

# NEHRU SCIENCE CENTRE

(A unit of National Council of Science Museums)

Ministry of Culture, Govt. of India

Dr. E. Moses Road, Worli, Mumbai – 400 018

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## Details of Advt. No.: NSCM/03/2026

Date: 18.03.2026

Nehru Science Centre, a National Level Unit of National Council of Science Museums (NCSM), Ministry of Culture, Govt. of India invites applications from eligible candidates for temporary engagement for following positions purely on contractual basis:

Sl. No.	Name of the position	No. of the positions and place of posting
1.	Technical Assistant (Draughtsman- Mechanical)	01 at Nehru Science Centre, Mumbai
2.	Technical Assistant (Civil)	01 at Science Centre, Kota, Rajasthan
3.	Young Professional - Assistant Public Relations Executive (APRE)	01 at Nehru Science Centre, Mumbai and 01 at Goa Science Centre, Panaji
4.	Consultant (Hindi)	01 at Nehru Science Centre, Mumbai

The details of eligibility criteria, age, experience, remuneration etc. and terms & conditions of the temporary engagement for above positions are as follows:

### 1. Technical Assistant (Draughtsman- Mechanical)

**Remuneration:** Rs.38,000/- per month (consolidated)

**Age Limit:** 35 years as on last date of application

Age relaxation will be applicable as per Govt. of India rules.

**Essential Qualification and Experience:** Regular Diploma course (3 years) in Mechanical Engineering from a recognized university/institute with minimum 1 year of experience in CAD modelling (2D/3D) e.g. AutoCAD, Solid Works

**Desirable Experience:** Having experience with non-conventional machine operations (e.g. CNC Router, Laser Engraving/Cutter machine, CNC machine, CNC Lather/Milling etc.)

**Duration of contract:** Initially for a period of 6 (six) months, which may be extended for a further period of 6 months on satisfactory performance and at the sole discretion of NSC, Mumbai.

**Job Description:** Creating and modifying technical drawings, blueprints and schematics using CAD software, operation of non-conventional CNC machines. The incumbent will work closely with Curators, Technical Officers and other officials to ensure accuracy and adherence to project specifications and will be responsible for maintaining drawing archives and supporting documentation, including the preparation of GFC drawings for tender requirements.

**Selection process:** Written Aptitude / Skill Test

### 2. Technical Assistant (Civil)

**Remuneration:** Rs.40,000/- per month (consolidated)

**Age Limit:** 35 years as on last date of application

Age relaxation will be applicable as per Govt. of India rules.

**Essential Qualification and Experience:** Regular Diploma course (3 years) in Civil Engineering with 1<sup>st</sup> class from a recognized institute with one year professional experience in relevant field.

**Duration of contract:** Initially for a period of one year or co-terminus with the completion of project, whichever is earlier. Extension will be subject to satisfactory performance and at the sole discretion of NSC, Mumbai.

**Job Description:** Repair and maintenance of buildings and installations and/or development of landscape and maintenance of science parks including all exhibits, overseeing of monitoring work and general caretaking of campus, preparation of estimates, tender papers and running bills, supervision of construction/installation works, minor design works etc.

**Selection process:** Written Aptitude / Skill Test

### 3. Young Professional - Assistant Public Relations Executive (APRE)

**Remuneration:** Rs. 35,000/- per month (consolidated)

**Age Limit:** 35 years as on last date of application

**Essential Qualification and Experience:** Post Graduate Degree /Post Graduate Diploma in Journalism and Mass Communication / Public Relations / Media Science or other relevant field with 2 years' experience.

OR,

Graduation in Journalism and Mass Communication / Public Relations / Media Science or other relevant field with 4 years of experience.

(Experience should be in the field of Public Relations, Social Media Management, Social Media Analytics, Content Development, branding, conducting campaigns, handling Media and organising Press Conferences, etc.)

**Desirable Qualification and Experience:**

- Certificate Course in Digital Marketing / Social Media Marketing etc.
- Should have good communication skill and command over English & Hindi. Having knowledge of respective regional languages will be an advantage
- Candidate having knowledge of graphic designing and/or video editing shall be preferred.

**Duration of contract:** Initially for a period of 1 (one) year, which may be extended up to a maximum period of one more year subject to functional requirements, appraisal of the performance and medical fitness of the individual.

**Job Description:**

- Branding and Image building of the Science Museum/Centres and its facilities
- Developing Relationship with media and stakeholders
- Write Press Release and Organise Press Conference.
- Conduct Visitor Survey and Submit Analytical Report
- Handle Social Media pages, Prepare and Submit Analytics/Insight Report from time to time.
- Digital and Social Media Marketing
- Preparation of various Reports and Publications
- Coordination within the zone and with the headquarter.
- All other works as advised by the competent authority from time to time.

**Selection process:** Written Aptitude Test and Communication Skill Test

**4. Consultant (Hindi)**

**Remuneration:** A consolidated remuneration of Rs.50,000.00 / Rs.40,000.00 / Rs.35,000.00 per month as applicable will be paid to the person retired from Central Govt./State Govt./PSU/Central or State Autonomous Body in the rank of Deputy Secretary/Under Secretary/Section Officer/Assistant Section Officer at the time of retirement of service.

**Age Limit:** 65 years as on last date of application

**Essential Qualification and Experience:**

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level.

Applicant is required to have **at least 20 years' experience** in the field of Rajbhasha related activities including translation work from English to Hindi and vice versa in Central Government/State Government/PSU/Central or State Autonomous Body etc.

**Duration of contract:** Initially for a period of 1 (one) year, which may be extended on year to year basis subject to functional requirement, appraisal of the performance and medical fitness of the individual.

**Scope of Work:** Advice and Implementation of Rajbhasha related programs and activities in Nehru Science Centre, Mumbai and its satellite units.

Preparation of reports, questionnaires, organizing workshops/seminars etc.

Translation from English to Hindi and vice versa.

Typing in Hindi (Unicode, Krutidev etc.) & English as per requirement.

**Selection process:** Personal Interaction

**General Information and other terms & conditions of the engagement:**

- The engagement will be purely on contract basis and will not confer any automatic right to the candidate for regular appointment in NCSM or any of its constituent units.
- The Competent Authority will have all the rights to select any one of the applicants as or cancel all the applications at its sole discretion. The decision of the Competent Authority will be final & binding on applicants.

- No accommodation facility or house rent will be provided to the selected candidate.
- The income tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment for which NSC, Mumbai will issue TDS certificate as applicable.
- Other terms & conditions of the engagement for post at Sl. No. 4 will be carried out as per Govt. of India guidelines.
- The candidates will be engaged on a full-time basis and will not be permitted to take up any other assignment during the period of engagement in the National Council of Science Museums (NCSM) or its units.
- **Termination:** NCSM or its units reserves the right to terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, termination of contract may be done by giving one month's notice or salary, as the case may be, without providing any reason for it. The candidate can also seek termination of the contract upon giving minimum one month's notice to the Nehru Science Centre, Mumbai.
- **TA/DA-** TA/DA is allowed for travel in the country in connection with official work, subject to the approval of the competent authority. The permissible mode of journey will be by Rail in AC Three Tier. Hotel accommodation, food and taxi fare shall be admissible as per entitlement of officials in Level – 5 of 7<sup>th</sup> CPC for posts at Sl. Nos. 1, 2 and 3. The entitlement of Consultant (Hindi Translator) will be as per the Pay Level at the time of retirement.
- **Leave:** The selected candidates shall be entitled to leave for 12 days in a year on a pro rata basis. Further, an absence of up to one month may be considered without remuneration.
- The selected candidates shall not be entitled to any other allowances such as HRA, CGHS/Medical facility, medical reimbursement etc. apart from the monthly remuneration mentioned above.
- The candidate will not be eligible for any facility or/and benefits applicable for regular employees of NCSM.
- The selected candidates shall be required to observe the normal office timing and may also be called upon to attend the office on Sunday or any holiday in case of exigencies of work. They shall mark their attendance mandatorily and failing which may result in deduction of remuneration.
- The Young Professional (APRE) will have to sign a Confidentiality and Non-Disclosure Undertaking before the commencement of assignment.
- The cancellation of this advertisement or any amendment at any point of time is at the sole discretion of the management of Nehru Science Centre, Mumbai.
- Incomplete online applications without photocopy of certificate in support of age, qualifications experience and applications received after the last date shall not be considered.
- The Competent Authority will have all the rights to select any one of the applicants or cancel all or part of the advertisement/applications at its sole discretion. The decision of the Competent Authority will be final & binding and applicants will have no right to file any type of petition against the decision in any forum or/and in any Court of India.
- Canvassing in any form shall disqualify the candidate.
- **The duly completed application in prescribed format superscribing 'Application for the post of .....' should be submitted addressed to the Controller of Administration, Nehru Science Centre, Dr. E. Moses Road, Worli, Mumbai - 400018 so as reach on or before 07.04.2026.**

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