



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



ADVERTISEMENT No. 07/2020

Applications are invited from eligible candidates for the post of **Office Assistant Grade III - 01 Post** (Reserved for Visually Challenged under PWD category) in Pay Matrix Level 02 (Rs.19900-63200).

For further details, please visit our website www.vismuseum.gov.in. Completed Application may be sent to the above address so as to reach the same on or before **30.04.2020**.

The above post is presently at VITM but incumbent is liable to be transferred to anywhere in India in any of the units of NCSM. The Director, VITM reserves the right to cancel the recruitment without assigning any reason.



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DETAILS OF ADVERTISEMENT No. 07/2020

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 post:

1. **Office Assistant (Grade-III) – 01 Post (Reserved for Visually Impaired under PWD category) currently at VITM but liable to be transferred to anywhere in India.**

Pay Scale: Pay Matrix Level-02 (Rs.19900-63200), Basic Pay Rs.19,900/- in the Pay Matrix Level-02 plus allowances as per Govt. of India rules.

Age limit: 18-25 years as on **30.04.2020**. Relaxation of Upper Age Limit will be applicable as per Govt. of India Rules.

Since, the post is reserved for PWD - Visually Impaired person, the candidate is required to attach a copy of valid disability certificate duly issued by an appropriate Competent authority, which should specifically indicate the % of disability as 40% or above. The Original Certificate will be verified physically at the time of examination. If candidate fails to produce the original valid disability certificate for physical verification at the time of examination, his/her candidature for the post will not be considerable and he/she may not be allowed to appear in the examination.

Application Fee: No Application fee is payable.

Essential Qualification: 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 / diarising 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.

The duly filled in application in prescribed format and self attested copies of certificates of Educational Qualification etc. should reach the above address latest by **30.04.2020**. **Application sent through E-mail will not be considered.** The prescribed application form is appended below with this information, print out of which may be taken and used by the candidate.

The Envelope containing application should be superscribed **“Application for the post of Office Assistant Grade III (Visually Impaired - PWD) at VITM.”**

Candidates should satisfy themselves that they meet all requisite requirements such as prescribed essential qualifications, age etc. If, at any stage of recruitment it is known or revealed that the candidate does not fulfill any of the requisite eligibility criteria, his/her candidature/appointment will be cancelled forthwith without assigning any reasons. The candidature of the applicant without valid disability certificate will be straightway rejected.

Candidates already working in Government, Semi-Government, Public Sector Undertakings and autonomous organizations must **apply through proper channel**. However, they may send an advance copy of application to avoid late submission of application. The above post is presently at VITM but the incumbent is 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 bringing in any influence, political or otherwise, will be treated as a disqualification.

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

Interim enquiries will not be entertained.



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Firmly paste
passport size
photograph
here.

**Application for the post of Office Assistant (Grade-III) (Reserved for
Visually Challenged under PWD category) at VITM, Bangalore.**

01. Name in full :
(in **BLOCK** letters)

02. Address in full
a) Present :

b) Permanent :

c) Contact No. (Landline or Cell No.):
d) Email ID. :

03. a) Date of Birth :
(Please enclose proof of date of birth)
b) Place of Birth :

04. Father's Name :
Address :
(If dead, give last address)

Occupation :
If retired from Govt. Service, indicate whether he is a pensioner or a family pensioner, and if
so, give particulars :

05. Mother's Name :
Address :
(If dead, give last address)

Occupation :
If retired from Govt. Service, indicate whether she is a pensioner or family pensioner, and if
so, give particulars.

06. Are you
 *a) a citizen of India by birth and/or by domicile ?
 b) a person having migrated from Pakistan or Bangladesh other countries with the intention of permanently settling in India ? or subject of Nepal ? **Yes/No.** If yes, give details.
07. Is (or was) your father
 *a) a citizen of India by birth and/or by domicile ?
 b) a person having migrated from Pakistan or Bangladesh or other countries with the intention of permanently settling in India or a subject of Nepal ?

***Answer 'Yes' or 'No' and strike out the words, which are not applicable.**

08. State your
- (a) Gender : Male / Female / Transgender (Tick whichever is applicable)
- (b) Religion :
- (c) Are you a member of SC/ST/OBC/EWS or Aboriginal community? :
- Answer '**Yes**' or '**No**' and, if '**Yes**', give particulars and attach a self attested copy of valid certificate.
- (d) Are you an Anglo-Indian? :
- (e) Are you physically challenged. If yes, indicate the % of (HH, VH, OH) disability and attach certificate in support, if applicable.
- (f) Are you ex-services personnel? Answer "Yes or No", if yes, give particulars and attach relevant discharge certificate.

09. Particulars of all examinations passed and degrees and technical qualifications obtained at the university or other places of higher technical education (commencing with the Secondary or equivalent examination), including particulars of **English Typing Examinations (Hindi Typing desirable)**. Attach testimonials in support. Also please furnish particulars of course, if any, being pursued:

Examination/ Degree/ Diploma	Name of Board/ University	Percentage of marks obtained	Class or Division obtained	Major subjects taken	Year of passing

10. (a) Speed in English Typewriting :W.PM.
 (b) Speed in Hindi Typewriting (desirable) :W.PM.

11. Experience (give details of all previous employments)

Sl. No.	Name & address of Employer(s)	Nature of Employment	Date of Joining	Date of leaving	Salary Drawn	Reasons for leaving

12. Are you a Govt. servant at present?
 If so, please state whether your appointment is temporary or permanent.

13. Have you any relative working in the NCSM? If so, please give details.

14. What language (including Indian languages) can you read, write or speak. Give particulars and state any examinations passed in each.

Language	Speak only	Speak & Read only	Speak, Read & Write

15. Are you willing to work anywhere in India? **Yes / No**
 (Tick 'Yes' or 'No')

(Please note that the post is transferrable to anywhere in India under NCSM)

Note :

1. **Information in respect of Columns 3, 6,7, 8, 9, 10 & 11 should be supported by self attested copies of certificates and testimonials failing which the application will not be considered.**
2. If already in Govt./Semi Govt. service, application should be routed through proper channel. However, an advance copy should be submitted within the stipulated time.
3. **Canvassing in any form and/or bringing in any influence political or otherwise, will be treated as a disqualification for the post.**

Date:_____

Candidate's Signature

Endorsement by the Present Employer (if he is a Govt./Semi Govt Servant./PSU/Autonomous Body,)

No._____ Date_____

Signature_____

Forwarded

Designation

Enclosures: