

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
ESTABLISHMENT

Ref: HBC/EST/

March 22, 2025

Advertisement No. 02/2025

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

Abbreviation: UR – Unreserved, SC – Scheduled Caste

Designation	No. of Post & reservation		Honorarium/ Stipend	Max. age as on 01/01/2025
	UR	SC		
Project Scientific Assistant (B)	2	1	Rs. 62200/- (Incl. of HRA Rs. 9558/-)	28 yrs (UR)
				33 yrs (SC)
Project Work Assistant	1	-	Rs. 31500/- (Incl. of HRA Rs. 5400/-)	28 yrs (UR)
Clerk Trainee	1	-	Rs. 22000/-	28 yrs (UR)

1. BIOLOGY OLYMPIAD CELL

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

Walk-in-Selection Date & Time: 07/04/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full time Science Graduate (B.Sc.) in Microbiology/ Botany/ Zoology/ Life Sciences/ Biotechnology/ Biochemistry from a recognized University/ Institute with aggregate of 60% marks or equivalent CGPA.
2. Knowledge of use of personal computers and its applications.
3. 0 to 2 years post qualification experience in the relevant field.

Desirable Qualification & Experience:

1. M.Sc. in Microbiology/ Botany/ Zoology/ Life Sciences/ Biotechnology/ Biochemistry with aggregate of 60% marks or equivalent CGPA in Graduation.
2. Proficiency in English and/or experience with science outreach.

Job Description:

1. To develop and standardize challenging experiments in various disciplines in Biology.
2. To assist biology cell members in various other activities and organization of the programs of the Cell.
3. Any other work assigned by the supervisor.

Should there be a large number of candidates, the recruitment/selection process will continue into the following day.

P.T.O.

2. NIUS (PHYSICS) PROGRAMME

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

Walk-in-Selection Date & Time: 11/04/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full time Science Graduate (B.Sc.) in in any stream of Physics, Electronics or Instrumentation from a recognized University/ Institute with aggregate of 60% marks or equivalent CGPA.
2. Knowledge of use of personal computers and its applications.
3. 0 to 2 years post qualification experience in the field of Physics, Electronics or Instrumentation.

Desirable Qualification & Experience:

1. M.Sc. in Physics, Applied Physics, Engineering Physics, Electronics or Instrumentation with aggregate of 60% marks or equivalent CGPA with aggregate of 60% marks or equivalent CGPA in Graduation.
2. Proficiency and writing skills in English language.
3. Candidates with interest and experience in technical or scientific writing will be preferred.

Job Description:

1. To assist the NIUS (Physics) group in preparation of user manuals, student handouts and other materials related to experimental physics and instrumentation etc.
2. To assist design and development of simple experiments, demonstrations and undergraduate student projects in introductory physics
3. To assist in organization and administration related to NIUS camps / programme at HBCSE, Mumbai.
4. Any other work assigned by the supervisor.

3. PHYSICS OLYMPIAD PROGRAMME

Project Scientific Assistant- B, Scheduled Caste (SC) – 1 Post

Walk-in-Selection Date & Time: 15/04/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification & Experience:

1. Full time Science Graduate (B.Sc./ B.S.) in in any stream of Physics, Electronics or Instrumentation from a recognized University/ Institute with aggregate of 60% marks or equivalent CGPA.
2. Knowledge of use of personal computers and their applications.
3. 0 to 1 year post-qualification experience as per the Job Description.

Desirable Qualification & Experience:

1. M.Sc./ M.S. in Physics, Applied Physics, Engineering Physics, Electronics or Instrumentation with an aggregate of 60% marks or equivalent CGPA with aggregate of 60% marks or equivalent CGPA in Graduation.
2. Experience in any programming language and webpage editing.

Job Description:

1. To design and develop the theoretical/experimental problems, demonstrations, and educational materials at the higher secondary school and college level
2. To provide administrative assistance to workshops/programmes on science activities of the Centre.
3. To assist in the lab activities etc.
4. Any other work assigned by the supervisor.

P.T.O.

The SC candidates are required to submit the certificate in the prescribed format only. The prescribed format for the SC certificate: <https://www.hbcse.tifr.res.in/get-involved/work-at-hbcse/format-for-scst-certificate.pdf/>

4. ACCOUNTS SECTION

Project Work Assistant, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 09/04/2025, 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 as attendant/ peon.

Desirable Qualification & Experience:

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

Job Description:

1. Normal duties of Attendant, attending calls, knowledge of banking work, keeping of record, filing paper, movement of files from one section to another, photocopy and stationary related work.
2. Any other work assigned by the supervisor.

5. PROGRAMME OFFICE

Clerk Trainee, Unreserved (UR) – 1 Post

Walk-in-Selection Date & Time: 23/04/2025, 09.00 a.m. to 10.30 a.m.

Essential Qualification:

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

Desirable Qualification:

1. Knowledge of graphic design in canva or similar, photography and video production.
2. Fluency in English.

Job Description:

1. To create content for social media posts and prepare press release for Institute programs.
2. To build and maintain relationships with media, journalists and PROs of other Institutes.
3. To promote publicize Institute programs and events.
4. To draft policies for future media strategies and ensure its implementation.
5. To reply to any queries by email, telephone, etc.
6. To carry out logistic arrangements related to canteen, hostel, photography during programs.
7. Ticket bookings and reserving of lecture rooms/auditorium on portal.

P.T.O.

8. Filing, drafting letters, mail merge and sending common emails in bulk to schools/colleges/institutions across the country.
9. Any other outdoor work visiting schools/colleges/institutes TV channels, Press, etc.
10. Any other work assigned by the supervisor.

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. Sr. No. 1 to 4 are temporary posts for one year and can be extended up to one or two more years based on the requirement and performance of the candidate.**
- 5. Sr. No. 5 is temporary post for one year and can be extended up to one more year based on the requirement and performance of the candidate.**
- 6. Project/ Trainee 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 documents/ enclosures at the time of interview.

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

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.

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