



BIRLA INDUSTRIAL & TECHNOLOGICAL MUSEUM
(National Council of Science Museums)
Ministry of Culture, Govt. of India
19A, Gurusaday Road, Kolkata - 700 019

Recruitment of Lower Division Clerk

Ref: Advertisement No. 1/2016

Applications are invited from eligible candidates for filling up the future vacancy of following posts in BITM, Kolkata and/or its satellite units (Science Centre, Burdwan / District Science Centre, Purulia / Digha Science Centre, Digha / North Bengal Science Centre, Siliguri / Regional Science Centre, Bhubaneswar / Dhenkanal Science Centre, Dhenkanal / Shrikrishna Science Centre, Patna) :-

Lower Division Clerk : 02 posts - Reserved for PWD (Visually Handicapped)

Pay Band–P.B.-1: ₹.5,200-20,200/- with Grade Pay of ₹.1,900/- plus usual allowances as admissible to Central Govt. employees.

Essential Qualification & Experience – 12th Class pass or equivalent qualification from recognized Board/University with English Typewriting speed @ 35 w.p.m./10,500 KDPH, Hindi Typewriting speed @ 30 w.p.m. / 9,000 KDPH on computer. 1 year clerical experience is desirable.

Aptitude Test:

Visually handicapped (VH) candidates with visual disability of forty percent or above, whose writing speed is affected by cerebral palsy can avail the assistance of SCRIBE in the Written Examination, subject to such request being made in the application form. **Question Papers and Answer Sheets will not be provided in BRAILLE.**

No attendant will be allowed with VH candidates in the examination hall.

Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read the Question Paper with or

without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

Typing Test:

Passage Dictators will be provided to VH candidates for the Typewriting test. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

Note – I : VH candidates who claim to be permanently unfit to take the typewriting test because of a physical disability may, with the prior approval of the Competent Authority of the Museum, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format obtained from the competent Medical Authority, i.e., the Civil Surgeon declaring him/her to be permanently unfit for the Typewriting Test because of a physical disability.

Note – II : If a VH candidate who submits a Medical Certificate from the Medical Board attached to Vocational Rehabilitation Centre (VRC) for PH persons, his/her claim for exemption from the Typewriting Test would be accepted. However, if, she/he submits Medical Certificate from Civil Surgeon, his/her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/Special Employment Exchange for PH persons for clearance.

VH Candidates with physical disability seeking exemption from Typing Test on Medical ground must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as published in this Notice (Annexure – II) at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Competent Authority of the Museum.

Age Limit :

Age not more than 30 years as on 01.04.2016.

Age-Relaxation :

- | | | |
|---------------|---|----------|
| a) PH | - | 10 years |
| b) PH + OBC | - | 13 years |
| c) PH + SC/ST | - | 15 years |

Conditions/eligibility criteria for use of scribe for visually challenged candidates:

- a) Visually Handicapped candidates whose writing speed is affected by cerebral palsy can avail the assistance of SCRIBE for writing answers on their behalf.
- b) For engaging the SCRIBE, the candidate will have to indicate the same in his/her application.
- c) The SCRIBE will be arranged by the Museum.
- d) All one-eyed candidates and candidates whose visual degree of disability is less than 40% shall not be considered as Visually Handicapped persons.
- e) Candidates who will use SCRIBE will be eligible for extra time of 20 minutes.

Application completed in all respect may be sent in a closed envelope superscribing Application for the post of Lower Division Clerk reserved for PWD (Visual Handicapped) to Birla Industrial & Technological Museum (BITM), 19A, Gurusaday Road, Kolkata – 700 019 by post. Application may also be submitted in person at BITM, Kolkata. The application, in the format as available at the website www.bitm.gov.in, shall be submitted along with self attested copies of all certificates and testimonials right from Secondary education or its equivalent. **Application shall be accepted up to 31.03.2016.** Interim enquiries will not be entertained.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum _____ son/wife/daughter of Shri _____
 _____ age _____ sex _____ identification mark(s) _____

is suffering from permanent disability of following category :-

A. Locomotor or cerebral palsy :

(i) BL-Both legs affected but not arms.

(ii) BA-Both arms affected

(a) Impaired reach

(b) Weakness of grip

(iii) BLA-Both legs and both arms affected

(iv) OL-One leg affected (right or left)

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(v) OA-One arm affected

(a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(vi) BH-Stiff back and hips (Cannot sit or stoop)

(vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision :

(i) B-Blind

(ii) PB-Partially Blind

C. Hearing Impairment :

(i) D-Deaf

(ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum meets the following physical requirements for discharge of his /her duties :-

(i) F-can perform work by manipulating with fingers. Yes/No

(ii) PP-can perform work by pulling and pushing. Yes/No

Affix here recent
attested
Photograph
showing the
disability duly
attested by the
chairperson of the
Medical Board

Contd....

- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting. Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. Yes/No
- (x) H-can perform work by hearing/speaking. Yes/No
- (xi) RW-can perform work by reading and writing. Yes/No

(Dr._____)
Member, Medical Board

(Dr._____)
Member, Medical Board

(Dr._____)
Chairperson, Medical Board

Countersigned by the Medical Superintendent/

CMO/Head of Hospital (with seal)

**Strike out which is not applicable.*

GOVERNMENT OF INDIA

**FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY THE
PHYSICALLY HANDICAPPED CANDIDATES WHO SEEK EXEMPTION
FROM APPEARING IN THE TYPEWRITING TEST FOR LOWER DIVISION
CLERK.**

This is to certify that Sh/Smt/Kum _____ son/daughter/wife of
Shri _____ is suffering from _____.

Clinical diagnosis as a result of which he/she has the following disabilities.

(Brief description of his/her disabilities)

Photograph of candidate clearly showing Face with affected portion of
the body

This is a permanent disability and the extent of his/her disability works to _____% of disability.

This disability is likely to interfere with the Typewriting (specify)

Signature of candidate

Signature of Civil Surgeon

Name:

Place:

Official Stamp: