

National Council of Science Museums
33, Block-GN, Sector-V, Bidhan Nagar
Kolkata-700 091

Ref : Advertisement No.11/2022

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 post of **Junior Stenographer** at National Council of Science Museums, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700 091. The details of which are as follows:-

Junior Stenographer	03 posts (2 Unreserved & 1 OBC)
Scale of Pay	Pay Matrix – Rs. 25,500-81,100/- (Level 4) & other allowances as admissible under the rules of NCSM. Total emoluments at start is Rs. 47,043/- per month, approx. at Kolkata.
Essential Qualification	Higher Secondary or its equivalent and minimum speed of 80 w.p.m. in Shorthand duly supported by certificate from a Govt. Recognized Institution.
Age Limit	Not more than 25 years as on 31st October, 2022 . Upper age Limit is relaxable for the reserved categories, as per Government of India Rules (Ref. DoPT OM no. 15012/2/2010-Estt.(D) dated 27.03.2012).
Job Description	Stenographic service; typing; photocopying; sending/receiving emails/fax messages; maintenance of files, ledgers, records etc. in computer; attending to telephone calls and any other work assigned by superiors from time to time.

Application fee : Rs.750.00 (Rupees seven hundred & fifty) only (non-refundable). 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 fee.

A non-refundable fee of Rs.750.00 (Rupees seven hundred & fifty) only shall be remitted to the bank account of National Council of Science Museums particulars of which are as under :-

Bank Name	Indian Overseas Bank
Account Type	164201000000491
Account Number	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/record along with their application as a documentary proof on payment of application fee.

OR

A non-refundable fee of Rs.**750.00 (Rupees seven hundred & fifty) only** 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.

Guidelines/Instructions :

1. Candidates are advised to satisfy themselves before applying that they possess at least minimum essential qualification laid down in the advertisement.
2. Incomplete application and/or application not accompanied with relevant certificates & testimonials and application fee (as applicable) shall be summarily rejected. Decision of the Council in this regard shall be final. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification. Application sent through e-mail or not in the approved format shall not be considered and rejected straightway.
3. Mere possession of requisite qualification and experience shall not entitle the candidates to be called for the test or /and interview. Decision of Council 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 enquires will not be entertained.

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/and shorthand/type test along with a valid photo identity card, in original, viz. Aadhar card, PAN card, Voter ID card, Driving Licenses, Passport etc.
6. The selected candidates will be governed by the New Pension Scheme (NPS) and also entitled to DA, HRA, Travelling Allowance and facilities like LTC, Medical Facilities, etc., as adopted by NCSM from time to time.
7. The selected incumbents are liable to be transferred to any Science Museums/ Centres under the control of National Council of Science Museums (NCSM), anywhere in India.
8. Candidates are advised that in their own interest should submit their applications much before the closing date. Application received after the due date due to postal delay or any other reasons will not be entertained under any circumstances.
9. NCSM reserves the right to cancel recruitment in full or part without assigning any reason.
10. Candidates already working in Govt. /Semi-Govt./Public Sector Undertaking and Govt. Autonomous Organization must apply through proper channel.
11. The duly filled in application shall be sent to **National Council of Science Museums, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700 091** in the prescribed format available in the website - www.ncsm.gov.in along with self-attested photocopies of all certificates and testimonials as proof of qualification, experience, caste certificate, ex-servicemen's discharge book etc., so as to reach at **Controller of Administration, National Council of Science Museums, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700 091** on or before **31.10.2022** and the envelope containing the application form should be super-scribed in bold letter as "**Application for the post of Junior Stenographer (Advertisement No.11/2022)**".

Controller of Administration
NCSM, Kolkata

**National Council of Science Museums
33, Block-GN, Sector-V, Bidhan Nagar
Kolkata-700 091**

Recruitment of Jr. Stenographer (Adv. No.11/2022)

National Council of Science Museums (NCSM), an autonomous Scientific organization under the Ministry of Culture, Govt. of India, invites applications for the following post :

Sl. No.	Name of the Post	No. of Post & Category	Pay Scale	Age
1.	Jr. Stenographer	03 posts (2 Unreserved & 1 OBC)	Pay Matrix Level 4 of 7 th CPC (₹25,500-81,100/-)	Not more than 25 years as on 31.10.2022

The last date of receipt of completed application for the post is **31.10.2022** For prescribed application form and details of advertisement, please visit our website: **www.ncsm.gov.in**.