

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

National Council of Science Museums (NCSM) invites applications from skilled professionals for engagement as Consultants (Visitors' Experience & Social Media – 1(one) No and Visual Media Content Development-2 (two) Nos) on contract basis. The engagement of Consultants will be on contractual basis for an initial period of one year which may be extended as per the requirement. The Competent Authority will have all the rights to select any one of the applicants as Consultants or cancel all the applications at its sole discretion. The decision of the Competent Authority will be final 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.

### **1. Essential qualifications**

Minimum Graduate degree from a recognized University/Institution.

### **2. Experience**

Applicants should have reasonable work experience in the relevant field (minimum two years)

### **3. Scope of Work**

The Consultants will have the following scope of work: -

#### **Consultant- (Visitors' Experience & Social Media)**

- Leadership and Development;
- To provide guidance for management, motivation and developing a visitor assistance team to ensure visitor service and satisfaction is delivered to the highest standards;
- Identify the training and development needs of visitor assistants ensuring that these are addressed through the staff development programme;
- Compile and deliver the Visitor Assistant training programme in MoC Projects
- Delivery of management requirements;
- Adhere to administrative processes;

- Produce and maintain effective procedural guidelines for all activities within designated areas and recommend improvements and changes whenever necessary to the authority in line with departmental objectives;
- Social media handling viz., regular content development for social media and uploading;
- Guidance and suggestions to enhance the social media foot prints and research;

### **Consultant- (Visual Media Content Development)**

- To assist in Visual Media Content Creation and Project Management
- Videography, Photography, Basic Design and Copy writing of experiential, social media and event content;
- Working alongside the marketing team to set up a content calendar and work on an overall brand video strategy of MoC projects;
- Work on social media content and visuals
- Plan and organise external photography and videography resources where needed on projects
- Assist creatively in the layout of the locations being photographed
- Post production and editing of all photography and videography
- Documentation of all visual media content and online drives
- Work collaboratively with other team members, designers to ensure a consistent, integrated brand perception and visual identity of MoC projects;

## **4. Age Limit**

Upper age limit - 65 years of age as on 31.12.2021

## **5. Contract Period**

- (a) Initial contract would be for a period of one year which may further be extended on year to year basis subject to functional requirement, appraisal of the performance and medical fitness of the individual;
- (b) Termination of contract: If the performance is found unsatisfactory, the contract may be terminated with a prior notice of one month from NCSM;

## **6. Accommodation**

No accommodation facility or house rent will be provided by NCSM.

## **7. Terms of payment**

A Consolidated remuneration of `70,000.00 to `75,000.00 per month will be paid to the person to be engaged as Consultant (Visitors experience and Social Media related work] and `40,000 to `45,000.00 per month will be paid to the person to be engaged as Consultant (Visual Media Content Development work].

## **8. Tax deduction at sources**

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 NCSM will issue TDS certificate as applicable.

## **9. Guidelines for submission of application**

The duly completed application in prescribed format should be submitted addressed to the Secretary, NCSM so as reach NCSM, Kolkata on or before 31.12.2021 on e-mail ID: [secretaryncsm@gmail.com](mailto:secretaryncsm@gmail.com) (only). Any application received after the due date will be rejected.

- 10.** NCSM has the right to cancel advertisement and not to proceed in the matter for engagement of consultant, at any stage or to accept or reject any or all applications without giving any explanation, whatsoever.
- 11.** Other terms & conditions of the engagement will be carried out as per Govt. of India guidelines.

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Photo to be affixed

1	Name	
2	Father's Name	
3	Present/Residential Address	
4	Date of Birth (DD/MM/YYYY)	
5	E-mail Address	
6	Contact Number	
7	(i) Whether working in Govt. service/private job/freelance? Date of Entry into Govt. Service (if any) (j) If Govt. service, whether Central Govt. or State Govt.	
8	Date of Retirement, if working	
9	Education Qualifications*	
10	Brief particulars of experience with Nature of work performed (Starting from last appointment)*	
11	Additional Information if any, in support of your suitability for the post*	

*\*please attach separate sheet, if required.*

This is to certify that no legal/disciplinary proceedings were pending against me on the date of application and the information give above is true to the best of my knowledge and belief.

The supporting documents are attached herewith as Annexure.

Yours faithfully,

Signature :  
Full Name :

Date :  
Place :