

**होमी भाभा विज्ञान शिक्षा केंद्र**  
**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION**  
**टाटा मूलभूत अनुसंधान संस्थान**  
**Tata Institute of Fundamental Research**  
**वी. एन. पुरव मार्ग, मानखुर्द, मुंबई – 400 088.**  
**V.N. Purav Marg, Mankhurd, Mumbai – 400 088.**

**Advertisement No. 03/2025**

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 7 <sup>th</sup> CPC Pay Matrix	TME (in Rs.)
1.	Scientific Officer (C)	01	UR	28	Pay Level 10 Pay Stage 01	1,14,945/-
2.	Scientific Assistant (B)	01	OBC	31	Pay Level 06, Pay Stage 01	71,070/-
3.	Work Assistant (Technical)	01	UR	28	Pay Level 01, Pay Stage 01	35,393/-

**Abbreviations:**

**UR – Unreserved, OBC- Other Backward Class, TME- Total Monthly Emoluments**

**1) SCIENTIFIC OFFICER (C) – ONE POST - UNRESERVED**

**Essential Qualification and Experience:**

(a) Full Time Master's degree in Science (with aggregate of 60% marks) from a recognized university/ institute in Computer Science/Information Technology.

**OR**

(a) Full time Degree in Engineering (BE/B.Tech with aggregate of 60% marks) from a recognized university/institute in Computer Science/Computer Engineering/ Information Technology/Electronics/Electronics and Telecommunications/Electrical Engineering

(b) 0-3 years' experience in System Administration.

**Age: Maximum 28 years**

**Desirable:**

- Linux System administration
- Knowledge of computer architecture, storage and computer networking
- Proficiency in shell scripts, C++,Python
- Maintenance of software and hardware infrastructure in large data-centres
- Knowledge of IT security
- Ability to learn on the job
- Strong interpersonal skill and the ability to function in team environment
- Experience in managing IT infrastructure in large computing clusters and storage farms.
- Well versed in problem solving and trouble shooting
- Knowledge of database management systems
- Proficiency in programming languages like PERL, JAVA

**Job Description:**

The Scientific Officer 'C' is responsible for effective provisioning, installation/configuration, operation, maintenance of system hardware, software and related infrastructure which include Virtualization, Firewall, Network Switches (L3) and Routers. This individual participates in technical research and development to enable continuing innovation within the infrastructure as well as its day-to-day maintenance and upgrade. This individual ensures the related procedures adhere to organizational values, enabling staff, student, faculty members to carry out multiple activities in collaboration with national and international agencies. Readiness for maintaining the facility on 24x7 is essential.

**Mode of Recruitment: Written Test / Personal Interview or both**

**2) SCIENTIFIC ASSISTANT (B) : ONE POST – OTHER BACKWARD CLASS****Essential Qualification and Experience:**

- (a) Graduate from a recognized University/Institute with aggregate of 60% marks and Graduate or Post Graduate in Library/Information Science (with aggregate of 60% marks).
- (b) Knowledge of use of personal computers and its applications.
- (c) 1-2 years' experience of working in a Library of a research institute/semi-govt./public and private sector.

**Age: Maximum 31 years**

**Desirable:**

- Good knowledge of KOHA and DSpace including installation process.
- Knowledge of DDC classification scheme

**Job description:**

- (a) Procuring, processing library materials, the management and strategic planning of the library resources including preparation of staff roster, managing library budget, softwares, library website etc.
- (b) Ability to work with softwares like KOHA, DSpace etc.
- (c) Overall maintenance, evaluation of all systems and procedures associated with the library.
- (d) Performing yearly audits of the library resources.
- (e) Good written and oral communication and negotiation skills for interaction with publishers, vendors etc.
- (f) Any other work assigned by the supervisor.

**Mode of Recruitment: Written Test / Personal Interview or both**

### **3) WORK ASSISTANT (TECHNICAL): ONE POST – UNRESERVED**

#### **Essential Qualification and Experience:**

- (a) Passed S.S.C. OR Equivalent from a recognized Board.
- (b) Minimum 01-year experience in science laboratory

**Age: Maximum 28 years**

#### **Job description:**

- (a) Maintenance of Lab operations including filing and organization.
- (b) Monitoring and managing inventory of lab items, books, resources, and capital items.
- (c) Sourcing and procuring materials for daily workshops and activities of lab.
- (d) Supporting various tasks related to lab.
- (e) Providing administrative assistance for workshops conducted both on-site and off-site.
- (f) Any other work assigned by the supervisor.

#### **Mode of Recruitment: Written Test and Skill Test**

#### **General Information:**

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

- 1) The post is tenable at Mumbai but is liable to be transferred if the need arises to the Institute's headquarters or other Centres and Field Stations.
- 2) A higher starting salary could be considered for deserving candidate.
- 3) Appointment for the above posts at Sr. no. 1 and 2 will be initially for a period of three years, including a probation period of one year. Continuing appointments 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) Selected candidates for all above posts will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
- 5) Prescribed age should not exceed as on January 01, 2025 for the above posts
- 6) Selected candidates 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].
- 7) Post/s for general category (Unreserved) – SC/ST/OBC/EWS/PwBD candidates can also apply. Post at Sr. no. 3 is not identified suitable for PwBD.
- 8) Applications from the candidates will be accepted ONLY-ONLINE except for the following:
  - i) Candidates applying for the above posts 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, 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 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 must download the copy of the application submitted online and forward to us by postal service alongwith the necessary documents. You must write the post applied for and advertisement number on the envelope. Mere submission of online application will not be considered as advance copy.**
- 9) Incomplete applications (online) and 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, documents in support of experience viz. experience certificate or appointment letter, confirmation letter, promotion letter, salary proof etc. and applications received after the last date shall not be considered.
- 10) **The online applications must be submitted by July 11, 2025 and applications by post must reach Head Administrative Operations, Homi Bhabha Centre for Science Education, TIFR, V. N. Purav Marg, Mankhurd, Mumbai – 400 088 on or before July 11, 2025.**
- 11) Outstation candidates called for recruitment process at Sr. No. 1 for the said post will be paid single First Class (non-air conditioned)/III Tier A/C return fare for the journey by the shortest route from the nearest railway station of their place of residence to the place of recruitment process on the production of photocopies of onward and return journey tickets.
- Outstation candidates called for recruitment process at Sr. No. 2 will be paid single Second Class (non-air conditioned) return train fare for the journey by the shortest route from the nearest railway station of their place of residence to the place of interview on the production of photocopies of onward and return journey tickets.
- If you travel by air, you are required to purchase air tickets ONLY from 1) M/s. Balmer Lawrie & Company Limited (BLCL) 2) M/s. Ashok Travels & Tours (ATT) 3) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC). **BOOKING THROUGH THE WEBSITE OF AIRLINES IS NOT ALLOWED.** The air-fare for such candidates will be restricted to the eligible train fare on the production of tickets and boarding passes.
- 12) Only those called for recruitment process will be informed of the results and no interim correspondence of any kind will be entertained.
- 13) 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. 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.

- 14) 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.
- 15) The Institute reserves the right to conduct recruitment process online/in-person.
- 16) **Queries related to issues occurring while applying online only may be sent to [recruitment@hbcse.tifr.res.in](mailto:recruitment@hbcse.tifr.res.in) mentioning your name and mobile number in the email before the last date of submission of application.**

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

1. Filled online application form.
2. Identity Proof (Aadhar Card/Election Card/PAN Card/Passport/Driving License).
3. Proof of Date of Birth/ age
4. 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).
5. Experience Certificate/s.
6. OBC candidates should submit a valid copy of the Non-Creamy Layer certificate issued by 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 closing of application or utmost not earlier than one year from the date of closing of application. Acknowledgement receipt of submission of application for OBC-Non creamy Layer certificate for current financial year will also be accepted (If selected, the candidate has to submit OBC Non-Creamy Layer certificate for the current financial year).

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

**Sd/-  
Head Administrative Operations**