

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION**  
**ESTABLISHMENT**

Ref: HBC/EST/

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**Advertisement No. 05/2025**

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

**Abbreviation: UR – Unreserved, OBC – Other Backward Class, EWS – Economically Weaker Section**

<b>Designation</b>	<b>No. of Post &amp; reservation</b>			<b>Honorarium/ Stipend</b>	<b>Max. age as on 01/07/2025</b>
	<b>UR</b>	<b>OBC</b>	<b>EWS</b>		
Project Scientific Assistant - B	1	1	1	Rs. 63900/- (Incl. of HRA Rs. 9558/-)	28 yrs (UR & EWS)
					31 yrs (OBC)
Project Assistant	1	-	-	Rs. 41100/- (Incl. of HRA Rs. 5859/-)	28 yrs (UR)
Technical Trainee	1	-	-	Rs. 23000/-	28 yrs (UR)
Technical Trainee (Civil)	2	-	-	Rs. 23000/-	28 yrs (UR)
Clerk Trainee	2	-	-	Rs. 22000/-	28 yrs (UR)

**I. VIGYAN PRATIBHA PROJECT**

**Project Scientific Assistant - B**

**(a) Unreserved (UR) – 1 Post**

**(b) Economically Weaker Section (EWS) – 1 Post**

**Walk-in-Selection Date & Time: 20/01/2026 , 09.00 a.m. to 10.30 a.m.**

**Essential Qualification & Experience:**

1. Full-time B.Sc./ B.S. (in any stream of Science or Mathematics) 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' qualification experience in the field of educational content development, teaching, education research and social or similar developmental projects.

**Desirable Qualification & Experience:**

1. M.Sc. (in any stream of Science or Mathematics) with an aggregate of 60% marks or equivalent CGPA with an aggregate of 60% marks or equivalent CGPA in Graduation.
2. The candidate should have experience in teaching/ scientific writing/ development of educational activities
3. Ability to work with rigorous scientific and mathematical content at school level.
4. Good proficiency in the English language and writing skills in English and/or any other Indian language.
5. Ability to engage with the learning needs of Indian students.
6. Basic knowledge of common word processing and data analysis software such as MS-Office, Libre-office, etc.

P.T.O.

**Job Description:**

1. To contribute toward the development of challenging learning units for science and mathematics and field testing them in different schools; teacher professional development and working with in-service teachers on regular basis. (The work requires strong academic competence, the ability to interact with teachers and students in different schools (urban, rural, and tribal), and a sensitivity toward the learning needs of students from diverse backgrounds in the country.)
2. To work with teachers in schools in online mode + through school visits across the Maharashtra (and nearby states) for implementation of project activities in the school and its documentation.
3. To contribute to the writing of project reports.
4. Any other work assigned by the supervisor.

**The EWS candidates are required to produce the certificate in the prescribed format only. The prescribed format for the EWS certificate:**

<https://www.hbcse.tifr.res.in/get-involved/work-at-hbcse/ews-certificateformat.pdf/>

**II. NIUS CHEMISTRY CELL**

**Project Scientific Assistant- B, Other Backward Class (OBC) – 1 Post**

**Walk-in-Selection Date & Time: 15/01/2026, 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 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. M.Sc. (integrated) or M.Sc. Ed with major in chemistry or chemistry education is also acceptable.
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.
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/>

**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/](https://www.hbcse.tifr.res.in/get-involved/work-at-hbcse/obc-certificate-format.pdf)**

### **III. NATIONAL CO-ORDINATOR'S OFFICE**

**Project Assistant, Unreserved (UR) – 1 Post**

**Walk-in-Selection Date & Time: 14/01/2026, 09.00 a.m. to 10.30 a.m.**

**Essential Qualification & Experience:**

1. Graduate from a recognized University/ Institute with aggregate of 50% marks or equivalent CGPA.
2. Knowledge of typing.
3. Knowledge of use of personal computers and applications- supported by certificates from the government recognized institutions.
4. Minimum 1- year qualification experience in clerical work in a large and reputed organizations.

**Desirable Qualification & Experience:**

1. Familiarity with software such as MS Office, Linux etc.
2. The candidate should have proficiency in the English language i.e. verbal and writing skills.
3. Designing and Creative Presentation Skills (Canva and similar tools).

**Job Description:**

1. To provide administrative assistance in workshops/programmes in Science Olympiad activities of the Centre.
2. Managing office administration correspondence via emails, phone calls etc.
3. Any other work assigned by the supervisor.

### **IV. DESIGN AND TECHNOLOGY EDUCATION GROUP (D&T)**

**Technical Trainee, Unreserved (UR) – 1 Post**

**Walk-in-Selection Date & Time: 12/01/2026, 09.00 a.m. to 10.30 a.m.**

**Essential Qualification:**

Science graduate from recognised University/Institute.

OR

Diploma in Engineering.

**Desirable Qualification:**

1. Interest in field of education and teaching.
2. Fluent in any two of the languages: English, Hindi, Marathi.
3. Basic Computer skills and familiarity with graphic design software.

**Job Description:**

The trainee will help in:

1. Maintaining the organization and functionality of the D&T lab space.
2. Logistical planning and day-to-day operations
3. Supporting administrative tasks, including documentation, scheduling, and communication related to group initiatives and events.
4. Conducting workshop sessions with students and teachers
5. Any other work assigned by the Section Head.

Note: Occasional travel may be required, and weekend work may be expected, particularly on event days.

**V. TECHNICAL SERVICES SECTION**

**Technical Trainee- Civil, Unreserved (UR) – 2 Posts**

**Walk-in-Selection Date & Time: 13/01/2026, 09.00 a.m. to 10.30 a.m.**

**Essential Qualification:**

Full time Diploma in Civil Engineering from a Government recognized University/ Institute.

**Desirable Qualification:**

Knowledge of use of personal computer and software like AutoCAD, MS- Office etc.

**Job Description:**

1. To assist in site supervision of Civil and Public Health Engineering (PHE) works.
2. To supervise Civil and Public Health Engineering (PHE) maintenance jobs in buildings and roads done by the department staff.
3. To assist in preparation of Bills of Quantities (BOQ) and Estimates for the project work.
4. To record site measurement as per the instruction of the supervisor for the work done on site.
5. Preparation of drawings required for project work.
6. Any other work assigned by the department Engineers.

**Selected candidates will have to work in the round-the-clock shift duties if required.**

**VI. GUESTHOUSE**

**Clerk Trainee, Unreserved (UR) – 2 Posts**

**Walk-in-Selection Date & Time: 16/01/2026, 09.00 a.m. to 10.30 a.m.**

**Essential Qualification:**

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

**Desirable Qualification:**

1. Basic computer knowledge (MS Office, email).
2. Good communication and organizational skills.
3. Willingness to learn and take initiative.

**Job Description:**

1. Assist with guest check-in/check-out procedures.
2. Maintain booking, occupancy and payment records.
3. Track inventory and assist with stock replenishment.
4. Handle basic phone, email and office communication.
5. Coordinate with housekeeping and maintenance staff.
6. Ensure cleanliness and orderliness of office areas.
7. Ensure smooth operations of the Guesthouse during your shift.
8. The post is for front desk management and hospitality.
9. Any other work assigned by the Supervisor.

**Selected candidates will have to work in the round-the-clock shift duties.**

**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. **Sr. No. (I) to (III) 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.**
3. **Sr. No. (IV) is temporary post for 6 months.**
4. **Sr. No. (V) & (VI) are temporary posts for one year and can be extended for another year based on the requirement and performance of the candidate.**
5. In terms of experience, post-qualification experience is essential.
6. Post/s for General Category (Unreserved) – candidates from SC/ST/OBC/EWS categories can also apply.
7. SC, ST and OBC candidates applying for unreserved posts are not eligible for age relaxation.
8. 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.
9. EWS candidates should submit a valid copy of EWS certificate issued by competent authority in the Govt. of India (GOI) format. The EWS 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 date of application. Acknowledgement receipt of submission of application for EWS certificate for current financial year will also be accepted (If selected, the candidate has to submit EWS certificate for the current financial year).
10. Candidates applying for EWS reserved post are not covered under the scheme of reservation for SC, ST and OBC.

**11. Project/Trainee staff will not be entitled for Institute provided accommodation.**

12. 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 respects with enclosures at the time of interview.

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

**14. Corrigendum/Addendum if any, will be published on HBCSE’s website only.**

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	: GMRT, Pune
: TIFR Main Campus	: RAC & CRL, Ooty
: TIFR CAM, Bengaluru	: NBF & TCIS, Hyderabad
: NCBS, Bengaluru & Panchmarhi	: ICTS, Bengaluru
: NCRA, Pune	