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

Ref. : Advertisement Nos. 1/2025, 2/2025 and 3/2025

Date of submission of online applications : 12.02.2025 (Wednesday)

Last date for receipt of application including online fee : 12.03.2025 (Wednesday)

Details of advertisement :

Online applications are invited from the eligible candidates for appointment to the following posts :

(1) Technical Assistant 'A' : 03 posts at Birla Industrial & Technological Museum, Kolkata

Electronics	**: 01 (UR)**
Electrical	**: 01 (UR)**
Computer	**: 01 (EWS)**

Pay Matrix : `29,200-92,300/- Level-5; Basic Pay `29,200/- plus usual allowances as admissible to Central Govt. employees. Total emoluments is `58,944/- per month.

Essential Qualification : Diploma course (3 years) in Electronics/Electrical Engineering/Computer Science or NIELIT 'A' (erstwhile DOEACC 'A') Level diploma / Information Technology from a duly recognized Institution *OR* Bachelor of Computer Application (BCA)/Computer Science.

Scope of Work : Development of models and exhibits and/or major repair, operation and maintenance of exhibits/equipments/installation; costing and estimating for exhibits/works; maintenance of records; supervision over subordinate staff; design and drawing of exhibits, models, equipments, installations. Helping Curators and Technical Officers in their work *or* operation and programming in computers and accessories, maintenance of records in computers, development of software, conducting computer training classes. Development of computer and hardware interfaces. Interactive digital graphic development.

(2) Technician 'A' : **08 posts**

a) **Birla Industrial & Technological Museum, Kolkata -**

Fitting	**: 1 (OBC)**
Machinist	**: 1 (UR)**
Carpentry	**: 1 (EWS)**
Draughtsmanship	**: 1 (UR)**

b) **North Bengal Science Centre, Siliguri –**

Fitting	**: 1 (UR)**

c) **District Science Centre, Purulia -**

Fitting	**: 1 (SC)**

d) **Science Centre, Burdwan -**

Electronics	**: 1 (UR)**
Electrical	**: 1 (EWS)**

Pay Matrix : `19,900-63,200/- Level-2; Basic Pay `19,900/-. Total emoluments is `38,483/- per month **for BITM, Kolkata**, `33,814/- per month **for DSC, Purulia**, `35,804/- per month **for NBSC, Siliguri** and `33,814/- per month **for SC, Burdwan**.

Essential Qualification : (i) SSC or Matriculation with certificate from ITI or equivalent in relevant discipline; (ii) Candidates must have one year experience after obtaining the certificate for course duration of two years. For candidates obtaining certificates of one-year course duration, two years relevant experience after obtaining the certificate shall be required.

Scope of Work : Operation, repair, fabrication, handling, packing, installation and maintenance of exhibits/equipment/instruments/installations and/or Tracing and drawing, operation and maintenance of mechanical/electrical/electronic equipment.

Disclaimer :

(i) Benefits of reservation **under EWS category** can be availed upon production of an "Income and Asset Certificate" issued by a Competent Authority in the format prescribed by Government of India for the **Financial Year 2023-24 and valid for the year 2024-25.**

(3) Office Assistant (Grade-III) : 02 posts (UR) at Birla Industrial & Technological Museum, Kolkata and 01 post (UR) at Shrikrishna Science Centre, Patna

Pay Matrix : `19,900-63,200/- Level-2; Basic Pay `19,900/- plus usual allowances as admissible to Central Govt. employees. Total emoluments is `38,483/- per month **for BITM, Kolkata** and `36,493/- per month **for SSC, Patna**.

Essential Qualification : Higher Secondary or its equivalent. The candidates 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 10,500/9,000 Key Depression Per Hour (KDPH) respectively duly supported by certificate from a Government recognised Institution.

Scope of Work : Typing, despatch 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.

(4) Junior Stenographer : 01 post (UR) at Birla Industrial & Technological Museum, Kolkata

Pay Matrix : `25,500-81,100/- Level-4; Basic Pay `25,500/- plus usual allowances as admissible to Central Govt. employees. Total emoluments is `52,173/- per month.

Essential Qualification : Higher Secondary or its equivalent and minimum speed of 80 w.p.m. in Shorthand, duly supported by certificate from a Government recognized Institution.

Scope of Work : Stenographic service; typing; photocopying; sending/receiving emails/fax messages; maintenance of files, ledgers, records etc. in computer; attending to telephone calls and any other work assigned by superiors from time to time;

Age limit : 35 years as on 12.03.2025 for Sl. No. (1) to (2) and 25 years as on 12.03.2025 for Sl. No. (3) and (4). Age relaxation for reserved categories of candidates shall be governed as per Govt. of India Rules.

Application Fee :
a) Fee payable : `**885/- {Fees `750.00 + GST 18% (`135/-)}** (Rupee Eight hundred eighty five only)

b) Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disability (PwD) and Ex-Servicemen (ESM) eligible for reservation are exempted from payment of fee.

c) Fee can be paid through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit card.

d) Candidates who are not exempted from payment of fees must ensure that their fees have been deposited within due date. Applications which remain incomplete due to non-receipt of fees will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the details of advertisement shall be entertained.

e) Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

How to apply :

a) Applications are required to be submitted in online mode only with *self-attested scanned copies* of all certificates/testimonials/relevant documents in JPEG/JPG format (upto 200 KB) at the official website *www.bitm.gov.in/recruitment*.

b) 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).

c) Last date for submission of online applications is **12.03.2025.**

d) Candidates are advised in their own interest to submit online applications much before the closing date and not wait till the last date to avoid the possibility of disconnection/inability or failure to login to the BITM website on account of heavy load on the website during the closing days.

e) Office will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the office.

f) 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.

g) BITM has the right to cancel the whole or part of the advertisement and not to proceed in the matter for recruitment to the said posts, at any stage or to accept or reject any or all applications without giving any explanation, whatsoever.

h) The candidates already working in Government, Semi-Government, Public Sector Undertakings and Autonomous Organizations must apply through proper channel. The selected candidates will be governed by the National Pension System.

i) 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 examination along with a valid photo identity card, in original, viz. Aadhar card, PAN card, Voter Id card, Driving licence, Passport etc.

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