



**VISVESVARAYA INDUSTRIAL & TECHNOLOGICAL MUSEUM**  
**(National Council of Science Museums)**  
**Kasturba Road, Bangalore – 560 001**



**DETAILS OF ADVERTISEMENT No. 48/2018 & 49/2018**

Visvesvaraya Industrial & Technological Museum (VITM), a constituent unit of National Council of Science Museums (NCSM), an autonomous body under the Ministry of Culture, Govt. of India, invites applications from eligible candidates for the following posts:

- 1. Office Assistant (Grade-III) – 01 Post (Unreserved) currently at Regional Science Centre, Tirupati but liable to be transferred to anywhere in India**
- 2. Office Assistant (Grade-III) – 01 Posts (Unreserved) currently at District Science Centre, Kalaburagi but liable to be transferred to anywhere in India**
- 3. Driver (Ordinary Grade) – 01 Post (Unreserved) currently at Visvesvaraya Industrial & Technological Museum, Bangalore but liable to be transferred to anywhere in India**

**Pay Scale:** The pay scale of posts indicated at Sl. No. 1,2 & 3 will be Level-2 ( ₹ 19,900 - 63,200/-), Basic Pay ₹ 19,900/- in the Pay Matrix plus allowances as per Govt. of India rules.

**Age limit:** 18-25 years as on **27.07.2018**.

**No application fee is payable for any of the above posts.**

**1. Essential Qualification for the post of Office Assistant (Grade-III) (for Sl. No. 1 & 2 above):**

Higher secondary or its equivalent from a recognized Board/University. The candidate must qualify in typing test of 10 minutes duration with at least 35 w.p.m in English or 30 w.p.m. in Hindi on Computer corresponding to 10,500/9000 KDPH respectively.

**Job Requirement :** Typing; dispatch of daks, issue of tickets, photocopying, maintenance of files, preparation and processing of bills; making entries in various registers, ledgers etc.; handling purchase and stores; compilation of facts & figures for reports, statements etc. in computer; cash handling & cheque writing whenever required; any other work entrusted by superiors from time to time.

**Method of Recruitment :** Recruitment shall be through competitive written examination and typing test. There will be no interview.

**2. Essential Qualification & Experience for the post of Driver (Ordinary Grade) (for Sl. No. 3 above):**

Class 8<sup>th</sup> pass from a recognized Board with a valid driving licence both for light and heavy vehicles with 5 years of relevant experience after obtaining the licence for heavy vehicles.

**Desirable Qualification:** Certificate in First-Aid and ITI certificate in automobile repair & maintenance.

**Job Requirement :** He shall be responsible for driving office vehicles and Mobile Science Exhibition bus, attending to minor repairs of the office vehicles and ensure proper upkeep and maintenance of the same, arranging for timely servicing/repairing of vehicles and any other work entrusted by superiors from time to time.

**Method of Recruitment :** Recruitment shall be through competitive written examination and driving test. There will be no interview.

\* **The applications called for vide Advt. No. 16/2017 for the post of LDC at RSC, Tirupati stands cancelled. Hence the candidates who earlier applied against the same Advt. may submit fresh application.**

**The duly filled in applications in prescribed format along with self attested copies of certificates & testimonials should reach the above address latest by 27.07.2018. Application sent through E-mail will not be considered. The envelope containing application should be superscribed "Application for the post of "(Name of the Post) (Unreserved) at (Name of Centre)".**

**Candidates should satisfy themselves that they meet all requisite requirements such as prescribed qualifications/technical qualifications, age, experience etc. If, at any stage of recruitment it is known or revealed that the candidate does not fulfill any of the requisite qualification or experience criteria, his/her candidature/appointment will be cancelled forthwith without assigning any reasons.**

Candidates already working in Government, Semi-Government, Public Sector Undertakings and autonomous organizations must **apply through proper channel**. The incumbents are liable to be transferred to any Science Museum/Centre under the control of National Council of Science Museums (NCSM) anywhere in India.

Canvassing in any form and/or brining in any influence, political or otherwise, will be treated as a disqualification.

**The Director, VITM reserves the right to cancel recruitment without assigning any reason.**

**Interim enquiries will not be entertained.**

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