

Application for the post of Administrative Officer

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

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 Level 11 (Rs.67700-112100) in Central Government or in the grade of Rs.67550-104600 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.

Age: Serving officers: Not less than 50 years as on March 23, 2019
Retired Officers: Not more than 62 years as on March 23, 2019

Essential Qualification: University Degree in any branch with minimum 50% marks, Kannada Knowledge highly desirable, Good knowledge in computer operation and capability of independent correspondence.

Knowledge of KCSR/Other service rules, exposure to Tally accounting package is desirable.

Job profile: JNP has multifarious activities and has a current staff strength of twenty.

Incumbent will be a hands-on person, who with the help of administrative department, will co-ordinate and supervise to provide administrative support to the organization. His/her responsibilities include supervisory level administration, budgeting and accounts. Purchase and stores, security, campus and premises management and supporting the institution-head in respect of day-to-day activities, interaction with Government Institutions and Scientific Institutions, maintaining statutory records, etc.

Salary To be fixed by mutual agreement based on the level the officer held/holding presently and commensurate with the responsibilities to be handled/serving officers can opt deputation terms.

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 **23.03.2019.**

Online Applications will not be considered.

People screened in will have to appear for an interview. The date will be separately intimated to shortlisted candidates.

* * *