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. 10/2018

NCSM, an autonomous scientific organization under the Ministry of Culture, Govt. of India, invites applications for the following posts (Vacancie(s) exist in different science centres in different parts of the country):

**A**. 01.

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| --- | --- | --- | --- | --- |
| Sl. No. | Name of the posts | No. of post(s) | Age limit | Reservation |
| 1 | Assistant Executive Engineer | 01 | 35 Years | Un-reserved |
| 2 | Section Officer | 04 | 30 Years | 03-Un-reserved & 01-OBC |

Scale of pay for post at serial no. 1 - Pay Matrix Level 10 of 7th CPC (`. 56100 – 177500) & other allowances as admissible under the rules of NCSM.

(Total emoluments at start shall be `82,461.00 approx. in A-1 cities and will change depending on the place of posting)

Scale of pay for post at serial no. 2 - Pay Matrix Level 7 of 7th CPC (`. 44900 – 142400) & other allowances as admissible under the rules of NCSM.

(Total emoluments at start shall be `63,641.00 approx. in A-1 cities and will change depending on the place of posting)

02. The appointee of Assistant Executive Engineer have 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 (`.131100-216600)) after minimum residency period prescribed at each grade.

03. Essential qualifications for the post of Assistant Executive Engineer:

First class Bachelor’s degree in Civil Engineering or equivalent

04. Experience required for Assistant Executive Engineer

One year relevant experience.

05. 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.

06. 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.

07. Essential qualification for the post of Section Officer

University degree in any discipline.

08. Experience required for the post of Section Officer

02 (Two) years of experience in Government offices/PSU/Autonomous Body/Statutory Body in establishment, administration and finance.

09. Job description for the post of 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.

**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: [www.ncsm.gov.in](http://www.ncsm.gov.in/www.ncsm.org.in) or from the respective zonal offices at **Kolkata, Mumbai, Delhi & Bangalore** by sending a self-addressed envelope (10x24 cm) affixed with postal stamp of `10/- denomination super scribed on the top, “Application for Assistant Executive Engineer / Section Officer against advertisement no 10/2018”.

Interested candidates are required to submit completed application together with non-refundable fee of `.200/- in the form of Demand Draft from a Nationalized Bank drawn in favour of “National Council of Science Museums” payable at Kolkata, at any of the following zonal offices of NCSM latest by 31.12.2018. No application fee for SC/ST/Ex-Service Man, Physically Challenged Person and Women candidates:-

1. ***Eastern zone*** :

National Council of Science Museums

Block-GN, Sector-V, Bidhan Nagar

Kolkata – 700 091

Phone # (033)23579347/0850/5545/6008

E-mail:-sciencecentre@ncsm.gov.in

Website:- www.ncsm.gov.in

1. ***Western zone*** *:*

Nehru Science Centre

Dr E Moses Road, Worli

Mumbai – 400 018

Phone # (022)24932668, 24920482, 24932667/4520

E-mail:- director@nehrusciencecentre.gov.in

Website:-www.nehrusciencecentre.gov.in

1. ***Northern zone*** *:*

National Science Centre

Pragati Maidan, Near Gate # 1

Bhairon Road, New Delhi – 110 001

Phone# (011)23371263/1297/1893/1945

E-mail:-nscdl01@gmail.com

Website:-www.nscdelhi.gov.in

1. ***Southern zone*** :

Visvesvaraya Industrial & Technological Museum

Kasturba Road

Bangalore – 560 001

Phone # (080)22864114/6200

E-mail:- [vitmuseum@gmail.com](mailto:vitmuseum@gmail.com)

Website:-www.vismuseum.gov.in

Candidates working in Government/PSU/Autonomous organizations should send their applications through proper channel. Incomplete application or applications not accompanied with necessary documents shall be summarily rejected.

04. **Mere possession of requisite qualifications and experience shall not entitle the candidates to be called for the test 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, photograph and fees (wherever applicable), shall not be considered. Interested candidates are advised to go through the details, download application forms and thereafter, submit signed applications to the zonal headquarters nearest to their places along with copies of testimonials either personally or by post.**

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| --- | --- | --- |
| No. of advertisement \_\_\_\_\_\_\_\_\_\_ & date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post applied for with discipline -  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | logo | D.D. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Closing date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

##### NATIONAL COUNCIL OF SCIENCE MUSEUMS

*Recent passport size photograph*

*of the candidate.*

**GOVT. OF INDIA**

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

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. Name in full (in Block letters) |
| 2. Address: a) Present—  b) Permanent—  c) Email ID—  d) Telephone No.— |
| 3. Post applied for – |
| 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 YES/NO  Bangladesh or other countries with the inten-  tion of permanently settling in India or a  subject of Nepal? |
| 6. Name of the State to which you belong. |
| 7. Father’s Name :  Address :  Occupation : |
| 8. Is (or was) your father:   1. citizen of India by birth and/or by domicile? YES/NO 2. 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 YES/NO  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.  (c) Are you an Anglo Indian? YES/NO  (d) Are you physically handicapped? If yes, give YES/NO  details |
| 10 . Adhaar No.: |
| 11. PAN no./Passport, if any : |

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.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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.) | | | | | | | | | |
| 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 such as 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 | | |
|  | | |  |  | |  | | |  | | |

(3)

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| --- | --- | --- | --- | --- | --- | --- |
| 15. | Details of 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 | | |

(4)

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| --- | --- | --- | --- | --- | --- |
| 19. | Choice of Examination Centre (Tick √ the preference)    1) Kolkata 2) Mumbai    3) Delhi 4) Bangalore | | | | |
| 20. | Willingness to work anywhere in India: | | | | |
| 21. | 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 | **:** | | |
| (iii) | Name | **:** | | |
| Occupation or position | **:** | | |
| Address with e-mail | **:** | | |
| 22. | List of enclosures: | | | | |
|  | 1. |  | | 4. |  |
| 2. |  | | 5 |  |
| 3. |  | | 6. |  |
| Date-------------------------------- Candidate’s signature ---------------------------- | | | | | |
| 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 ………………………………………………….  -----------------------------------------------  ----------------------------------------------- | | | | | |