

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

Advertisement No. 04/2023

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

Clerk (A): One post (Reserved for Economically Weaker Section (EWS) category); Pay Level 3, Pay Stage 1; Basic pay Rs. 21700/- + admissible allowances as per Central Government norms, HQ: Mumbai

Essential Qualification & Experience:

- (a) Graduate from a recognised University/Institute with aggregate of 50% marks.
- (b) Should have knowledge of typing and use of personal computers and applications – supported by certificates from the government recognized institutions.
- (c) Minimum 1 year experience in clerical duties and correspondence in large and reputed organization.

Age: Maximum 28 years

Desirable:

- (a) Masters in Commerce/ICWA with good oral and written communication skills in English and analytical skills
- (b) Knowledge of accounting softwares.
- (c) Proficiency in MS Office – Excel/ Word/PPT.
- (d) 2 - 4 years' experience of working in Accounts department in a large organization.

Job description:

- (a) Preparation of vouchers and bill payment.
- (b) Preparation of details for monthly TDS Return and online payment and knowledge of GST Working.
- (c) Reconciliation Statements of all bank accounts.
- (d) Basic knowledge of finance is desirable.
- (e) To assist the supervisor in all the tasks assigned.

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

General Information:

- 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) The prescribed age should not be exceeded as on July 01, 2023.
- 3) The Selection process shall involve Written Test and Skill Test.
- 4) A higher starting salary could be considered for deserving candidate.
- 5) Selected candidate for the above post 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].
- 6) Candidates applying for EWS reserved post are not covered under the scheme of reservation for SCs, STs and OBCs.
- 7) EWS certificate in the Government of India format. The link for the prescribed format is <https://www.hbcse.tifr.res.in/get-involved/work-at-hbcse/ews-certificateformat.pdf>

- 8) Applications from the candidates will be accepted ONLY-ONLINE except for the following:
- i) Candidates applying for the above post 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 and persons with benchmark disabilities etc.).
 - 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.
- 9) Incomplete applications without uploading/attaching the supporting documents in support of age relaxation, educational qualification with all semester marksheets and passing certificate, age proof, experience certificate along with pay drawn, etc. and applications received after the last date shall not be strictly considered.
- 10) Only those called for recruitment process will be informed of the results and no interim correspondence of any kind will be entertained.
- 11) The selected candidate shall be required to join immediately. The Centre 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 consideration for recruitment. More vacancies may also be filled through this advt. The Centre reserves the right not to fill the above post herein advertised in case suitable candidates are not found. 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.
- 12) Before applying for the post, the candidate should ensure that s/he fulfills the eligibility and other criteria. The Centre 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.
- 13) **Queries related to issues occurring while applying online only may be sent to recruitment@hbcse.tifr.res.in mentioning your name and mobile number in the email.**
- 14) Those who are applying under clause 8 (i) and (ii) above may download the copy of the application submitted online and forward to us by postal service. You must write the post applied for and advertisement number on the envelope. **The online applications and applications by post must be submitted on or before July 21, 2023 to Head Administrative Operations, Homi Bhabha Centre for Science Education, TIFR, V. N. Purav Marg, Mankhurd, Mumbai – 400 088.**

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

- a. Filled online application form.
- 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 with pay drawn.
- f. EWS certificate in the Government of India format.

Sd/-
(Head Administrative Operations)