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

Ref: Advertisement No. 02/2023

National Council of Science Museums (NCSM), an autonomous scientific organization functioning under Ministry of Culture, Govt. of India, invites online applications from the eligible candidates for the following posts as mentioned here under:

Sl. No.	Name of posts	No of posts	Units	Category wise vacancy position
1	Office Assistant Gr. III	3 posts	National Council of Science Museums Hqrs., Kolkata	UR-1, SC-1, OBC-1
		1 post	Science City, Kolkata	OBC-1
2	Artist-A	1 post	Central Research & Training Laboratory, Kolkata	UR-1
3	Technician A	5 posts	Central Research & Training Laboratory, Kolkata	UR-2, SC-3
		2 posts	Regional Science Centre, Bhubaneswar	UR-2
		5 posts	North East Zone and Regional Science Centre, Guwahati	OBC-2, UR-3
		2 posts	Science City, Kolkata	UR-1, EWS-1
		1 post	Regional Science City, Lucknow	UR-01
4	Technical Assistant A	2 posts	Central Research & Training Laboratory, Kolkata	UR-2
5	Exhibition Assistant A	1 post	Central Research & Training Laboratory, Kolkata	SC-1
6	Education Assistant A	1 post	Regional Science City, Lucknow	UR-1

1. **Office Assistant Gr.III**
   a) **At National Council of Science Museums Hqrs, Kolkata : 3 posts (1UR, 1 SC & 1 OBC)**
   b) **At Science City, Kolkata : 1 post (1 OBC)**

Scale of Pay : Pay Matrix - Rs.19,900-63,200/- (Level 2) & other allowances as admissible under the rules of NCSM. Total emoluments at starting is **Rs.34,725/-** per month, (approx.) at Kolkata.

Essential Qualification : Higher Secondary or its equivalent. The candidates must qualify in typing test of 10 minutes duration with at least 35 w.p.m. in English or 30 w.p.m. in Hindi on computer correspond to 10500/9000 Key Depression Per Hour (KDPH) respectively duly supported by certificate from a Government recognized Institution.

Age Limit : Not more than 25 years as on **the last date of submission of application(s).** Upper age limit is relaxable for the reserved categories, as per Government of India Rules.

Job Description :
Typing, dispatch of daks, issue of tickets, photocopying, maintenance of files, preparation and processing of bills; making entries in various registers, ledgers etc.; handling purchase and stores; compilation of facts & figures for reports, statements etc. in computer; cash handling & cheque writing whenever required; any other work entrusted by superiors from time to time.

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c) Artist- 'A' at Central Research & Training Laboratory, Kolkata: 1 post (1UR)

Scale of Pay : Pay Matrix - Rs.19,900-63,200/- (Level 2) &other allowances as admissible under the rules of NCSM. Total emoluments at starting is **Rs.34,725/-** per month, approx. at Kolkata.

Essential Qualification : Diploma/Certificate in Fine/Commercial Art of at least two years duration after SLC. Candidates must have one year experience after obtaining the diploma/certificate for course duration of two years. For candidates obtaining diploma/certificates of one year course duration, two years relevant experience after obtaining the certificate shall be required.

Age Limit : Not more than 35 years as on **the last date of submission of application(s).** Upper age limit is relaxable for the reserved categories, as per Government of India Rules.

Job Description :
Lettering, painting, screen painting, handling installations and exhibition materials, assisting in art layout and model making and any other work to be assigned by the authority of the centre.

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d) Technician –A
  (i)   At Central Research & Training Laboratory, Kolkata
          (Carpenter-1, Fitter-2, Draughtsman-1 & Electronics-1)
          : 5 posts- (UR-2, SC-3)
  (ii)   At Regional Science Centre, Bhubaneswar (Carpenter-1 & Fitter-1)
          : 2 posts (UR-2)
  (iii) At Regional Science Centre, Guwahati & North East Zone, Kolkata
          (Fitter-2, Carpenter-2 & Electrician-1) : 5 posts (UR-3, OBC-2)
  (iv)   At   Science City, Kolkata (Carpenter-1 and   Computer Hardware & Networking-1) : 2 posts (UR-1, EWS-1)
  (v)   At Regional Science Centre, Lucknow (Carpenter-1) : 1 post (UR-1)

Scale of Pay : Pay Matrix - Rs.19,900-63,200/- (Level 2) & other allowances as admissible under the rules of NCSM. Total emoluments at starting is **Rs.34,725/-** per month, (approx.) at Kolkata, **Rs.32,304/-** per month, (approx.) at Bhubaneswar, and **Rs.35,294/-** per month, (approx.) at Guwahati, **Rs.32,304/-** per month, (approx.) at Lucknow.

Essential Qualification: SSC or Matriculation with certificate from ITI or equivalent in relevant discipline. Candidates must have one year experience after obtaining the certificate for course duration of two years. For candidates obtaining certificates of one year course duration, two years relevant experience after obtaining the certificate shall be required.

Note : Essential Qualification (ITI or equivalent) should be from relevant discipline i.e. Carpentry/ Fitter/ Draughtsman/ Electronics/Electrical.

Age Limit : Not more than 35 years as on **the last date of submission of application(s).** Upper age limit is relaxable for the reserved categories, as per Government of India Rules**.**

Job Description :
Carpentry & Fitter - Operation, repair, fabrication, handling, packing, installation and or maintenance of exhibits/ equipment/ instruments/ installation work and any other work to be assigned by the authority of the centre.
Draughtsman – Tracing and drawing, operation and maintenance of mechanical equipment.
Electronics/Electrical – Tracing and drawing, operation and maintenance of electrical/electronics equipment.
Computer Hardware & Networking - Installation & maintenance of computers/networks/projectors/IT infrastructures etc.
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e) Technical Assistant-A at Central Research & Training Laboratory, Kolkata :
   Electronics & Computer Science –2 posts (UR-2)

Scale of Pay : Pay Matrix - Rs.29,200-92,300/- (Level 5) & other allowances as admissible under the rules of NCSM. Total emoluments at starting is Rs.53,148/- per month, approx. at Kolkata.

Essential Qualification:
a) Technical Assistant-A (Electronics) - Diploma course (3 years) in Electronics.
b) Technical Assistant A (Computer Science) - Diploma course (3 years) in Computer Science or NIELIT 'A' (erstwhile DOEACC 'A') Level diploma/Information Technology from a duly recognized Institution or Bachelor of Computer Application (BCA)/Computer Science.

Note : Essential Qualification (Diploma/Degree) should be from relevant discipline i.e. Electronics/Computer Science/Information Technology/Computer Application.

Age Limit : Not more than 35 years as on **the last date of submission of application(s).** Upper age limit is relaxable for the reserved categories, as per Government of India Rules

Job Description :
Development of models and exhibits and/or major repair, operation and maintenance of exhibits/equipments/installations; costing and estimating for exhibits/works; maintenance of records; supervision over subordinate staff; design and drawing of exhibits, models, equipments, installations. Helping Curators and Technical Officers in their work. Operation and programing in computers and accessories, maintenance of records in computers, development of software, conducting computer training classes. Development of computer and hardware interfaces. Interactive digital graphic development.
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f) Exhibition Assistant-A at Central Research & Training Laboratory, Kolkata :
   1 post (SC-1)

Scale of Pay : Pay Matrix - Rs.29,200-92,300/- (Level 5) & other allowances as admissible under the rules of NCSM. Total emoluments at starting is **Rs.53,148/-** per month, (approx.) at Kolkata.

Essential Qualification : Bachelor's Degree in Visual Arts/Fine Arts/Commercial Arts.

Age Limit : Not more than 35 years as on **the last date of submission of application(s).** Upper age limit is relaxable for the reserved categories, as per Government of India Rules.

Job Description :

Preparation of art layout, creative photography, exhibition display, making of dummies, models, dioramas, photographic layouts; helping Exhibition Officers in display work. Creating 2D & 3D digital graphic artwork for exhibition, publication and multimedia . Creation of 3D digital dummy models and visual walkthroughs.

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g) Education Assistant-A at Regional Science Centre, Lucknow : 1 post (UR-1)

Scale of Pay : Pay Matrix - Rs.29,200-92,300/- (Level 5) & other allowances as admissible under the rules of NCSM. Total emoluments at starting is **Rs.48,036/-** per month, (approx.) at Lucknow.

Essential Qualification : Bachelor's Degree in Science with Physics and combination of any two subjects viz. Chemistry, Mathematics, Electronics, Computer Science, Astronomy, Geology and Statistics
OR
Bachelor's degree in Science with Chemistry and combination of any two subjects viz. Zoology, Botany, Microbiology, Environmental Science, Bio-Technology and Molecular Biology from a duly recognized University.

Age Limit : Not more than 35 years as on **the last date of submission of application(s).** Upper age limit is relaxable for the reserved categories, as per Government of India Rules.

Job Description :

Conducting educational programmes including demonstration/lecture in and outside museums; helping Curators and Education Officers in development of teaching aids, visitor's research, publicity, public relations and other programmes, programming for mobile science exhibition.

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I   Guidelines/ Instructions :

1. Candidates are advised to satisfy themselves before applying that they possess at least minimum essential qualification(s) recognized by Central & State Govt. and /or work experience laid down in the advertisement.

2. Application not accompanied with relevant certificates and testimonials shall be summarily rejected. Decision of NCSM in this regard shall be final. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification.

3. Mere possession of requisite qualification and experience shall not entitle the candidates to be called for the test or /and interview. Decision of NCSM in this regard shall be final and binding.

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 type test or Aptitude test/Trade test along with a valid photo identity card, in original, viz. Aadhar card, PAN card, Voter ID card, Driving Licenses, Passport etc.

6. NCSM reserves the right to cancel recruitment in full or part without assigning any reason

7. Interim enquires will not be entertained.

8. Selection to the reserved category posts would be based on State of domicile.

II   How to apply :

1. Applications are required to be submitted in **online mode only** with self-attested scanned copies of all certificates/testimonials/relevant documents in JPEG/JPG format (upto 200 KB) by clicking at the official weblink: https://ncsm.gov.in/notice/career

2. In the online Application form, candidates are required to upload the scanned colour recent passport size photograph in JPEG/JPG format (upto 100 KB) and scanned signature (upto 100 KB).

3. Candidates are advised to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the NCSM website on account of heavy load on the website during the closing days of submission of application(s).

4. NCSM or its constituent unit(s) will not be responsible for the candidates not being able to submit their applications within the last date for any reason.

5. Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the online Application Form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, E-mail, by hand, etc. shall **not** be entertained.

6. The candidates presently working in Government, Semi-Government, Public Sector Undertaking and Autonomous Organizations must apply through proper channel or should submit "No Objection Certificate' (NOC) from their present employer. Scanned copy of "NOC" may be uploaded in JPEG/JPG format (upto 100 KB).

7. Candidates claiming for Age Relaxation may refer to **Dept. of Personnel & Training, Office Memorandum no. 15012/2/2010-Estt.(D) dated 27.03.2012.**

III   Application fee :

i)   Fee payable**: ₹885.00 {Fees. Rs.750.00 + 18% GST (Rs.135/-)} (Rupees eight thousand eighty-five) only.** Online payment will be   processed through the payment gateway integrated with the aforesaid weblink: https://ncsm.gov.in/notice/career

ii)   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 application fee.

(iii)   Fee can be paid through Net Banking / Credit Card / Debit Card through the weblink.

(iv)   Online fee can be paid by the candidate up to **27.03.2023**.

(v)   Candidates who are not exempted from fee payment must ensure that their fee has been deposited within due date. Applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such

application and fee payment after the period specified in the details of advertisement shall be entertained.

(vi)   Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

Last date for making online fee payment : 27.03.2023.
Date of submission of online applications : 27.03.2023.

Controller of Administration
NCSM, Kolkata