



Dr.Homi Bhabha State University

DR. HOMI BHABHA STATE UNIVERSITY, MUMBAI

Institute of Science, 15-Madame Cama Road, Mumbai – 400032

www.hbsu.ac.in

Email ID: reghbsu@gmail.com

Advertisement for appointment to the following posts: -

Applications are invited for the following regular posts at Dr. Homi Bhabha State University, Mumbai along with copies of testimonials as proof of age, eligibility and experience, etc.

Sr. No.	Posts	No. of Post
1.	Deputy Registrar	1
2.	System Analyst	1
3.	Assistant Registrar	2
4.	Programmer	1
5.	Office Superintendent	2
6.	Head Clerk	2
7.	Senior Clerk	2
8.	Junior clerk/ Data Entry Operator	2
9.	Cashier	1

The prescribed application form with details of educational qualification, experience, age and Pay scale etc. is available on the website of the University www.hbsu.ac.in. Separate application should be submitted for each post in separate envelope superscribing the name of the post applied for. Applicants belonging to reserved category should submit Demand Draft of Rs.150/- and the applicants of open category should submit Demand Draft of Rs.300/- as the cost towards processing fee for each post, drawn in favour of "Dr. Homi Bhabha State University, Mumbai" payable at Mumbai alongwith attested copies of certificate/s should be sent in an envelope superscripted "Application for the post of _____", so as to reach the same to the Registrar, Dr. Homi Bhabha State University, Mumbai, The Institute of Science, 15-Madame Cama Road, Mumbai-032 through the inward section **before 5.30 p.m. on 18/01/2022**. Applications received after the last date prescribed will not be accepted.

Applications will be accepted within 30 days from the date of publication of the advertisement in the newspaper.

Application with incomplete information, erased/wrong information, non-availability of require educational qualifications, experience, age, caste certificate etc. non-attested certificates, without processing fees and any application misplaced or lost or delayed by the postal Department etc. will not be considered. Correspondence will not be made in this regard. Only meritorious candidates will be called for interview. The date and time of the interview and the list of selected candidates for various posts will be displayed on the HBSU website www.hbsu.ac.in.

Advertisement No.: रजि./HBSU/२०२०-२१/२-१०८

Date: 19/12/2021

Sd/-

Registrar

Dr. HBSU, Mumbai



HBSU

Dr.Homi Bhabha State University

DR. HOMI BHABHA STATE UNIVERSITY, MUMBAI

Institute of Science,15-Madame Cama Road, Mumbai – 400032

www.hbsu.ac.in

Advertisement No.: रजि./HBSU/२०२०-२१/२-१०८

Date: 19/12/2021

Applications are invited from the eligible candidates for the following posts belonging to Group A, B, and C in the Dr. Homi Bhabha State University, Mumbai.

Sr. No.	Post / Pay Scale	Age	Education and Experience Requirements
1.	Deputy Registrar (1 Open) Class A Pay Scale 15660-39100 GP-6600	As per norms Govt. of Maharashtra	<u>Essential Qualification:</u> Master's Degree from a recognized University with at least 55% of the marks or an equivalent Grade in a point scale wherever grading system is followed <u>Requisite Experience:</u> Nine years of experience as Assistant Professor with experience in educational administration OR Comparable experience in research establishment and/ or other institutions of higher education OR 5 years of administrative experience as Assistant Registrar or in equivalent post <u>Desirable Skills:</u> Expertise in handling ICT and Social Media for University administrative purposes, and excellent written and oral communication skills
2.	System Analyst (1 Open) Class A Pay Scale 15660-39100 GP-6600	As per norms Govt. of Maharashtra	<u>Qualifications:</u> M. Tech Computer Science OR MCA 1 st Class OR 1 st Class M. Sc. Computer Science OR ME - Computer Science <u>Requisite Experience:</u> SAP Certified for FICO/ABAP/ Or Hands on experience for More than 5 years in SAP Techno-functional work in any firm having turnover above 100 Crores <u>Desirable Skills</u> C, COBOL, Software Design, Software Documentation, Software Testing, Software Maintenance, Software Development Process, Software Requirements, Teamwork, General Consulting Skills, Software Architecture

3.	Assistant Registrar (1 Open / 1 SC) Class A Pay Scale 15660-39100 GP-5400	40 (As per Standard Code & UGC Notification of the 4 th May 1991)	<p><u>Essential Qualification :</u></p> <p>A Master's Degree from a recognized University with at least 55% marks or its equivalent grade of B in the UGC Seven Point scale form a recognized University / Institution</p> <p><u>Requisite Experience:</u></p> <p>At least 5 years of relevant administrative experience on the pay scale of Rs.9300-34800 and GP Rs.4400/- in an office in Academics/ Examinations / Finance & Accounts/ Procurement/ Human Resources Management in one or more of the following:</p> <p>(a) Central or State Universities or Research Institutions; (b) Central or State Government Departments and Agencies; (c) Autonomous Bodies under the Central or State Government; (d) Port Trusts; (e) Public Sector Undertakings; (f) Public Sector Banks or Financial Institutions; (g) Public Limited Companies.</p> <p><u>Desirable Skills:</u> Good knowledge of Information, Communication & Technology</p>
4.	Programmer (1 Open) Class B Pay Scale 9300-34800 GP-5400	As per norms Govt. of Maharashtra	<p><u>Essential Qualification :</u></p> <p>M. Tech Computer Science OR MCA 1st Class OR 1st Class M. Sc. Computer Science OR ME - Computer Science</p> <p><u>Experience Requirements:</u></p> <ul style="list-style-type: none"> • Min 5 Years' experience in software development/ IT Department / EDP Department of reputed company, organization having knowledge of database handling, Coding, Software testing • Proven experience with OOP languages (Java, C++, VB.NET) • Familiarity with HTML, JavaScript, CSS, and AJAX • Direct experience with Agile software development methodologies a plus <p>Preference will be given to the candidates having Experience in ASP. NET, Java, Oracle, SQL, Crystal Report.</p> <p>Please Note: Fresher are not allowed.</p>
5.	Office Superintendent (1 Open / 1 SC) Class B Pay Scale 9300-34800 GP-4300	As per norms Govt. of Maharashtra	<p><u>Qualification:</u></p> <p>Degree of any recognized University</p> <p><u>Experience:</u></p> <p>Administrative experience of not less than 5 years in a similar capacity</p> <p><u>Desirable Skills:</u> MS-CIT</p>
6.	Head-Clerk (1 Open / 1 SC) Class C Pay Scale 9300-34800 GP-4200	As per norms Govt. of Maharashtra	<p><u>Qualification :</u></p> <p>Degree of any recognized University</p> <p><u>Experience :</u></p> <p>Administrative experience of not less than 3 years in a similar capacity</p> <p><u>Desirable Skills:</u> MS-CIT</p>

7.	Sr. Clerk (1 Open/1 SC) Class C Pay Scale 5200-20200 GP-2400	25-38 Years 5 years relaxation in case of reservation	<u>Qualifications :</u> S.S.C. (Preference will be given to Graduate applicants). A Govt. Commercial Certificate of passing in English Typewriting @ 40 w.p.m. and Marathi Typewriting @ 30 w.p.m. and MS-CIT <u>Experience:</u> Administrative experience of not less than 2 years
8.	Jr. Clerk/ Data Entry Operator (1 Open/1 SC) Class C Pay Scale 5200-20200 GP-1900	21-38 Years 5 years relaxation in case of reservation	<u>Qualifications :</u> S.S.C. (Preference will be given to Graduate applicants). A Govt. Commercial Certificate of passing in English Typewriting @ 40 w.p.m. and Marathi Typewriting @ 30 w.p.m. and MSCIT
9.	Cashier (1 Open) Class C Pay Scale 5200-20200 GP-1900	25-38 Years 5 years relaxation in case of reservation	<u>Qualifications :</u> • Degree in Commerce of recognized University • High School Diploma or equivalent, MS-CIT certificate required <u>Experience:</u> • Processing three years' experience of handling account work • Customer service or Cashier experience <u>Desirable Skills:</u> • Ability to handle transactions accurately and responsibly • High level of energy with strong customer service skills • Basic math and computer skills • Ability to stand, walk, lift heavy items, and work with other team members in a fast-paced environment to provide excellent service. • Attention to detail • Helpful, courteous approach to resolving complaints

Application fee:

Unreserved	Rs. 300/-
Reserved	Rs. 150 /-

Instruction to the applicants

The Candidates should ascertain their eligibility for the post/s before submission of application.

1. Knowledge of Marathi language is essential for the all posts
2. Please affix your recent passport size photo
3. Applications will be accepted within 30 days from the date of publication of the advertisement in the newspaper.
4. The date and time of the interview and the list of selected candidates for various posts will be displayed on the HBSU website www.hbsu.ac.in.

5. **The prescribed application form along with details regarding the Qualifications, Experience, Age and Pay Scale etc. may be downloaded from the University Web Site www.hbsu.ac.in. Separate application should be submitted for each post in separate envelope superscribing the name of the post applied for. Applicants belonging to reserved category should submit Demand Draft of Rs.150/- and the applicants of open category should submit Demand Draft of Rs.300/- as the cost towards processing fee for each post, drawn in favour of "Dr. Homi Bhabha State University, Mumbai" payable at Mumbai alongwith attested copies of certificate/s should be sent in an envelope superscripted "Application for the post of _____", so as to reach the same to the Registrar, Dr. Homi Bhabha State University, Mumbai, The Institute of Science, 15-Madame Cama Road, Mumbai-032 through the inward section before 5.30 p.m. on 18/01/2022. Applications received after the last date prescribed will not be accepted.**
6. **Candidate must be a resident of Maharashtra (Domicile Certificate is required) Applicant must submit a certificate of competent authority authorized by the Government to be a resident of Maharashtra. Also, the candidate should have knowledge of Marathi language.**
7. Application with incomplete information, erased/wrong information, non-availability of require educational qualifications, experience, age, caste certificate etc. non-attested certificates, without processing fees and any application misplaced or lost or delayed by the postal Department etc. will not be considered. Correspondence will not be made in this regard.
8. The selected candidate is required to submit a medical certificate of physical fitness from the District Surgeon for government service.
9. Candidates in the selection list should have original educational qualification certificate, school leaving certificate, experience certificate, caste certificate, non creamy layer certificate for the year 2021-2022 (current financial year) (for the required category) before appointment. Candidates applying under Parallel Reservation are required to submit a certificate from the competent authority as well as photocopies of other required certificates / documents to the Appointing Authority for scrutiny. These certificate documents will be scrutinized at the level of the appointment authority and thereafter the eligible candidates will be called for appointment. Receipt of application submitted by candidates will not be accepted.
10. The principal of Creamy Layer applicable to all Categories except (OPEN/S.C/S.T.) VJ(A), NT(B), NT(C), NT(D), SBC and OBC as per the order regarding the implementation of the said provisions issued by the Government vide circular of Social Justice, Cultural Affairs and Special Assistance Department No. C.B.C.-10/2006/PK-15/MVK-5, dated 30th June, 2006. Candidates belonging to said categories are required to have their Caste Certificate and Non Creamy layer Certificate.
11. As per the Government Resolution from the G.A.D. No. BCC2011/PRA.KRA.1064/2011/16 Dated-12 Dec 2011 shall be Cast Validity within 6 months from the date of appointment.
12. As per GOVERNMENT Resolution from G.A.D No. training 2000/PK.61/2001/39, Dated- 19 March 2003 the candidates should submit any one of the 'C.C.C.' or 'O' Level, 'A' Level or 'B' Level passing certificate from recognized D.O.E.A.C.C. Society or MS-CIT passing certificate from recognized Institute of MAHARASHTRA STATE.
13. As per the Government Resolution from Finance Department No. DCP-1005/126/Service-4 dated 31- Oct 2005 the selected candidate would be covered under new 'Defined Contribution Pension Scheme'.
14. All rights relaxing to changes in posts, increase or decrease in the posts reserved by REGISTRAR, DR. HOMI BHABHA STATE UNIVERSITY, MUMBAI and his decision in this regard will be final.

15. Candidates belonging to reserved Categories domicile outside the Maharashtra State will be treated as OPEN as per G.R.No.CBC-1084/54577(1813)BCW-5, dated 1st November,1985 and Circular No.CBC-1688(2829)MAVAK-5, dated 29th July, 1988. The posts of reserved Category will be filled in by the candidates domicile State of Maharashtra only.
16. The reservation for female candidates will be in accordance with Government Resolution No.81/2001/MSA-2000/pra.kra.415/Kaa-2 dated 25th May, 2001 issued by the Women's Child Welfare Department.
17. As per the General Administration Department Notification No.SRV.2000/CR (17- 2000)/XII, dated-28 March 2005 in respect of Small Family a person who desires to apply for any post in Group A B C and D in Government Service shall submit declaration form along with the application form. Candidates who are not married or unmarried shall also fill the declaration form and submit it with their signature stating N.A. wherever not applicable.
18. Applicants already in the employment of Government, Semi Government or University on permanent establishment should submit their applications through proper channels.
19. Applicants who are not eligible will not be informed independently / individually. Applicants are not allowed to make inquiries on this behalf.
20. Applicants should attend Examination/test/interview on his own expenses.
21. On verification, if it is found that the information received from an applicant is faulty and or is based on faulty certificates will be liable for legal action and the selection will be immediately cancelled at any stage of recruitment and even after issuing of appointment order too.
22. Fees once paid will not be refunded for any reason whatsoever, nor will it be reserved for any other examination.
23. All the Government resolutions / circulars issued by the government of Maharashtra from time to time will be made applicable.

Sd/-
Registrar,
Dr. HBSU, Mumbai

डॉ. होमी भाभा स्टेट युनिव्हर्सिटी, मुंबई

विज्ञान संस्था

१५ - मादाम कामा रोड, मुंबई - ३२.

www.hbsu.ac.in

डॉ.होमी भाभा स्टेट युनिव्हर्सिटी, मुंबई

जाहिरात क्र.:रजि./HBSU/२०२०-२१/२-१०८

दिनांक: १९/१२/२०२१

अर्जाचा कार्यालयीन क्रमांक

फक्त कार्यालयीन उपयोगाकरिता

अर्जाचा विहित नमुना

(कृपया अर्जदाराने जाहिरातीतील सूचना काळजीपूर्वक वाचाव्यात)

अर्जदारांसाठी महत्वाच्या सूचना

- अर्जदाराने विद्यापीठाच्या संकेत स्थळावरून उपलब्ध असलेल्या अर्जाचा विहित नमुना डाऊनलोड करून सदर नमुन्यातच हस्तलिखित, टंकलिखित किंवा संगणकावर प्रिंट करून अर्ज सादर करावा. विहित नमुन्यातील अर्जात कुठलाही बदल करू नये अन्यथा अर्ज रद्द केला जाईल याची नोंद अर्जदारांनी घ्यावी.
- विहितनमुन्यात अर्ज करतांना रकाने किंवा ओळी कमी पडत असल्यास अधिकची माहिती स्वतंत्र कागदावर द्यावी व तसे अर्जात योग्य त्या ठिकाणी नमूद करावे.
- गैरलागू असलेल्या रकान्यात निरंक असे लिहावे किंवा —द्यावा
- अर्जदारास इंग्रजी व मराठी अशा दोन्ही जाहिराती उपलब्ध करून दिल्या आहेत. एका भाषेतील जाहिरातीविषयी काही दुसऱ्या भाषेचा वापर करावा.

प्रति,

माननीय कुलसचिव

डॉ. होमी भाभा स्टेट युनिव्हर्सिटी, मुंबई.

विषय :- जाहिरात क्रमांक: रजि./HBSU/२०२०-२१/२-१०८ दिनांक: १९/१२/२०२१ मधील खालील पदाकरिता अर्ज

पदाचे नाव	:
प्रवर्ग निहाय आरक्षण	:
वेतन श्रेणी	:

माननीय महोदय,

उपरोक्त विषयास अनुसरून मी खालीलप्रमाणे माहिती सादर करीत आहे

आवेदन शुल्काबाबतचे विवरण (ना परतावा रक्कम)				
धनाकर्ष (डिमांड ड्राफ्ट) क्र.	दिनांक	रक्कम	बँकेचे नाव	शाखा

१.	अर्जदाराचे पूर्ण नाव	आडनाव	नाव	वडिलांचे/पतीचे नाव					
२.	अर्जदाराचा पत्रव्यवहाराचा पत्ता पिनकोडसह	:		छायाचित्र					
३.	अर्जदाराचा कायमचा पत्ता पिनकोडसह	:							
४.	ई-मेल	:	भ्रमणध्वनी (मोबाईलक्रमांक) :	सही					
५.	जात/ प्रवर्ग	:							
६.	जन्मतारीख	D	D	M	M	Y	Y	Y	Y
	अंकात								
	अक्षरात								
७.	दिनांक १९/१२/२०२१ रोजी वय	वर्ष		महिने		दिवस			
८.	राष्ट्रीयत्व		स्त्री / पुरुष		विवाहित / अविवाहित				
९.	अर्जदार अपंग आहे काय?	होय / नाही असल्यास, अपंगत्वाचा प्रकार कोणता? टक्केवारी:							
१०.	शैक्षणिक अर्हता								
	उत्तीर्ण परीक्षा	शैक्षणिक संस्था/मंडळ/ विद्यापीठ	उत्तीर्ण वर्ष	टक्केवारी	मुख्य विषय				
११.	संगणक अर्हता								
	उत्तीर्ण परीक्षा	उत्तीर्ण झाल्याचा महिना व वर्ष	गुणांची टक्केवारी	श्रेणी					
	MS-CIT								
	इतर संगणक अर्हता (असल्यास)								
१२.	तांत्रिक अर्हता								
	उत्तीर्ण परीक्षा	उत्तीर्ण झाल्याचा महिना व वर्ष	गुणांची टक्केवारी	श्रेणी					
	टंकलेखन मराठी ३० शब्द प्र.मि.								
	टंकलेखन इंग्रजी ३० शब्द प्र. मि.								
	टंकलेखन मराठी ४० शब्द प्र.मि.								
	टंकलेखन इंग्रजी ४० शब्द प्र. मि.								

१३. अनुभव								
	संस्थेचे नाव	धारण केलेले पद	वेतन/ वेतनश्रेणी	सेवेचा कालावधी		अनुभव		
				पासून	पर्यंत	वर्ष	महिने	दिवस

१४. इतर आवश्यक माहिती तपशील (असल्यास)

१५. सहपत्रे						
अ.क्र.	सहपत्राचे नाव	सहपत्र क्र.		अ.क्र.	सहपत्राचे नाव	सहपत्र क्र.
१.				९.		
२.				१०.		
३.				११.		
४.				१२.		
५.				१३.		
६.				१४.		
७.				१५.		
८.				१६.		

प्रतिज्ञापत्र

मी असे प्रमाणित करतो/करते की, मी या अर्जात दिलेली माहिती खरी असून त्यापुष्टर्थ मी मुलाखतीचे वेळी प्रमाणपत्राच्या मूळ-प्रती सादर करील. मी असेही आणखी प्रमाणित करतो/करते की, वरील दिलेली माहिती खोटी असल्याचे आढळून आल्यास माझ्याविरुद्ध कायदेशीर कारवाई करण्यात येईल. तसेच या माहितीच्या आधारे होणारी शिफारस/ नियुक्ती रद्द होईल याची मला जाणीव आहे. त्यासंबंधीचा नियुक्ती प्राधिकाऱ्याचा निर्णय माझ्यावर बंधनकारक राहील आणि त्यासंबंधी माझी कोणतीही तक्रार राहणार नाही.

(केवळ शासकीय / निमशासकीय सेवेत असणाऱ्यांसाठी) मी असे प्रमाणित करतो/ करते की, सदर अर्ज करण्यासंबंधी माझ्या नियुक्त्यांची लेखी संमती घेतलेली आहे.

ठिकाण:-

अर्जदाराची स्वाक्षरी :-

दिनांक:-

अर्जदाराचे नाव :-

महाराष्ट्र नागरी सेवा (लहान कुटुंबाचे प्रतिज्ञापत्र) नियम २००५ मधील

अर्जासोबत जोडावयाच्या लहान कुटुंबाच्या प्रतिज्ञापत्राचा नमुना

प्रतिज्ञापत्र

नमुना "अ" (नियम ४ पहा)

मी, श्री. /श्रीमती. / कुमारी _____

श्री. _____ यांचा / यांची मुलगा / मुलगी

/पत्नी, वय _____ वर्ष राहणार _____

या द्वारे पुढीलप्रमाणे असे जाहीर करतो/ करते की,

- १) मी _____ या पदासाठी माझा अर्ज दाखल केलेला आहे.
- २) आज रोजी मला _____ (संख्या) इतकी हयात मुले आहेत त्यापैकी दिनांक :२८ मार्च ,२००५ यानंतर जन्माला आलेल्या मुलांची संख्या _____ आहे (असल्यास, जन्मदिनांक नमूद करावा.)
- ३) हयात असलेली मुलांची संख्या दोनपेक्षा अधिक असेल तर दिनांक: २८ मार्च, २००५ व तदनंतर जन्माला आलेल्या मुलामुळे या पदासाठी मी अनर्ह ठरविण्यास पात्र होईन याची मला जाणीव आहे.

ठिकाण:-

अर्जदाराची स्वाक्षरी :-

दिनांक:-

अर्जदाराचे नाव :-

नियोक्त्याचे प्रमाणपत्र

(केवळ पूर्णकालीन सेवेत कार्यरत असणाऱ्या अर्जदारांसाठी)

सध्याच्या नियोक्त्याचे प्रमाणित करून अग्रेषित केलेले

अग्रेषित

प्रति,
माननीय कुलसचिव,
डॉ. होमी भाभा स्टेट युनिव्हर्सिटी, मुंबई-३२

प्रमाणित करण्यात येते की, अर्जदार श्री./ श्रीमती./ कुमारी _____
आमच्या _____ या विभागात/मंडळात/संस्थेत/
विद्यापीठात _____ या पदावर _____
पे.बँड _____ ग्रेड वेतन मध्ये तात्पुरत्या/ नियमित/ स्थायी तत्वावर
दिनांक _____ पासून कार्यरत असून त्यांनी डॉ. होमी भाभा स्टेट युनिव्हर्सिटी,
मुंबई येथील _____ या पदासाठी अर्ज सादर केलेला असून त्यासंबंधी
माझी हरकत नाही.

मी असेही प्रमाणित करतो की, सदर अर्जदाराला यापूर्वी शासकीय सेवेकरिता कधीही अपात्र घोषित केलेले नाही. तसेच फौजदारी गुन्ह्यात त्यांना अटक वा शिक्षा झालेली नाही किंवा त्यांच्या विरुद्ध कोणत्याही फौजदारी न्यायालयीन खटला प्रलंबित नाही.

मी असे नमूद करू इच्छितो की, डॉ. होमी भाभा स्टेट युनिव्हर्सिटी, मुंबई येथे सदर अर्जदाराची नियुक्ती झाली तर त्यांच्या नियुक्तीबाबत माझी कुठलीही हरकत राहणार नाही व त्यांच्या नियुक्तीनंतर नियमाप्रमाणे त्यांना आमच्या कार्यालयातून लवकरात लवकर कार्यमुक्त करण्यात येईल याची मी हमी देतो.

ठिकाण:-
दिनांक

कार्यालयीन
मोहोर

अग्रेषित करणाऱ्या अधिकाऱ्याची स्वाक्षरी
नाव: _____
पदनाम:- _____