

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
V. N. Purav Marg, Mankhurd, Mumbai – 400 088.**

Advertisement No. 01/2024

Applications are invited for the following post tenable at HBCSE, Mumbai

Sr. No.	Name of the post	No. of posts	Reservation	Age Maximum	Pay Level and Pay stage as per 7th CPC Pay Matrix	Total Monthly Emoluments (TME)
1.	Driver (B)	01	Unreserved (UR)	30 years	Pay Level 2, Pay Stage 1	Rs. 36398/-

Essential Qualification and Experience:

- (a) S.S.C or Equivalent (Central/State Board Examinations).
- (b) Valid licence for driving appropriate vehicle (heavy motor vehicles) as per requirement.
- (c) Minimum 3 years of accident-free experience of driving heavy passenger motor vehicles in large cities.

Physical Fitness

- (a) Male: Height not less than 165 cms; Chest 80-85 cms
Weight: corresponding to height and age as per medical standard.
Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.
- (b) Female: Height not less than 157 cms;
Chest (Not applicable)
Weight: corresponding to height and age as per medical standard.
Eye sight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.
(Relaxation in Physical Fitness to members of some communities as per extant GOI rules).

Desirable Qualification:

- (a) 10+2 qualification
- (b) Basic knowledge of First Aid (Certificate in First Aid would be preferable)
- (c) Knowledge of Trouble shooting, minor repairs
- (d) Knowledge of local language (Marathi) is desirable

Job description:

- (a) To drive the vehicle, daily upkeep and ability to do minor repairs of vehicles, maintenance of log books etc.
- (b) To work in shift duties when required, to work beyond regular hours when work demands, to take additional responsibilities of related works.
- (c) Knowledge of adherence to traffic regulations
- (d) Any other work assigned by the superior(s).

How to apply: Applications accepted online only. For online submission of application, please visit the website <https://www.hbcse.tifr.res.in/>

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General Information:

- 1) The post is tenable at HBCSE, 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 January 01, 2024.
- 3) A higher starting salary could be considered for deserving candidate.
- 4) Applicants with educational qualifications higher than that specified, in both Essential and Desirable qualification, will not be considered for the said post.
- 5) The Selection process shall involve Written Test and Skill Test(s) for the post.
- 6) Selected candidate for the post will be required to work in round –the- clock shift duties.
- 7) Selected candidates for the above post will be required to work on Saturday/Sundays and holidays, as per the exigencies of the Institute.
- 8) Selected candidate for the above posts 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].
- 9) Post/s for general category (Unreserved) – SC/ST/OBC/EWS/ candidates can also apply.
- 10) 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.etc.). SC, ST, OBC and EWS candidates applying for unreserved posts are not eligible for age relaxation and should apply online.
 - 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.
 - iii) **Those who are applying under clause 10 (i) and (ii) above must download the copy of the application submitted online alongwith the necessary documents and forward to us by postal service. You must write the post applied for and advertisement number on the envelope.**
- 11) Incomplete applications and online/offline applications without uploading/attaching the supporting documents in support of age relaxation, educational qualification with all semester wise marksheets and passing certificate, age proof, driving license, documents

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in support of experience viz. experience certificate or appointment letter, confirmation letter, promotion letter, salary proof etc.

- 12) Only those called for recruitment process will be informed of the results and no interim correspondence of any kind will be entertained.
- 13) The selected candidate shall be required to join immediately. The Institute 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 the recruitment process. More vacancies may also be filled through this advertisement. The Institute reserves the right not to fill any/some posts herein advertised in case suitable candidates are not found. Canvassing in any form shall disqualify the candidate.
- 14) Before applying for the post, the candidate should ensure that s/he fulfills the eligibility and other criteria. The Institute 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 if appointed.
- 15) The Institute reserves the right to conduct recruitment process online/in-person.
- 16) **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 before the last date of submission of application.**
- 17) **The online/offline applications must be submitted on or before January 26, 2024 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.

(Head Administrative Operations)