all semester wise marksheets and passing certificate, age proof, experience certificate along with pay drawn, driving license etc. and **applications received after the last date shall not be considered.**
- 12) Outstation candidates called for recruitment process **for the post at Sr. No. 1 and Sr. No. 4** will be paid single Second Class return train fare (non air-conditioned) for the journey by the shortest route from the nearest railway station of their place of residence on the production of photocopies of onward and return journey tickets. If you travel by air, your air-fare will be restricted to the eligible train fare (as per travelling allowance applicable to you) on the production of tickets and boarding passes.
- 13) Only those called for recruitment process will be informed of the results and no interim correspondence of any kind will be entertained.
- 14) The selected candidate shall be required to join immediately. The Institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement. Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be called for the recruitment process. More vacancies may also be filled through this advertisement. The Institute reserves the right not to fill any/some posts herein advertised in case suitable candidates are not found. Canvassing in any form shall disqualify the candidate.
- 15) Before applying for the post, the candidate should ensure that s/he fulfills the eligibility and other criteria. The Institute reserves the right 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.
- 16) The Institute reserves the right to conduct recruitment process online/in-person. No reimbursement will be provided for recruitment process conducted online.
- 17) In case of difficulty in applying online, offline applications may be sent. **Queries related to issues occurring while applying online only may be sent to recruitment@hbcse.tifr.res.in mentioning your name and mobile number in the email before the last date of submission of application.**
- 18) **The online and offline applications must be submitted on or before May 12, 2023 to Head Administrative Operations, Homi Bhabha Centre for Science Education, TIFR, V. N. Purav Marg, Mankhurd, Mumbai – 400 088.**

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Note: The candidates are required to produce following original documents with copies at the time of verification of documents during recruitment process:

- a. Filled online application form.
- b. Identity Proof (Aadhar Card/Election Card/PAN Card/Passport/Driving License).
- c. Proof of Date of Birth/ age (S.S.C school leaving certificate/ PAN card/ Passport),
- d. Educational Qualification (All semester wise mark sheets and certificates). In case University/Board awards letter grades/CGPA/OGPA, the same will have to be indicated as 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).
- e. Experience Certificate/s.

**Sd/-
(Head Administrative Operations)**