

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- 91

Advertisement No. 10/2018

NCSM, an autonomous scientific organization under the Ministry of Culture, Govt. of India, invites applications for the following posts (Vacancie(s) exist in different science centres in different parts of the country):

A. 01.

Sl. No.	Name of the posts	No. of post(s)	Age limit	Reservation
1	Assistant Executive Engineer	01	35 Years	Un-reserved
2	Section Officer	04	30 Years	03-Un-reserved & 01-OBC

Scale of pay for post at serial no. 1 - Pay Matrix Level 10 of 7th CPC (₹. 56100 – 177500) & other allowances as admissible under the rules of NCSM.

(Total emoluments at start shall be ₹82,461.00 approx. in A-1 cities and will change depending on the place of posting)

Scale of pay for post at serial no. 2 - Pay Matrix Level 7 of 7th CPC (₹. 44900 – 142400) & other allowances as admissible under the rules of NCSM.

(Total emoluments at start shall be ₹63,641.00 approx. in A-1 cities and will change depending on the place of posting)

02. The appointee of Assistant Executive Engineer have excellent career opportunities of merit based in-situ promotions applicable to technical category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher grades (maximum up to Pay Matrix Level `13A (₹.131100-216600)) after minimum residency period prescribed at each grade.

03. Essential qualifications for the post of Assistant Executive Engineer:

First class Bachelor's degree in Civil Engineering or equivalent

04. Experience required for Assistant Executive Engineer

One year relevant experience.

05. Job Description for Assistant Executive Engineer:

Major repair and construction of buildings and installations and/or design, layout, development and maintenance of landscape greenhouse/gardens/outdoor exhibits/ live exhibit corners; preparation of estimates and tender papers and supervision over the work; design and drawing relating to work; supervision over the junior member of staff etc.

06. The appointees of Section Officer have excellent career opportunities of vacancy based promotions applicable to administrative category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher posts (maximum up to Pay Matrix Level `13A (`131100-216600) after minimum eligibility period prescribed against each post depending upon available vacancy.

07. Essential qualification for the post of Section Officer

University degree in any discipline.

08. Experience required for the post of Section Officer

02 (Two) years of experience in Government offices/PSU/Autonomous Body/Statutory Body in establishment, administration and finance.

09. Job description for the post of Section Officer

Supervision over establishment and administration; handling disciplinary, vigilance and court cases; handling recruitment, assessment and promotion cases, committee work etc.; maintenance of reservation roster, supervision over Finance & Accounts Section; checking 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 and observance of purchase procedures; supervision over Stores & Purchase Section; ensuring regular physical verification of stores; control of funds for purchase and answering to audit; acting as Head of Office, Drawing and Disbursing Officer (DDO), CPIO & Vigilance Officer

as and when required and any other work entrusted by superiors from time to time.

B. General:-

01. The post(s) carry all India transfer liability. Allowances such as D.A./H.R.A/Transport allowance are admissible as applicable under the rules of NCSM.
02. Relaxation in age limit will be allowed to SC/ST/OBC/PWD/Ex-Serviceman and departmental candidates as per Govt. of India rules.
03. Prescribed application form may be obtained from the Council's website: www.ncsm.gov.in or from the respective zonal offices at **Kolkata, Mumbai, Delhi & Bangalore** by sending a self-addressed envelope (10x24 cm) affixed with postal stamp of `10/- denomination super scribed on the top, "Application for Assistant Executive Engineer / Section Officer against advertisement no 10/2018".

Interested candidates are required to submit completed application together with non-refundable fee of `200/- in the form of Demand Draft from a Nationalized Bank drawn in favour of "National Council of Science Museums" payable at Kolkata, at any of the following zonal offices of NCSM latest by 31.12.2018. No application fee for SC/ST/Ex-Service Man, Physically Challenged Person and Women candidates:-

a) **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

b) **Western zone** :

Nehru Science Centre
Dr E Moses Road, Worli
Mumbai – 400 018
Phone # (022)24932668, 24920482, 24932667/4520
E-mail:- director@nehrucentre.gov.in
Website:-www.nehrusciencecentre.gov.in

c) **Northern zone** :

National Science Centre

Pragati Maidan, Near Gate # 1
Bhairon Road, New Delhi – 110 001
Phone# (011)23371263/1297/1893/1945
E-mail:-nscd101@gmail.com
Website:-www.nscdelhi.gov.in

d) **Southern zone** :

Visvesvaraya Industrial & Technological Museum
Kasturba Road
Bangalore – 560 001
Phone # (080)22864114/6200
E-mail:- vitmuseum@gmail.com
Website:-www.vismuseum.gov.in

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

04. **Mere possession of requisite qualifications and experience shall not entitle the candidates to be called for the test and interview. 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 and fees (wherever applicable), 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 along with copies of testimonials either personally or by post.