National Council of Science Museums (NCSM)
(Ministry of Culture, Govt. of India)
33, Block-GN, Sector-V, Bidhan Nagar
Kolkata-700 091

Advertisement No. 02/2022

NCSM, an autonomous scientific organization under the Ministry of Culture, Govt. of India, invites applications for the following posts in Scientific, Technical & Administrative categories: -

Sl. No.	Name of the post	Scale of pay & pay matrix level	No. of post and Category
01	Curator 'B' [Computer Science, Electronics & Mechanical]	Level 10 of 7th CPC (`56100 – 177500)	04 [UR], 01[ST]
02	Assistant Executive Engineer (AEE)	Level 10 of 7th CPC (`56100 – 177500)	01 [UR]
03	Section Officer (SO)	Level 07 of 7th CPC (`44900-142400)	02 [UR]
04	Office Assistant Gr. I (O.A. Gr. I)	Level 06 of 7th CPC (`35400-112400)	01 [UR]

For details, please log on to https://ncsm.gov.in/recruitment/. Completed applications in the prescribed format should reach to the **Controller of Administration**, **National Council of Science Museums (NCSM), 33 GN Block, Sector V, Salt Lake, Kolkata - 700 091 latest by 25.03.2022.**

राष्ट्रीय विज्ञान संग्रहालय परिषद
National Council of Science Museums
ब्लॉक-जी एन, सेक्टर-V, बिधान नगर
Block – GN, Sector – V, Bidhan Nagar
कोलकाता/Kolkata – 700 091

Advertisement No. 02/2022

NCSM, an autonomous scientific organization under the Ministry of Culture, Govt. of India, invites applications for the following posts:

Name of the post	**No. of post**	**Age limit**	**Reservation**	**Last date of receipt of application**
Curator 'B' [Computer Science, Electronics & Mechanical]	05 Nos.	35 Years (Relaxable as per extant rules of GoI)	04 [UR], 01[ST]	25.03.2022 (Friday)
Assistant Executive Engineer (AEE)	01 No.	35 Years (Relaxable as per extant rules of GoI)	UR	Do
Section Officer	02 Nos.	30 Years (Relaxable as per extant rules of GoI)	UR	Do
Office Assistant Gr. I	01 No.	30 Years (Relaxable as per extant rules of GoI)	UR	Do

Scale of pay for post		
Curator 'B' & Assistant Executive Engineer(AEE)	:	Pay Matrix Level 10 of 7th CPC (`. 56100 – 177500) & other allowances as admissible under the rules of NCSM. *(Total emoluments at start shall be `98,070.00 approx. in A-1 cities and will change depending on the place of posting)*
Section Officer	:	Pay Matrix Level 07 of 7th CPC (`44900-142400) & other allowances as admissible under the rules of NCSM. *(Total emoluments at start shall be `75658.00 approx. in A-1 cities and will change depending on the place of posting)*
Office Assistant Gr. I	:	Pay Matrix Level 06 of 7th CPC (`35400-112400) & other allowances as admissible under the rules of NCSM. *(Total emoluments at start shall be `60648.00 approx. in A-1 cities and will change depending on the place of posting)*

Career Growth for Curator 'B': The appointees of Curator 'B' have excellent career opportunities of merit based in-situ promotions applicable to scientific category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher grades {maximum up to Pay Matrix Level 14 (`.144200-218200)} after minimum residency period prescribed at each grade.

Career Growth for Assistant Executive Engineer: The appointee of Assistant Executive Engineer has excellent career opportunities of merit based in-situ promotions applicable to technical category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher grades {maximum up to Pay Matrix Level 13A (`.1,31,100-2,16,600)} after minimum residency period prescribed at each grade.

Career Growth for Section Officer: The appointees of Section Officer have excellent career opportunities of vacancy based promotions applicable to administrative category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher posts {maximum up to Pay Matrix Level 13A (`.131100-216600)} after minimum eligibility period prescribed against each post depending upon available vacancy.

Career Growth for Office Assistant Gr. I: The appointees of Office Assistant Gr. I have excellent career opportunities of vacancy based promotions applicable to administrative category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher posts (maximum up to Pay Matrix Level 13A (`.131100-216600) after minimum eligibility period prescribed against each post depending upon available vacancy.

ESSESNTIAL ELIGIBILITY CRITERIA FOR APPLYING		
Essential qualifications for the post of **Curator 'B'**	:	1st Class M.Sc/1stClass B.E. or B.Tech with 1 year experience after obtaining degree ***OR*** 1st Class M.Sc/1stClass B.E. or B.Tech with MS/ M.Tech. in Science Communication (Post M.Sc./ B.E./B.Tech.course) ***OR*** M.Tech/M.E/M.S(Engg.) / Ph.D (Science) /Ph.D (Engg)
Essential qualifications for the post of **Assistant Executive Engineer**	:	First class Bachelor's degree in Civil Engineering or equivalent with one-year experience.
Essential qualifications/ experience for the post of **Section Officer**	:	University degree in any discipline and 02 (Two) years of experience in Government offices/PSU/ Autonomous Body/Statutory Body in establishment, administration and finance.
Essential qualifications for the post of **Office Assistant Gr. I**	:	University Degree

Job Description for Curator 'B': Design and development of exhibits, audio-visual demonstrations, teaching aids etc.; development of museum sections on various subjects of science & technology; organization of educational programmes for different categories; research on history of science & technology, museum techniques and evaluation of exhibits all pertaining to the developmental activities of the museum/centre. Assisting in day-to-day work and administration of the museum/centre.

Job Description for Assistant Executive Engineer: Major repair and construction of buildings and installations and/or design, layout, development and maintenance of landscape greenhouse/gardens/outdoor exhibits/ live exhibit corners; preparation of estimates and tender papers and supervision over the work; design and drawing relating to work; supervision over the junior member of staff etc.
Job Description for Section Officer: Supervision over establishment and administration; handling disciplinary, vigilance and court cases; handling recruitment, assessment and promotion cases, committee work etc.; maintenance of reservation roster, supervision over Finance & Accounts Section; checking and passing of bills before payment; preparation of Annual Accounts, balance sheet and submission of periodic progressive expenditure statements; monitoring and control of funds under different budget sub-heads; prompt clearance of O.B. items and audit objections, ensuring timely procurement of materials for different sections and observance of purchase procedures; supervision over Stores & Purchase Section; ensuring regular physical verification of stores; control of funds for purchase and answering to audit; acting as Head of Office, Drawing and Disbursing Officer (DDO), CPIO & Vigilance Officer as and when required and any other work entrusted by superiors from time to time.
Job Description for Office Assistant Gr. I: Initiation and processing of cases relating to case work thereof, compilation of facts and figures for reports, statements etc., periodic checking of registers, ledgers and other documents, handling of recruitment, assessment promotion cases, all establishing matters, checking and passing of bills, vouchers etc., monitoring of expenditure, preparation of statement of accounts, budgets etc., handling of purchase, maintenance of inventories of assets, verification of stores and exhibits, supervision to the extend required over subordinate staff.

B. General :-

01. The post(s) carry all India transfer liability. Allowances such as D.A./H.R.A/Transport allowance are admissible as applicable under the rules of NCSM.

02. Relaxation in age limit will be allowed to SC/ST/OBC/PWD/Ex-Serviceman and departmental candidates as per Govt. of India rules.

03. Prescribed application form may be obtained from the Council's website: https://ncsm.gov.in/recruitment/.

04. **Mode of payment of application fee:-**

a) A non-refundable fee as per the following table shall be e-remitted 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

Non-refundable fee structure:-	
Curator 'B' &	`500.00 (Rupees five hundred only)

Assistant Executive Engineer	
Section Officer & Office Assistant Gr. I	`300.00 (Rupees three hundred only)

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

OR

b) A non-refundable applicable fee as per the above table 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.

Interested candidates are required to submit completed application in prescribed form together with non-refundable application fee along with copies of testimonials & recent photograph affixed on the application form latest by **25.03.2022 (Friday)** at the following address:

The Controller of Administration
National Council of Science Museums
Block- 33 GN, Sector-V, Salt Lake
Kolkata – 700 091
Phone # (033)23579347/0850/5545/6008
Email: recruitment2022@ncsm.gov.in
Website:- www.ncsm.gov.in

i. No application fee is required for SC/ST/Ex-Serviceman, Physically Challenged Person and Women candidates;

ii. Candidates working in Government/PSU/Autonomous organizations should send their applications through proper channel.

iii. Incomplete application or applications not accompanied with necessary documents and application fee (as applicable) shall be summarily rejected.

05. **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.**

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 above given address along with copies of testimonials well in advance by Courier/Speed post. Applications received after the last date will not be considered.

No. of advertisement _____ & date _____ **Post applied for** - _____		e-Transfer transaction ref. No. _____ date of transaction _____ Or D.D. No. _____ Amount _____ Closing date _____

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 other countries with the intention of permanently settling in India or a subject of Nepal? YES/NO		

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 certificate from the Regional Authorities 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

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.)

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.			
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.