



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



**Details of Advertisement No. 01/2017**

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

**1) Exhibition Assistant 'A' (Sculpture) : 01 post Reserved for Scheduled Tribe**

**Pay Band**–P.B.-1: ₹. 5,200-20,200/- with Grade Pay of ₹.2,800/- plus usual allowances as admissible to Central Govt. employees (likely to be revised as per 7<sup>th</sup> CPC). Total emoluments at the start as on date ₹.33,475/- per month at metropolitan cities.

**Essential Qualification & Experience** – Degree (BVA or equivalent) in Commercial Art/Fine Art of 4/5 years duration with one year relevant experiences in sculpture and having knowledge in making of dummy model, fibre glass casting work. Working knowledge of Computer Graphic software (Corel Draw, Photoshop, Flash, etc).

**Job requirement** – Preparation of art layout, making of dummies, models, dioramas; helping Exhibition Officer in display work.

**Age limit** - 35 years as on 01<sup>st</sup> March, 2017. Age relaxation is admissible to candidates who belong to SC/ST/OBC/PWD/Ex-Serviceman as per Government of India rules.

**2) Technical Assistant 'A' (Mechanical) : 01 post Reserved for Scheduled Caste (Preferably Ex-Serviceman)**

**Pay Band**–P.B.-1: ₹. 5,200-20,200/- with Grade Pay of ₹.2,800/- plus usual allowances as admissible to Central Govt. employees (likely to be revised as per 7<sup>th</sup> CPC). Total emoluments at the start as on date ₹.33,475/- per month at metropolitan cities.

**Essential Qualification & Experience** – 3 years Diploma course in Mechanical Engineering from a duly recognized Institution with one year relevant experience.

**Job requirement** – Development of models and exhibits and/or major repair, operation and maintenance of exhibits/equipment/installations; costing and estimating for exhibits/works, maintenance or records; supervision over subordinate staff, design and drawing of exhibits, models, equipments, installations.

**Age limit** - 35 years as on 01<sup>st</sup> March, 2017. Age relaxation is admissible to candidates who belong to SC/ST/OBC/PWD/Ex-Serviceman as per Government of India rules.

**3) Junior Stenographer : 01 post Reserved for Scheduled Caste**

**Pay Band**–P.B.-1: ₹. 5,200-20,200/- with Grade Pay of ₹.2,400/- plus usual allowances as admissible to Central Govt. employees (likely to be revised as

per 7<sup>th</sup> CPC). Total emoluments at the start as on date ₹.29,676/- per month at metropolitan cities.

**Essential Qualification & Experience** – 12<sup>th</sup> Class pass or equivalent qualification from a recognized Board or University having stenography knowledge and 80 w.p.m. in Shorthand and 40 w.p.m. in typing (12,000 KDPH) in English, 80/35 w.p.m. (10,500 KDPH) in Hindi. One year experience in stenography and working knowledge in Computer desirable.

**Job requirement** – Stenographic service; typing (both in English and Hindi) and photocopying sending/receiving emails/fax message; maintenance of files, ledgers, records etc; attend to telephone calls and phonogram; and any other work assigned by superiors from time to time.

**Age limit** - 30 years as on 01<sup>st</sup> March, 2017. Age relaxation is admissible to candidates who belong to SC/ST/OBC/PWD/Ex-Serviceman as per Government of India rules.

**4) Technician 'A' (Electronics) : 01 post Unreserved (preferably Ex-Serviceman)**

**Pay Band**–P.B.-1: ₹. 5,200-20,200/- with Grade Pay of ₹.1,900/- plus usual allowances as admissible to Central Govt. employees (likely to be revised as per 7CPC). (Total emoluments at the start as on date Rs.21,645/-) per month at Kolkata.

**Essential Qualification & Experience** – Matriculation/SSLC and Certificate from ITI in the relevant trade with one year relevant experience. If the ITI course duration is less than 2 years, 2 years relevant experience after obtaining the certificate is essential.

**Job requirement** - Operation, repair, fabrication, handling, packing, installation and maintenance of exhibits / equipment / instruments /installation. The Candidate will also be required to travel widely with Mobile Science Exhibition unit on payment of TA/DA as per rule.

**Age limit** - 35 years as on 01<sup>st</sup> March, 2017. Age relaxation is admissible to 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 superscribing Application for the post of Exhibition Assistant 'A' (Sculpture)/ Technical Assistant 'A' (Mechanical)/Junior Stenographer/ Technician 'A' (Electronics) for BITM, Kolkata 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 format as available in this website, shall be submitted along with self attested copies of all certificates and testimonials right from Secondary education (10<sup>th</sup> standard) or its equivalent.

1. Application must be submitted in the approved form and not on plain papers.

2. The last date of submission of the completed applications along with self attested copies of all relevant Certificates and testimonials is **20<sup>th</sup> April, 2017.**
3. 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 and NCSM provides to its employees attractive facilities like Medical, LTC etc.
4. The selected candidates are liable to be transferred to any science museums/centres under the control of National Council of Science Museums, anywhere in India.
5. Outstation SC/ST candidates called for Aptitude/Trade Test for the post of Exhibition Assistant 'A' (Sculpture)/Technical Assistant 'A' (Mechanical)/Junior Stenographer/Technician 'A' (Electronics) will be paid single 2<sup>nd</sup> class railway/bus fare (both ways) by shortest route on production of proof of travel as per Govt. of India rules.
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.

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