

विश्वेश्वरैया औद्योगिक एवं प्रौद्योगिक संग्रहालय
VISVESVARAYA INDUSTRIAL & TECHNOLOGICAL MUSEUM
(रा.वि.सं.प. की एक इकाई / A unit of NCSM)
कस्तूरबा मार्ग, बेंगलूर/Kasturba Road, Bangalore-560001

Ref: Advertisement No. 07/2024

Visvesvaraya Industrial & Technological Museum (VITM) is a constituent unit of National Council of Science Museums, an autonomous scientific organization functioning under Ministry of Culture, Government of India, invites online applications from the eligible candidates for the following posts:

Sl. No.	Name of post	No of posts	Units	Category wise Vacancy position
1.	Office Assistant Gr.III	2 posts	Visvesvaraya Industrial & Technological Museum, Bangalore	PwBD [Deaf (D) or Hard of Hearing(HH)] - 1
			Regional Science Centre & Planetarium, Calicut	UR - 1

The posts are liable to be transferred anywhere in India

DETAILS OF THE POST

Office Assistant Gr.III

a) At Visvesvaraya Industrial & Technological Museum, Bangalore: **1 post** (Reserved for Deaf (D) or Hard of Hearing (HH) with disability under PwBD Category)

b) At Regional Science Centre & Planetarium, Calicut : **1 post** (UR)

Scale of Pay : Pay Matrix Level-02 (Rs. 19900-63200), Basic Pay Rs.19,900/- in the Pay Matrix plus other allowances as admissible under the rules of NCSM.

Essential Qualification: Higher Secondary or its equivalent. 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 correspond to 10,500/ 9000 Key Depression Per Hour (KDPH) respectively, duly supported by certificate from a **Government Recognized Institution.**

Age Limit : Not more than 25 years as on **the last date of submission of application(s.)**

Upper age limit is relaxable for the reserved categories, as per Government of India Rules.

Job Description:

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.

I Guidelines/ Instructions :

1. The post carries all India transfer liability. Allowances such as D.A./H.R.A./Transport allowance are admissible as applicable under the rules of NCSM.
2. Candidates are advised to satisfy themselves before applying that they possess at least minimum essential qualification(s) recognized by Central & State Govt. and /or work experience laid down in the advertisement.
3. Application not accompanied with relevant certificates and testimonials shall be summarily rejected. Decision of VITM in this regard shall be final. Canvassing in any form and /or bringing in any influence, political or otherwise, will be treated as disqualification.
4. Mere possession of requisite qualification and experience shall not entitle the candidates to be called for the test or /and interview. Decision of VITM in this regard shall be final and binding.
5. In case the information provided by candidate is found to be false or the material facts are concealed by the candidate at any stage i.e. during processing of application or even after his/her joining in the Council, the candidature shall be cancelled forthwith and his/her service shall be terminated, if appointed.
6. Call letter (admit card) against valid application will be sent to the candidates at their e-mail IDs mentioned in the applications which is required to be produced at the time of admission to the written

examination or type test along with a valid photo identity card, in original, viz. Aadhaar card/ PAN card/ Voter ID card/ Driving Licenses/ Passport etc.

7. In any case, the appointment of PwBD candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for the post(s) to be filled by Direct Recruitment.
8. SC/ST/OBC/PwBD/EWS candidates are required to produce original certificate in the prescribed format signed by the specified authority at the time of written test and/or typing test.
9. VITM reserves the right to cancel recruitment in full or part without assigning any reason.
10. *In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected.*
11. Candidates are requested to apply **only Online** against this advertisement on the website <https://bitm.online/vitm-recruitment> and NOT write to the NCSM/VITM, Bangalore or its satellite units for Application forms.
12. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a competent authority. The Income and Asset Certificate issued by specified authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.
13. If any document/certificate furnished is in a language other than Hindi or English a transcript in English of the same duly attested by a Gazetted officer or notary is to be uploaded.
14. Request of change/correction in any particulars in the application form, once submitted, shall not be entertained under any circumstances.
15. CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE THROUGH E-MAIL ONLY.
16. After submitting the Online Recruitment Application (ORA), the candidates are

required to take out a print out of the finally submitted Online Recruitment Application.

17. *Interim enquires will not be entertained.*

II How to apply:

1. Applications are required to be submitted in **online mode only** with self-attested scanned copies of all certificates/testimonials/caste certificate /EWS certificate/ PwBD Certificate / other relevant documents in JPEG/JPG format (upto 200KB) by clicking at the official weblink: <https://bitm.online/vitm-recruitment>
2. In the online Application form, candidates are required to upload the scanned colour recent passport size photograph in JPEG/JPG format (upto 100 KB) and scanned signature (upto 100 KB).
3. Candidates are advised that in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the VITM website on account of heavy load on the website during the closing days of submission of application(s).
4. VITM or its satellite unit(s) will not be responsible for the candidates not being able to submit their applications within the last date for any reason.
5. Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the online Application Form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, E-mail, by hand, etc. shall **not** be entertained.
6. The candidates presently working in Government, Semi-Government, Public Sector Undertaking and Autonomous Organizations must apply through proper channel or should submit "No Objection Certificate' (NOC) of their present employer. Scanned copy of "NOC" may be uploaded in JPEG/JPG format (upto100KB).

7. Candidates claiming for Age Relaxation may refer **Dept. of Personnel & Training, Office Memorandum no. 15012/2/2010-Estt.(D) dated 27.03.2012.**

III Application Fee:

1. Fee payable : **A non refundable application fee Rs.885.00** [Fees Rs.750.00 + 18% GST (Rs.135.00)] **(Rupees Eight Hundred Eighty five only)** Online payment will be processed through the payment gateway integrated with the aforesaid weblink: <https://bitm.online/vitm-recruitment>
2. Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Person with Disability (PwD) and Ex-Servicemen (ESM) are exempted from payment of application fee.
3. Fee can be paid through Net Banking / Credit Card / Debit Card through the web link.
4. Online fee can be paid by the candidate up to **20.09.2024.**
5. Candidates who are not exempted from fee payment must ensure that their fee has been deposited within due date. Applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such application and fee payment after the period specified in the details of advertisement shall be entertained.
6. Fee once made shall not be allowed to be withdrawn and fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

Last date for making online fee payment : 20.09.2024

Date of submission of online applications : 20.09.2024
