Invites application for the post of Administrative Officer as per following criteria:-

F PÉ¼ÀV£À CA±ÀUÀ¼À£ÉÆß¼ÀUÉÆAqÀAvÉ, DqÀ½vÁ¢PÁjAiÀÄ ºÀÄzÉUÉ CfðAiÀÄ£ÀÄß DºÁ¤¸À¯ÁVzÉ.

Eligibility: Persons who have served (preferably) in scientific and research institutions under Government of India or under Government of Karnataka. He/She should be in the grade pay of Rs.7600/-(pre-revised) in Central Government or in the grade of Rs.36300-53850 in Government of Karnataka and who preferably have exposure in scientific institutions with a proven track record and integrity. Both Serving and Retired officers can apply.

CºÀðvÉ : PÉÃAzÀ ¸ÀPÁðgÀ CxÀªÁ gÁdå ¸ÀPÁðgÀzÀ ªÉÊeÁ¤PÀ ¸ÀA¸ÉÜÀ¼À° C£ÀÄ¨ÀªÀ PÉÃAzÀ ¸ÀPÁðgÀzÀ UÉÃqï ¥ÉÃ gÀÆ.7600/- (¥ÀÆªÀð ¥ÀjµÀøvÀ ªÉÃvÀ£À) CxÀªÁ PÀ£Áðl PÀ ¸ÀPÁðgÀzÀ ªÉÃvÀ£À ±ÉÃt gÀÆ.36300-53850 AiÀÄ° EgÀ¨ÉÃPÀÄ. ªÉÊeÁ¤PÀ ¸ÀA¸ÉÜÀ¼À° GvÀªÀÄ PÁAiÀÄð PÀªÀÄvÉ ªÀÄvÀÄ ZÀÄåw¬Ä®zÀ ¸ÉÃªÉAiÀÄ zÁR¯ÉAiÀÄ£ÀÄß ºÉÆÆA¢gÀÄªÀªÀjUÉ DzÀåvÉ. ¸ÉÃªÉAiÀÄ°gÀÄªÀ CxÀªÁ EwÃZÉUÉ ¤ªÀÈvÀgÁzÀ C¢PÁjUÀ¼ÀÆ Cfð ¸À°¸À§ºÀÄzÀÄ.

Age: Serving officers : Not less than 40 years as on 30th November, 2016.
Retired Officers :Not more than 62 years as on 30th November, 2016

ªÀAiÉÆÃ«Äw ¸ÉÃªÉAiÀÄ°gÀÄªÀ C¢PÁjUÀ¼ÀÄ : £ÀªÉA§gï 30, 2016 gÀAzÀÄ £À®ªÀvÀÄ ªÀµÀðUÀ¼ÀÄ ªÉÄÃ®lÄ
¤ªÀÈvÀ C¢PÁjUÀ¼ÀÄ : £ÀªÉA§gï 30, 2016 gÀAzÀÄ CgÀªÀvÉgÀqÀÄ ªÀµÀðUÀ¼ÀÄ «ÄÃgÀzÀAvÉ

Essential Qualification University Degree in any branch, Knowledge of Kannada, Good knowledge in computer operation and capability of independent correspondence.

PÀ¤µÀ «zÁåºÀðvÉ : AiÀiÁªÀÅzÉÃ «µÀAiÀÄzÀ° «±À«zÁå®AiÀÄzÀ ¥ÀzÀ«, PÀ£ÀßqÀ eÁ£À ºÉÆÆA¢gÀ¨ÉÃPÀÄ, GvÀªÀÄ PÀA¥ÀÆålgï eÁ£À, ¸ÀvÀAvÀªÁV ¥ÀvÀ ªÀåªÀºÀj¸ÀÄªÀ ¸ÁªÀÄxÀåðªÀ£ÀÄß ºÉÆÆA¢gÀ¨ÉÃPÀÄ.

Job profile Supervisory level administration, accounts, purchase and stores, campus management, supporting the institution head in respect of all day-to-day activities.

ªÀÈw¥ÀgÀ PÀvÀðªÀåUÀ¼ÀÄ: DqÀ½vÀ ¤ªÀðºÀuÉ, ¯ÉPÀ ªÀÄvÀÄ GUÁt ¥Àj²Ã®£É, ºÉÆgÁªÀgÀt ¤ªÀðºÀuÉ, ¸ÀA¸ÉÀìÄ ªÀÄÄRå¸ÀjUÉ J® zÉÊ£ÀA¢£À ZÀlÄªÀnPÉUÀ¼À°è ¸ÀºÀPÁgÀ, ¤ªÀðºÀuÉ ªÀÄvÀÄ ¸ÀQÌÄ ¥Á®ÄUÁjPÉ

Salary To be fixed by mutual agreement based on the level the officer held/holding presently and commensurate with the responsibilities to be handled.

ªÉÃvÀ£À ªÀÈwÀÄ dªÁ¨ÁjUÀ½UÉ ªÀÄvÀÄ ¥À¸ÀPÀ ºÀÄzÉÀÄ ªÉÃvÀ£ÀPÉ C£ÀÄUÀÄtªÁV ¥ÀgÀ¸ÀgÀ M¥ÀAzÀzÀ ¥ÀPÁgÀ ¤UÀ¢ ¥Ãr¸À¯ÁUÀÄªÀÅzÀÄ.

Hard copy of the Application as per the format available in the website may be sent through post/courier to ‘The Director, Jawaharlal Nehru Planetarium, T.Chowdaiah Road, High Grounds, Bengaluru-560 001’ so as to reach on or before **30th November 2016.**

EzÉÃ ªÉ¨ï¸ÉÊmï£À° ®¨Åå«gÀÄªÀ CfðAiÀÄ£ÀÄß G¥ÀAiÉÆÃV¹ **30 £ÀªÉA§gï, 2016** M¼ÁV vÀ®Ä¥ÀÄªÀAvÉ PÀ¼ÀÄ»¸À¨ÉÃPÁzÀ «¼Á¸À: ¤zÉÃð±ÀPÀgÀÄ, dªÁºÀgï¯Á¯ï £ÉºÀgÀÄ vÁgÁ®AiÀÄ, ²Ã n. ZËqÀAiÀÄå gÀ¸É, ºÉÊ UËAqï, ¨ÉAUÀ¼ÀÆgÀÄ – 560 001.

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