

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

Engagement of Consultant (Adv. No. 01/2023)

National Council of Science Museums, Kolkata invites applications from retired professionals from Central Government/State Government/PSU/Central or State Autonomous Body for engagement as Consultant (s) on contract basis: -

Sl. No.	Particulars	No. of required positions
1.	Consultant (Administration/Finance & Accounts/Stores & Purchase)	02 (Two)

The engagement of Consultant is on contractual basis for an initial period of six months which may be extended as per the requirement of the Council & performance of the Consultant. The Competent Authority will have all the rights to select any one of the applicants as Consultant 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.

1. Essential qualifications:-

Bachelor's Degree in any discipline or equivalent and

2. Experience: -

Persons retired from the post of Assistant/Section Officer with knowledge of noting/drafting; budget/accounts; financial management, salary disbursement, claim settlements, office procedure; stores/purchase, bills processing and payment etc., and shall have expertise in communications and interpersonal skills, knowledge of electronic mailing and e-office operation, computer applications such as MS Word, MS Excel & Power Point

3. Scope of Work

Consultant (Administration/Finance & Accounts/Stores & Purchase) –

To render consultancy services in establishment and administration matters disciplinary, vigilance and court cases; recruitment, assessment and promotion cases; maintenance of reservation roster etc., Finance & Accounts related matters; scrutiny 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 by observance of purchase procedures; Stores & Purchase matters, procurement items, e-procurement through GEM and CPP portal; regular physical verification of stores; control of funds for purchase and answering to audit etc.,.

4. Age Limit

Upper age limit - 63 years of age as on **03.02.2023**.

5. Contract Period

Initial contract would be for an initial period of six months which is extendable by another six months or further period subject to functional requirement of the Council and appraisal of the performance & medical fitness of the contract appointee.

6. Accommodation

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

7. Terms of payment

A Consolidated remuneration will be fixed as per Govt. of India guidelines issued from time to time.

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 along with self-attested copies of requisite certificates with regard to qualifications, work experience, PPO, Date of Birth, Caste Certificate (if applicable) should be submitted to the **Controller of Administration, NCSM (Hqrs.), National Council of Science Museums, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700091** so as to reach on or before **03.02.2023**. Any application received after the due date and without enclosing the copies of certificates & testimonials will be rejected.

10. NCSM has the right to cancel the whole or part of the 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 and rules of NCSM.
