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

Advertisement No. 02/2021

Homi Bhabha Centre for Science Education (HBCSE), a National Centre of the Tata Institute of Fundamental Research, invites applications for a post **Scientific Assistant- (B), (Design)** at HBCSE, Mumbai.

Scientific Assistant – (B), (Design): One post (OBC); Pay Level 6; Pay Stage 1, Basic pay 35400 + admissible allowances as per Central Government norms, HQ: Mumbai

Essential Qualification and Experience:

(a) Full Time B.Sc./B.A./B.F.A/B.Des. in Graphic Design/ Multimedia/ Animation/ Visual Graphics/ Fine Arts or related field from a recognized university/institute with aggregate of 60% marks.

(b) One (1) year experience related to job requirement with an organization of repute/ Science research Institutions.

Desirable qualification and Experience:

a. B.Sc/ B.Tech in addition to the qualification mentioned above.
b. Experience in Science communication and in using Desktop Publishing Softwares like Photoshop/Gimp Illustrator / Inkscape, InDesign / Scribus etc.; knowledge of HTML, CSS and other web technologies; familiarity with any video editing software like FinalCutPro, Adobe Premier, Kdenlive / Openshot / Pitivi and 3D software like Maya, 3DStudio, Blender, etc.

Job Requirement:

a. The candidate is expected to assist in the design and maintenance of print and online science education resources including designing brochures, posters and books, making educational videos, etc. Candidate is also expected to assist in still photography and videography for preparing such resources.
b. Background in digital design, excellent communication skills, and the ability to collaborate on Science communication projects.
c. Excellent knowledge of storyboarding, visual design principals, and animation.
d. Artistic mind with a keen eye for aesthetics and visually appealing content.
e. Experience in generating a strategy, material, and relationships to promote the ideas of Science.

Age: Maximum 31 years (Prescribed age should not exceed as on July 1, 2021).

How to apply: Application accepted online only. The facility of online application will be open from August 28, 2021 to September 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 our website by clicking on the option "**Application portal.**"

General Information:

a. Appointment for the above posts will be initially for a period of three years, including a probation period of one year. Continuing appointments beyond the initial period of three years will be subject to the results of a comprehensive review and performance appraisal. After a successful review, the appointment is continued until the superannuation age, which is sixty.

b. 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.

c. The Selection process shall involve Written Test/Skill Test(s) and Interview. The Centre reserves the right not to fill the above post herein advertised in case suitable candidates are not found. **Canvassing in any form shall disqualify the candidate**. 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.

d. Those working in Govt./Semi Govt./Public Sector Undertaking should apply Through Proper Channel. Applicants who do not send their applications through proper channels, 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. Such applicants are not required to apply online. Only those called for an interview will be informed of the results and no interim correspondence of any kind will be entertained.

e. The prescribed age should not be exceeded as on July 01, 2021, for the above post.

f. 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].

g. This post is reserved for OBC. SC/ST/EWS/General Category candidates need not apply. 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 PWD (persons with benchmark disabilities) candidates who belongs to OBC category, etc.).

h. Incomplete applications and online applications without uploading the supporting documents in support of their Educational qualification with all semester mark sheets, Date of Birth, OBC Non Creamy Layer certificate in Govt. of India format (The prescribed OBC certificate format can be downloaded here http://www.hbcse.tifr.res.in/advt/obc-caste-certificate/ , Experience certificate along with pay drawn, etc. shall not be considered.

i. Outstation candidates called for Written Test and Interview will be paid single Second Class return train fare (including Tatkal charges if any) for the journey by the shortest route from the nearest railway station of their place of residence to the place of interview on the production of photocopies of onward and return journey tickets

j. If you travel by air, your air-fare will be restricted to the train fare (as per traveling allowance applicable to you) on the production of tickets and boarding passes.

k. A higher starting salary could be considered for deserving candidate.

l. 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.

m. No reimbursement will be provided for interviews, written and skill test conducted online.

In case of any unresolvable difficulty in applying online, offline applications may be sent. **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.**

The offline applications must be submitted on or before September 17, 2021 by post to Head Administration & Finance, Homi Bhabha Centre for Science Education, TIFR, V. N. Purav Marg, Mankhurd, Mumbai – 400 088.

Those who are sending the application offline 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.

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

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.
  f. OBC candidates should submit a valid copy of the Non-Creamy Layer certificate issued by 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 closing of application or utmost not earlier than one year from the date of closing of application.

Sd/-
(Head, Admn. and Finance)