Ref : Advertisement No. 03 /2024 (Revised)

National Council of Science Museums (NCSM), an autonomous scientific organization functioning under Ministry of Culture, Govt. of India, invites applications from the eligible candidates for the following posts :

Sl. No.	Name of posts	No of posts	Units	Category wise vacancy position
1	Office Assistant Gr. III	5 posts	National Council of Science Museums Hqrs., Kolkata	SC-1, OBC-1, UR-1
			Dhenkanal Science Centre, Dhenkanal	UR-1
			Science City, Kolkata	OBC-1
2	Technical Assistant-A (Civil)	3 posts	National Council of Science Museums Hqrs., Kolkata	UR-1
			Birla Industrial & Technological Museums, Kolkata	UR-1
			Science City, Kolkata	EWS-1

1) **Office Assistant Gr.III**
a) **At National Council of Science Museums Hqrs, Kolkata : 3 posts (1-SC,1-OBC & 1-UR)**
b) **At Dhenkanal Science Centre, Dhenkanal, Odisha : 1 post (UR)**
c) **At Science City, Kolkata : 1 post (OBC)**

Scale of Pay : Pay Matrix - Rs.19,900-63,200/- (Level 2 & other allowances as admissible under the rules of NCSM. Total emoluments at starting is **Rs.36,425/-** per month, (approx. at Kolkata and **Rs.32,168**/- per month (approx. at Dhenkanal).

Essential Qualification : Higher Secondary or its equivalent. The candidates must qualify in typing test of 10 minutes duration with at least 35 w.p.m. in English or 30 w.p.m. in Hindi on computer correspond to 10500/9000 Key Depression Per Hour (KDPH) respectively duly supported by certificate from a **Government Recognized Institution**.

Age Limit : Not more than 25 years as on **the last date of submission of application(s.** Upper age limit is relaxable for the reserved categories, as per Government of India Rules.

Job Description :

Typing, dispatch of daks, issue of tickets, photocopying, maintenance of files, preparation and processing of bills; making entries in various registers, ledgers etc.; handling purchase and stores; compilation of facts & figures for reports, statements etc. in computer; cash handling & cheque writing whenever required; any other work entrusted by superiors from time to time.

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2) **Technical Assistant-A (Civil) at National Council of Science Museums, (Headquarter) , Birla Industrial & Technological Museum & Science City, Kolkata : 3 posts (UR-2, EWS-1)**

Scale of Pay : Pay Matrix - Rs.29,200-92,300/- (Level 5 & other allowances as admissible under the rules of NCSM). Total emoluments at starting is Rs.51,515/- per month, approx. at Kolkata.

Essential Qualification:

Technical Assistant-A (Civil) - Diploma course (3 years) in Civil.

Age Limit : Not more than 35 years as on **the last date of submission of application(s).** Upper age limit is relaxable for the reserved categories, as per Government of India Rules

Job Description : Repair and maintenance of buildings and installation and/or development of landscape and maintenance of science parks including all exhibits, overviewing of monitoring work, upkeeping work and general care taking of the campus, preparation of estimates and tender papers, supervision of the construction/installation of work, minor designing work.

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I   Guidelines/ Instructions :

1. Candidates are advised to satisfy themselves before applying that they possess at least minimum essential qualification(s recognized by Central & State Govt. and /or work experience laid down in the advertisement.

2. Application not accompanied with relevant certificates and testimonials shall be summarily rejected. Decision of NCSM in this regard shall be final. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification.

3. Mere possession of requisite qualification and experience shall not entitle the candidates to be called for the test or /and interview. Decision of NCSM in this regard shall be final and binding.

4. In case the information provided by candidate is found to be false or the material facts are concealed by the candidate at any stage i.e. during processing of application or even after his/her joining in the Council, the candidature shall be cancelled forthwith and his/her service shall be terminated, if appointed.

5. Call letter (admit card against valid application will be sent to the candidates at their e-mail IDs mentioned in the applications which is required to be produced at the time of admission to the written examination or type test or Aptitude test/Trade test along with a valid photo identity card, in original, viz. Aadhar card, PAN card, Voter ID card, Driving Licenses, Passport etc.

6. NCSM reserves the right to cancel recruitment in full or part without assigning any reason

7. Interim enquires will not be entertained.

II   How to apply :

1. Applications are required to be submitted in the prescribed format only with self-attested copies of all certificates/testimonials/relevant documents.

2. On the Application form, candidates are required to paste recent passport size photograph.

3. Candidates are advised that in their own interest to submit their applications much before the closing date and not to wait till the last date. Applications received after the last date will not be considered.

4. NCSM or its constituent unit(s will not be responsible for the candidates not being able to submit their applications within the last date for any reason.

5. Before submission of the application, candidates must check that they have filled correct details in each field of the application form.

6. The candidates presently working in Government, Semi-Government, Public Sector Undertaking and Autonomous Organizations must apply through proper channel or should submit "No Objection Certificate' (NOC of their present employer.

7. Candidates claiming for Age Relaxation may refer **Dept. of Personnel & Training, Office Memorandum no. 15012/2/2010-Estt.(D dated 27.03.2012.**

Note: *(i) Candidates who have already applied may not apply again.*

(ii) Candidates who have already applied and want to take the benefit under 'EWS' category, may only send a plain application alongwith self-attested 'EWS' certificate issued by the Competent Authority to the Section Officer (Admn.), National Council of Science Museums, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700 091

III Mode of payment of Application fee :

1. A non-refundable applicable fee **Rs.885.00** {**Fees. Rs.750.00 + 18% GST (Rs.135/-**} **(Rupees eight hundred eighty five** in the form of **Demand Draft** from a Nationalized Bank drawn in favour of **"National Council of Science Museums"** payable at **Kolkata** and the same shall be attached with the original application or **through online transfer/e-remittance** to the to the bank account of National Council of Science Museums.

   Particulars of Bank Account are as under :-

Bank name	Indian Overseas Bank
Account Number	164201000000491
Account Type	Savings
IFSC Code	IOBA0001642
MICR Code	700020049
Branch Address	Sector V, Salt Lake, Kolkata – 700 091

   Candidates are advised to mandatorily submit a copy of e-generated receipt alongwith their application as a documentary proof of payment of application fee.

2. Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Person with Disability (PwD) and Ex-Servicemen (ESM) eligible for reservation are exempted from payment of application fee.

3. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

4. Mere possession of requisite qualification and experience shall not entitle the candidates to be called for the test or/and interview. Decision of NCSM in this regard shall be final and binding. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification for the post. Interim enquiries will not be entertained.

5. Applications not submitted in the prescribed format and without copies of testimonials as proof of qualification, experience, caste certificate, ex-serviceman's discharge book, photograph and fees (wherever applicable, shall not be considered. In case the information provided by the candidate are found to be false or the material facts are concealed, at any stage i.e. during processing of the application or even after joining of the Council, the candidature will be cancelled and service may be terminated if appointed. Interested candidates are advised to go through the details available in the Council's website and download application form and thereafter, submit signed application to the NCSM headquarters on the below given address along with self-attested copies of testimonials.

Interested candidates are required to submit completed application in prescribed form together with non-refundable application fee along with self-attested copies of testimonials & recent photograph affixed on the application form latest by **01.04.2024 (Monday)** at the following address by Speed Post or Regd. Post or Courier only. Application sent by email/hand/ fax etc. shall not be entertained :

The Section Officer (Admn.)
National Council of Science Museums
33, Block- GN, Sector-V, Salt Lake
Kolkata – 700 091
Website:- www.ncsm.gov.in

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<table>
<tr><td>No. of advertisement _____ & date
_____

Post applied for -

_____</td><td></td><td>e-Transfer transaction

ref. No. _____

date of transaction _____

                  Or
D.D. No. _____
Amount _____
Closing date</td></tr>
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NATIONAL COUNCIL OF SCIENCE MUSEUMS

GOVT. OF INDIA

Block-GN, Sector-V, Bidhan Nagar, Kolkata – 700 091

Recent passport size photograph of the candidate.

Form of application for the use of candidates for appointment by Selection
(To be filled in candidates' own handwriting and forwarded to the above address

1.	Post applied for:		
2.	Name in full (in Block letters		
3.	Address:	a Present	
		b Permanent	
		c Email ID	
		d Mobile No.	
4.	Date and place of birth:	(i) Date :	
		(ii) Place :	

5.	Are you (a) a citizen of India by birth and/or by domicile?	YES/NO
	OR	
	(b) a person having migrated from Pakistan or Bangladesh or other countries with the intention of permanently settling in India or a subject of Nepal?	YES/NO
6.	Name of the State to which you belong:	

7.	Father's Name :
	    Address :
	    Occupation :	

8.	Is (or was your father:
	  (a) citizen of India by birth and/or by domicile? YES/NO
	  (b) A person having migrated from Pakistan or Bangladesh or YES/NO
	        other countries with the intention of permanently settling
	        in India or a subject of Nepal?	

9. State your

A	Religion	
B	Are you a member of Schedules Caste or Tribal or Aboriginal Community or Backward Class? Answer 'Yes' or 'No' and if the answer is 'Yes' give particulars and attach a self-attested copy of the certificate issued by the Competent Authority in support of your claim.	YES/NO
C	Are you an Anglo Indian?	YES/NO
D	Are you physically handicapped? If yes, give details	YES/NO
E	Do you belong to 'EWS' category? Answer 'Yes' or 'No' and if the answer is 'Yes' give particulars and attach a self-attested copy of the certificate issued by the Competent Authority in support of your claim	YES/NO

10.	Aadhar No.:				

11.	PAN no./Passport no.:				

12.	Particulars of all Examinations passed and degrees and technical qualifications obtained at the University or other places of higher technical education (Enclose all relevant documents commencing with the Secondary or equivalent examination onwards. Candidates may use separate sheet if the space provided below is not sufficient :				
Examination/ Degree/ Diploma	Name of Board/ University	Percentage of Marks obtained	Class or Division obtained	Major subjects taken	Year of passing

13.	Any additional qualifications/Membership of Scientific Societies may be mentioned here

14.	What language (including Indian Languages can you read, write or speak. Give particulars and state any examinations passed in each language.				
Read only	Speak only	Read & Speak	Read, Write and Speak	Examination passed	

15.	Details of current & previous employment. Give particulars below along with testimonials. Candidates may use separate sheet if the space provided below is not sufficient :				
Name of Organization		Date of Joining	Date of Leaving	Designation & Nature of work	Salary & Grade

16.	Are you employed in a Govt. / PSU/ Autonomous organization at present? (Answer 'Yes' or 'No'. If Yes, the application has to be routed through proper channel	
17.	Are you willing to accept the minimum initial pay offered? If not, state what is the lowest initial pay that you would accept in the prescribed scale	
18.	If selected, how much time would you require to join? (Give tick mark	Immediate/one month/ Two months /three months

19. Preference of Examination Centre (Mention 1st, 2nd, 3rd, 4th in the box

a Kolkata ☐   b Mumbai ☐

c Delhi ☐   d Bangalore ☐

20.	Reference:				
	(They should be residents in India and holders of responsible positions. They should be intimately acquainted with the applicant's character and work but must not be relations. When the candidate has been in employment, he/she should either give his/her present or most recent employer or immediate superior as referee or produce testimonial from him/her in regard to the candidate's fitness for the post for which he/she is an applicant				
	(i	Name	:		
		Occupation or position	:		
		Address with e-mail	:		
	(ii	Name	:		
		Occupation or position	:		
		Address with e-mail	:		
21.	List of enclosures:				
	1.		4.		
	2.		5.		
	3.		6.		
	7.		8.		
	9.		10.		

Declaration: I (Name ………………….………………….. hereby declare that information provided in this application are true to the best of my knowledge and belief. In case the information provided by me is found to be false or the material facts are concealed by me at any stage i.e. during processing of my application or even after my joining in the Council, my candidature will be cancelled and my service may be terminated, if appointed.

Date------------------------------

Candidate's signature ---------------------------

Place -------------------------

Name of the candidate in CAPITAL LETTER

Candidate already employed should get the following endorsement signed by his/her present employer.

ENDORSEMENT BY THE HEAD OF THE DEPARTMENT OR OFFICE

No.--------------------------------   Date --

Full signature -------------------   Designation ------------------------------

Name & Address of Office with seal   ………………………………………………….

Note:- Any change of address given in Col. 2 above should at once be communicated. Candidates must arrange for the re-direction of communications to their new addresses.