

**Birla Industrial and Technological Museum
(National Council of Science Museums)
Ministry of Culture, Govt. of India
19A, Gurusaday Road, Kolkata - 700019**

Advertisement No. 4/2010

Applications are invited for appointment in the following post:

1. Lower Division Clerk : 1 post (Gen.)

Likely to be at BITM, Kolkata. However, candidates must be willing to join any of the units in Bihar, Orissa and West Bengal.

Pay Scale – P.B.-1:Rs.5,200-20,200/- with Grade Pay of Rs.1,900/- plus usual allowances as admissible to Central Government employees. **Essential Qualification & Experience** – Matriculation/SSLC or its equivalent with English Typewriting speed @ 30 w.p.m. One year clerical experience with working knowledge of computer is desirable. Age not more than 30 years as on 01.06.2010.

Applications may be sent to the above address in the format available at the website **www.bitmcal.org** along with attested copies of all certificates and testimonials right from Madhyamik so as to reach this office within 15 days from the date of publication of this advertisement. Application form may also be collected from this office during the normal working hours. Interim enquiries will not be entertained.

BIRLA INDUSTRIAL & TECHNOLOGICAL MUSEUM
(National Council of Science Museums)
19A, Gurusaday Road, Kolkata – 700 019

Space for
affixing
Passport size
recent
Photograph

Application for the post of Lower Division Clerk

(To be filled in by the candidates with own handwriting and forwarded to the above address)

01. Name in full (in block letters) :

02. Address in full : Present :

Permanent :

03. a) Date of birth :
(in Christian era)

b) Place of birth :

04. Are you YES / NO

* 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 subject of Nepal or Sikkim ? or a
subject of Nepal ?

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

05. a) Father's name & address :

b) Mother's name & address :

06. Total income of the family per month :

07. State your

(a) Religion :

(b) Are you a member of Schedule Caste or Tribe or Other Backward Class ? Answer 'Yes' or 'No'.
If the answer is 'Yes' indicate caste.

(c) Are you Physically challenged ? If yes, give details :

08. Whether undergoing any course of studies :
(If so, give details)

09. Particulars of all examinations passed commencing from the Matriculation or equivalent examination :

Examination passed	Name of the Board/Institute/ University	% of Marks obtained	Division/Class obtained	Year of passing	Subjects taken

10. Details of type writing knowledge :

11. Any additional qualifications :
Viz. knowledge of computer operation etc.

12. Experience (give details of all employment)

Nature of employment	Name of employer	Date of joining	Date of leaving	Salary drawn

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

14. Are you willing to work anywhere in India ?
(Answer 'Yes' or 'No')

Note :

1. Information in respect of Columns 3a, 7b, 7c & 9 should be supported by attested copies of certificates and testimonials, otherwise the application will not be considered
2. Canvassing in any form and/or bringing in any influence political or otherwise, will be treated as a disqualification for the post.

I hereby declare that the information furnished in this application is true & correct to the best of my knowledge and belief.

Date : Candidate's signature _____
(Telephone No., if any :

Candidate already employed should get the following endorsement signed by his/her present Employer.

ENDORSEMENT BY THE PRESENT EMPLOYER (if he/she is Govt./Semi Govt. servant)

Date _____

Name _____

Full signature _____
with seal

File No. _____