**JOB CODE:115 TITLE: ACTIVITY ASSISTANT LAST DATE: 14/07/2023**

Total No. of Posts : 2

Remuneration : 10,000 – 12,000 per month (consolidated)

Type : On contract (3 months)

**Job Description:**

* Manage activity counters in the Museum.
* Assist in educational activities and exhibition.
* Assist in the Museum on Wheels or any other educational project as required.
* Travel with the bus in Mumbai and outstation. Required to stay overnight for visits.
* Day to day maintenance and upkeep of Museum premises and buses.
* Maintenance and purchase of materials.
* Handling and movement of display and educational materials.

**Essential Qualification:**

* Minimum Std. 12th pass
* Ability to communicate in Marathi and Hindi

**Desirable Qualification:**

* Enthusiastic, self–starter, communicating with different audiences and give demonstration
* Basic knowledge of English, Hindi, Marathi.
* Basic knowledge of technical skills such as carpentry, molding/casting, electrical, etc

**APPLICATION PROCEDURE**

Interested candidates may send CV with photograph on or before July 14, 2023 to The Assistant Director (Admin) on the above-mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 115 Activity Assistant **OR** email your CV mentioning (Job Code 115 Activity Assistant) in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)

The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same.