

### **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 with experience of twenty-five years. He/She should be in the minimum Level 9 (Rs.53100-117800) under the 7<sup>th</sup> CPC in Central Government or in the grade of Rs.52650-97100 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.

**Desirable:** Good knowledge in computer operation and capability of independent correspondence. Candidates with proficiency to read, write and speak in Kannada are preferred.

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.

Candidate should have work experience in General Administration/Accounts. Incumbent will be a hands-on person capable of independently liason with Government, Research Institutes, Income Tax department, Customs Department, etc. He/she should have good grasp on administrative and account matters and capable of advising management and handling estate management and contracting, etc. 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.

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**Salary:** A consolidated salary up to Rs.50,000-00 (Rupees Fifty thousand only) for retired persons and to be fixed by mutual agreement based on the level the office held/holding presently and commensurate with the responsibilities to be handled. For persons in service, as per extant rules applicable on deputation.

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 **17.08.2019.**

**Online Applications will not be considered.**

**Candidates applied against earlier advertisements for the post this year, need not apply again.**

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

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