**JOB CODE:119 TITLE: ACTIVITY ASSISTANT LAST DATE: 10/09/2023**

Total No. of Posts : 2

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

Type : On contract (3 months)

**Job Description:**

* Day-to-day maintenance and cleaning of the interior and exterior of the museum buses, Museum premises and activity counters.
* Set up and Manage activity counters in the Museum and on Bus visits.
* Purchasing and organizing art and maintenance materials for activity counter and buses.
* Maintenance and cleaning of department art and replica storage.
* Assist in Handling and movement of display and educational materials.
* Travel with the bus in Mumbai and outstation. Required to stay overnight for visits.
* Assist in the Museum on Wheels or any other educational project as required.

**Essential Qualification:**

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

**Essential skills:**

* Basic upkeep skills for the maintenance of museum premises and buses.
* Basic Knowledge of English, Hindi, and Marathi.
* Basic technical skills like carpentry and electricity.

**APPLICATION PROCEDURE**

Interested candidates may send CV with photograph on or before September 10, 2023 to The Assistant Director (Admin) on the above-mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 119 Activity Assistant **OR** email your CV mentioning (Job Code 119 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.