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

Advertisement No. 03/2021

WALK - IN - SELECTION

ON DECEMBER 15, 2021 AT 9.30 a.m. to 11.00 a.m. FOR THE POST OF CLERK TRAINEE

CANDIDATES are invited for Walk-in-Selection for the following post tenable at HBCSE, Mumbai.

Sr. No.	Name of the post	No. of Trainees to be recruited	Age Below (Years)	Monthly Stipend	Qualification
1.	CLERK TRAINEE	01	28	Rs. 15,000/- PER MONTH	(a) Graduate from a recognized University/Institute (b) Knowledge of typing and use of personal computers and its applications.

JOB DESCRIPTION:

1) All administrative type of work viz. To maintain & file documents, assist in dispatch work, track file movements, to maintain various registers etc.
2) Any work assigned by the superior(s).

General information:

1) The appointment for the above post is temporary for a period of six months initially, further extendable for another six months i.e. upto 01 year.
2) Prescribed age should not exceed as on July 01, 2021.
3) Working hours will be similar to the regular employees but would have to work on Saturdays and holidays, as per the requirement of the department/section. Trainees will not be eligible for any Overtime allowances.
4) No TA/DA will be paid for attending the interview.
5) Accommodation will be not be provided.
6) 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 application not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidate/s shall be liable to be terminated from service if appointed.
7) A written test may be administered on the day of the interview subject to verification of documents as per the norms and eligibility. The written test will include questions pertaining to General English, Numerical aptitude, Logical reasoning, General knowledge, Current affairs etc.
8) 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.
9) **The candidates should check HBCSE's website https://hbcse.tifr.res.in/ regularly for updates.**

(P.T.O)

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION

10) **To reach HOMI BHABHA CENTRE FOR SCIENCE EDUCATION, T.I.F.R.,** (Next to Anushaktinagar Bus Terminus), V. N. Purav Marg, Mankhurd, Mumbai 400 088; you may come by train to Mankhurd (Harbour Line) or take BEST Bus routes, 21 Ltd. from Dadar (E), 92 Ltd. or 521 Ltd. from Dadar (W), 360 from Kurla or 352 from Sion.

11) **Candidates are requested to follow covid safety measures. Candidates will not be allowed to enter the Centre's premises without proper mask. Please bring clipboard for holding the written test paper, writing pen, drinking water and hand sanitizer**

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

a. Print out of the duly filled in application form (available on the website) with recent photograph.

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 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).

e. Experience Certificate/s, if any.

Sd/-
(Head Admn. and Finance)

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