NATIONAL COUNCIL OF SCIENCE MUSEUMS (NCSM)

(Ministry of Culture, Govt. of India)

Block-GN, Sector-V, Bidhan Nagar

#### Kolkata – 700 091

#### Advertisement No. 07/2016

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

01. Assistant - 10 posts

(in the field of Administration, [ General-7,

Establishment, Finance, SC-1,

Accounts, Stores & Purchase) OBC-2]

Scale of pay - PB-2: ₹9300-34800 with Grade Pay ₹4200/- (Pre-revised) & other allowances as admissible under the rules of NCSM (Total Emoluments: ₹39,082/- approx. in A-1 cities)

**Last date of receipt of application is 24.12.2016 For details of advertisement please visit Council’s website:** [**www.ncsm.gov.in**](http://www.ncsm.gov.in)**.**

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 NCSM, an autonomous scientific organization under the Ministry of Culture, Govt. of India, invites applications for the following posts which are liable to be transferred to any of the constituent units of NCSM:

01. Assistant - 10 posts

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Establishment, Finance, SC-1,

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(*Total emoluments at start shall be ₹39,082.00 approx. in A-1 cities and will change depending on the place of posting*)

02. Essential qualifications:

Graduate in Arts/Science/Commerce from a recognized University.

03. Experience (Desirable):

Establishment, administration, finance, accounts, stores & purchase of any Government department/PSU/Autonomous Body with knowledge of GoI rules & regulations;

04. Maximum Age Limit:

28 years as on 24.12.2016 (Relaxation of age limit upto 5 years for SC candidates & 3 years for OBC candidates as per Govt. of India norms shall be allowed). There will be no age restriction in case of departmental candidates.

05. Job Description:

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.

06. Prescribed application form may be obtained from the Council’s website: http:// [www.ncsm.gov.in](http://www.ncsm.gov.in)

Interested candidates are required to submit completed application at any of the following zonal offices of NCSM latest by **24.12.2016.**

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:-nscm@mtnl.net.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:-vitm@vsnl.com

Website:-www.vismuseum.gov.in

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

Completed application, together with non-refundable fee of ₹100/- in the form of demand draft (No application fee for SC/ST and women candidates) drawn in favour of “National Council of Science Museums” payable at Kolkata should reach the above address latest by **24.12.2016**.

07. **Mere possession of requisite qualifications and experience shall not entitle the candidates to be called for the written test based on which selection will be made. 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, community certificate wherever required etc., 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 alongwith 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.*

**MINISTRY OF CULTURE, 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/NOOR (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 settlingin 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 . Passport No. if any, : |
| 11. PAN no. 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.

(2)

|  |  |
| --- | --- |
| 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 ofScientific Societies may be mentioned here |
| 14. | Have you been outside India? If so, give following particulars: |
| Country visited | Date of visit | Duration of visit | Purpose of visit |
|  |  |  |  |
| 15. | If you are /were a full time researcher, give the following particulars:(Please attach testimonials) |
| Name of the Institution | Date of Joining | Date of Leaving | Area of research | Stipend/Scholarship | No. of papers published |
|  |  |  |  |  |  |

(3)

|  |  |
| --- | --- |
| 16. | 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 |
|  |  |  | ` |  |
| 17. | 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 |
|  |  |  |  |  |
| 18. | 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) |  |
| 19. | 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 |  |
| 20. | If selected, how much time would you require to join? (Give tick mark) |  Immediate/one month/ Two months/three months |

(4)

|  |  |
| --- | --- |
| 21.  | Choice of Examination Centre (Tick √ the preference) 1) Kolkata 2) Mumbai  3) Delhi 4) Bangalore |
| 22. | Willingness to work anywhere in India: |
| 23. | 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 | **:** |
| 24. | 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 ………………………………………………….---------------------------------------------------------------------------------------------- |