

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
V.N.PURAV MARG, MANKHURD, MUMBAI – 400 088.

Advt. No. 02/2013

August 8, 2013

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

CLERK-A: Two posts (02- Unreserved; Pay Band: (PB-1) ` 5200-20200 + Grade Pay: ` 2000/-; TME: ` 18846/-; HQ: Mumbai.

Qualification & Experience: 1) Graduate with minimum 50% marks. 2) Knowledge of typing and use of personal Computers and applications. 3) One year experience as a Clerk in administrative matters and correspondence in large and reputed organization. 4) Candidates with better typing skills may be given preference depending upon the specific post.

Desirable: Drafting skills in English.

Age: Below 28 years

TME: Total Monthly Emoluments

Candidates are liable to be transferred to other Centres/Field Stations of the Institute, if required.

Prescribed age should not exceed as on July 01, 2013 for the above posts.

Posts for general category (unreserved) – SC/ST/OBC/PWD candidates can also apply.

Selected candidate will be governed by the recently introduced New Defined Contributory Pension Scheme for new entrants to the Central Government service (unless they are already governed by CCS (Pension) Rules 1972).

Application giving full details, together with copies of relevant certificates/testimonials, in the following format and superscribing the post applied for and advertisement no. on the envelope should reach the *Senior Administrative Officer, Homi Bhabha Centre for Science Education, Tata Institute of Fundamental Research, V. N. Purav Marg, Mankhurd, Mumbai – 400 088 within 15 days of date of issue of this advertisement.*

Application format: 1) Advertisement No. 2) Name of the post 3) Name of the applicant 4) (a) Date of birth (attach photocopy of the certificate) (b) Age as on July 01, 2013 5) Nationality 6) Whether belonging to SC/ST/OBC (attach photocopy of certificate) 7) Permanent address 8) Correspondence address 9) Telephone numbers for contact (a) Landline (b) Mobile 10) Email address 11) Qualification (attach photocopies of all certificates and mark lists of all semesters/years) 12) Experience with details of the organization, post held, scale of pay, basic pay (attach photocopies of certificates) 13) Names and addresses of two referees (attach certificate) 14) Have you at any time been called for interview in the Institute? If so, give details 15) Signature of the candidate. Submission of the copies of all the certificates is essential.

Incomplete applications, applications without copies of the certificates and applications received after last date shall not be considered. Applicants in Government/Semi-Government/Public Sector Undertaking/Autonomous Body should apply through proper channel. Applicants, who do not send their applications through proper channel, if called, will be interviewed only upon submission of a No Objection Certificate from the competent authority, prior to the interview.

The Institute reserves the right to restrict the number of candidates for interview 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 test/interview. The Institute reserves the right not to fill any/some posts herein advertised. Canvassing in any form will disqualify the candidate.

For more information visit our website: <http://www.hbcse.tifr.res.in>.

(M. D. Gaitonde)
Sr. Admn. Officer