

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
Tata Institute of Fundamental Research
(Deemed University)
V.N. Purav Marg, Mankhurd, Mumbai – 400 088.

Advertisement No. 03/2021

Homi Bhabha Centre for Science Education (HBCSE), a National Centre of the Tata Institute of Fundamental Research, invites applications for a post **Administrative Officer- D** at HBCSE, Mumbai.

Administrative Officer- (D): One post (Unreserved), Pay Level 11; Pay Stage 1, TME: Rs. 1,16,509/- ; HQ: Mumbai.

Qualification and Experience:

- (a) Post Graduate from recognised University/Institute with aggregate of 60% marks in Management / Administration. **OR** (a) Graduate from a recognised University/Institute with aggregate of 60% marks and Diploma/Degree/Certificate course in Management or Administration
- (b) Proficiency in use of personal computers and applications.
- (c) 5 Years' experience in Level 8 and /or Level 9 and /or Level 10 or with equivalent TME (total monthly emoluments)

Desirable qualification and Experience:

- (a) Skill in handling oral and written official correspondence.
- (b) Knowledge of Govt. rules and data management software.
- (c) Experience of administration in educational institutions

Job Requirement:

- (a) Manage daily operations of the departments and ensure they are working according to the policies of the Institute.
- (b) To supervise large diversified administrative activities, which may involve coordinating the work performed in several functions.
- (c) To supervise and train subordinate staff.
- (d) To coordinate with DAE, HO and other centres for work related matters.
- (e) To monitor RTI, employee grievances and provide any other information asked from HO.
- (f) To analyze various work reports and make recommendation to seniors
- (g) To plan, direct and manage the all the operational activities in the organization.
- (h) Initiate and implement best effective practices in administrative functions

Age: Maximum 45 years

How to apply: Application will be accepted **ONLINE ONLY**. The facility of online application will be open from **November 27, 2021 to December 17, 2021**. For online submission of application, please visit the website <http://www.hbcse.tifr.res.in/advt>. The candidates are advised to read instructions given on 'home page' of HBCSE's website by clicking on the option "**Application portal.**"

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
Tata Institute of Fundamental Research
(Deemed University)
V.N. Purav Marg, Mankhurd, Mumbai – 400 088.

General Information:

- a. Higher starting salary could be considered for deserving candidates. Candidate is liable to be transferred to Institute's headquarters or other Centres/Field Stations of the Institute, if required.
- b. Appointment for the above post will be initially for probation of one year. Continuing appointment beyond the initial period of one year will be subject to the result of a comprehensive review and performance appraisal. After successful review, the appointment is continued till superannuation age, which is sixty years.
- c. Selected candidates for the above post will be governed by the New Pension Scheme applicable to the Central Government Service [unless they are already governed by CCS (Pension) Rules 1972].
- d. Prescribed age should not exceed as on July 01, 2021.
- e. Post for General Category (Unreserved) – SC/ST/OBC/PwBD/EWS candidates can also apply. Candidates applying for above post and who are eligible for further age relaxation as per extant GOI rules are required to submit applications by POST, along with a copy of relevant certificate in support of age relaxation (**for example ex-servicemen, persons with benchmark disabilities, etc.**). [SC, ST and OBC candidates applying for unreserved post are not eligible for age relaxation and should apply online].
- f. Applicants in Government/Semi-Government/ 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 an NOC from the competent authority. However, an advance copy of application along with relevant enclosures may be submitted by post. In order to apply, the applicant may download the ONLINE submitted application and forward it to us by POST.
- g. **The offline applications related to Sr. no. (e) and (f) must be submitted by post.** Applicants who are required to send the applications by post must write the post applied for and advertisement number of the post on the envelope.
- h. Incomplete applications and applications without photocopy of certificate in support of age relaxation and online applications without uploading the supporting documents in support of their Educational qualification with all semester marksheets, Date of Birth, Experience certificate along with pay drawn etc. and applications received after the last date shall not be considered.
- i. Only those called for recruitment process will be informed of the result and no interim correspondence of any kind will be entertained.
- j. Outstation candidates called for recruitment process 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. No reimbursement will be provided for interviews conducted online.
- k. If you travel by air, you are required to travel by national carriers, AIR INDIA with the tickets purchased only from Air India website or Air India booking counter. The air fare for such candidates will be restricted to the eligible return train fare on production of tickets and boarding passes.

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
Tata Institute of Fundamental Research
(Deemed University)
V.N. Purav Marg, Mankhurd, Mumbai – 400 088.

1. **Note: The candidates are required to produce following original documents with copies at the time of recruitment process:**

1. Printout of online application form.
2. Identity Proof (Aadhar Card/Election Card/Pan Card/Passport/Driving License).
3. Date of Birth/Proof of age.
4. 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).

5. Experience Certificates/s.
- m. The Institute 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. Merely fulfilling the essential and desirable qualifications will not entitle an applicant to be called for recruitment process. More vacancies may also be filled through this advertisement. The Institute reserves the right not to fill the post herein advertised. Canvassing in any form shall disqualify the candidate.
- n. Before applying for the post, the candidate should ensure that s/he fulfills the eligibility and other criteria. Recruitment authorities 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.

The last date for receiving ONLINE and OFFLINE applications is **December 17, 2021**. The applications by post must reach the Head Administration & Finance, Homi Bhabha Centre for Science Education, TIFR, V. N. Purav Marg, Mankhurd, Mumbai – 400 088 by **December 17, 2021**.

Due to Covid-19 pandemic, the Institute reserves the right to conduct written tests, interviews, etc. online.

The candidates should check HBCSE's website regularly for updates.

Queries related ONLY to problems occurring while applying online may be sent to recruitment@hbcse.tifr.res.in mentioning your name and mobile number in the email before the last date of receiving application.

Sd/-
(Head Admn. and Finance)