

**ಜವಾಹರಲಾಲ್ ನೆಹರು ತಾರಾಲಯ**  
**ಬೆಂಗಳೂರು ಅಸೋಸಿಯೇಷನ್ ಫಾರ್ ಸೈನ್ಸ್ ಎಜುಕೇಷನ್**  
Jawaharlal Nehru Planetarium  
**Bangalore Association for Science Education**  
(A Registered Society of the Government of Karnataka)  
Ref: JNP/BASE/02/2023-24

**Notification for the post of Administrative Officer**

The Jawaharlal Nehru Planetarium (JNP), is administered by the Bangalore Association for Science Education. It is an autonomous body of the Department of Science and Technology, Government of Karnataka.

The main objectives are science popularization, non-formal science education and related activities. Apart from production of planetarium shows, it conducts science exhibitions twice a year and several workshops for science teachers and students. It maintains a Science Park with about 60 dynamic models in the campus.

The JNP is looking for a talented person to take up assignments involving multiple disciplines. Person should be proficient in communication skills in Kannada and English; working knowledge of other Indian languages is desirable.

The JNP invites applications for the post of Administrative Officer (1 Post UR) as per the following criteria:-

**Salary:** Scale of Pay: Rs.52650 – 97100 (as per 6<sup>th</sup> Pay Revision of Govt. of Karnataka) + allowances as applicable. Higher start may be considered for deserving cases.

Retired officials: Either on Consolidated emoluments or as per norms of the Govt. of Karnataka applicable to reemployed pensioners.

Deputation: 5 years, as per rules.

**Essential Qualification:** University Degree in any branch, with working experience in General Administration, Accounts & Finance; thoroughness in KSCR/GFR etc., with proficiency in Kannada and English. Persons working in institutions/departments of Govt of Karnataka in the scale of pay Rs.48900 – 92700 or Rs.45300 – 88300 or Rs.43100 – 83900 with experience ranging from 2 – 5 years and above are eligible to apply.

Desirable requirements: Persons with long years of experience in scientific and research institutions under Government of India or under Government of Karnataka. Knowledge of soft skills in handling accounts packages viz. Tally etc; competence in independently handling correspondence with Government and non government agencies.

If retired, he/she should have been in the Level 12 (Rs.78800-209200, as per 7 CPC) in Central Government or in the grade of Rs.67550-104600 in Government of Karnataka. The serving officers should apply through proper channel.

**Age limit: (as on 10/12/2023):** for persons in service, not above 55 years; for retired officers, not more than 62 years.

**A Brief Job Description:**

JNP has multifarious activities and has a current staff strength of twenty. Incumbent will be a full-time hands-on person, maintain punctuality and discipline. The incumbent, with the help of administrative staff will coordinate and supervise to provide organizational support to the Planetarium in general and the Director of the institution in particular. His/her responsibilities include supervisory level administration, budgeting and accounts, interaction with the appointed internal auditors, to get the auditing done for submission to the Governing Council and Government within the prescribed time, guide in purchase and stores, security arrangement, campus and premises management in respect of day-to-day activities, interaction with Government and Scientific Institutions, maintaining statutory records, etc.

The JNP is located on 7 acres of land which consists of the main Planetarium building, a new building complex consisting of a 600 seat auditorium, class rooms, activity and conference halls, etc., a Science Park covered with more than 60 science models. The incumbent should be capable of handling, supervising and maintenance of all these facilities.

***Submission of application:***

Hard copy of the application as per the format available in the website may be sent through post/courier along with self-attested copies of documents in support of age, experience and qualifications to the Director, Jawaharlal Nehru Planetarium, Sri T Chowdaiah Road, High Grounds, Bengaluru – 560 001 so as to reach ***on or before January 5, 2024***. The envelope should be clearly superscribed as ‘Application for the post of Administrative Officer’.

**General conditions:**

Office working hours: 10:00am – 5:30pm; the Planetarium is open from Tuesday through Sunday and on some of the General Holidays; closed on all Mondays and Second Tuesday of every month.

Online Applications will not be considered: no interim enquiries will be entertained. Canvassing in any form will be a disqualification. The Planetarium reserves the right to relax the age limit in deserving cases.

Those who have already applied in response to our Notification (appeared in all Karnataka edition newspapers on September 22, 2023) need not apply again.

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