

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

Advertisement No.02/2025

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

Sr. No.	Name of the post	No. of post	Reservation	Age Max.	Pay Level and Pay stage as per 7th CPC Pay Matrix	TME (in Rs.)
1.	Work Assistant	01	UR	28	Pay Level 1, Pay Stage 1	35006/-

Abbreviation: UR – Unreserved, TME- Total Monthly Emoluments

1) 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 as Peon/Attendant

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) General cleanliness and upkeep of the section/ unit.
- (c) Other non-clerical work in the section. i.e. arrangement of refreshment etc.
- (d) Any other work assigned by the superior(s).

Age: Maximum 28 years

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, 2025 for the said post.

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- 3) A higher starting salary could be considered for deserving candidate.
- 4) The Selection process shall involve Written Test and Skill Test(s).
- 5) Selected candidate for the above post will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
- 6) Selected candidate for the above post 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].
- 7) Post for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply.
- 8) 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 post 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 advance copy of the application along with relevant enclosures may be submitted by post.
 - iii) Those who are applying under clause 8 (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.
- 9) Incomplete applications and online/offline applications without uploading/attaching the supporting documents in support of age relaxation, educational qualification with marksheet and passing certificate, age proof, documents in support of experience viz. experience certificate or appointment letter alongwith confirmation letter, promotion letter, salary proof etc and applications received after the last date shall not be considered.
- 10) Only those called for recruitment process will be informed of the result and no interim correspondence of any kind will be entertained.
- 11) 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

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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. 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.

- 12) 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.
- 13) 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.**
- 14) **The online and offline applications must be submitted on or before April 11, 2025 to Head Administrative Operations, Homi Bhabha Centre for Science Education, TIFR, V. N. Purav Marg, Mankhurd, Mumbai – 400 088.**

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 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.

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

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