



BIRLA INDUSTRIAL & TECHNOLOGICAL MUSEUM
(National Council of Science Museums)
Ministry of Culture, Govt. of India
19A, Gurusaday Road, Kolkata - 700 019



Advertisement No. 01/2018

Applications are invited from eligible candidates for the following posts:-

- 1) **Lower Division Clerk : 01 post (Unreserved)**
for Shrikrishna Science Centre, Chajju Bagh, West Gandhi Maidan,
Patna, Bihar – 800 001.
- 2) **Lower Division Clerk : 01 post (Unreserved)**
for Dhenkanal Science Centre, Near Rajbati, Dhenkanal – 759 001.
- 3) **Lower Division Clerk : 01 post (Unreserved)**
for District Science Centre, North Lake Road, Purulia – 723 101.

Pay Matrix – Level -2: ₹. 19,900-63,200/-, Basic Pay of ₹.19,900/- plus usual allowances as admissible to Central Govt. employees.

Essential Qualification & Experience – 12th Class pass or equivalent qualification from a recognized Board/University with English Typewriting speed @ 35 w.p.m./10,500 KDPH, Hindi Typewriting speed @ 30 w.p.m. / 9,000 KDPH on computer. 1 year clerical experience is desirable.

Job requirement – Typing; preparation and processing of bills; making entries in various registers, ledgers etc. and upkeep thereof; issuing tickets to the visitors; handling purchase and stores; compilation of facts and figures for reports, statements etc; cash handling and cheque writing whenever required; any other work entrusted by superiors from time to time.

Age limit - 30 years as on 01st Feb, 2018. Upper age limit is relaxable for the candidates who belong to SC/ST/OBC/PWD/Ex-Serviceman as per Government of India rules.

General Terms & Conditions :

Application completed in all respect may be sent in a closed envelope super scribing Application for the post of Lower Division Clerk for SSC, Patna/DSC, Dhenkanal/DSC, Purulia to Birla Industrial & Technological

Museum (BITM), 19A, Gurusaday Road, Kolkata – 700 019 by post. Application may also be submitted in person at BITM, Kolkata. The application, in the prescribed format, as available in this website, should be submitted along with self attested copies of all certificates and testimonials right from secondary education (10th standard) or its equivalent.

1. The last date of submission of the completed applications along with self attested copies of all relevant Certificates and testimonials is **10th March, 2018**.
2. The candidates already working in Government, Semi-Government, Public Undertaking and autonomous organizations must apply through proper channel. The selected employees will be governed by the New Pension Scheme.
3. The selected candidates are liable to be transferred to any science museums/centres under the control of National Council of Science Museums, in India.
4. Outstation SC/ST candidates called for Aptitude/Typing Test for the post of Lower Division Clerk will be paid single 2nd class railway/bus fare (both ways) by shortest route on production of proof of travel as per Govt. of India rules.
5. **Typing test shall be conducted only on Computer.**
6. Canvassing in any form and / or bringing in any influence political or otherwise will be treated as disqualification. Personal/interim enquiries will not be entertained.
