

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

Ref: Advertisement No. 04/2024

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 in below:

Sl. No.	Name of post	No of post	Category of the vacancy	Age limit
1.	Curator 'E' [Physics/Mechanical/ Electronics/ Computer Science] <i>[Through Lateral Entry on contract basis for a period of 05 years]</i>	01 no.	01 (UR)	45 Years (Relaxable as per extant rules of GoI)
2.	Curator 'B' [Physics/Mechanical/ Electronics/ Computer Science]	09 nos.	06 (EWS) 01 (SC) 01 (ST) 01 (OBC)	35 Years (Relaxable as per extant rules of GoI)
3.	Office Assistant Gr. I	07 nos.	04 (UR) 01 (OBC) 01 (EWS) 01 (SC)	30 Years (Relaxable as per extant rules of GoI)

<u>Scale of pay for post</u>	
<u>Curator 'E'</u> <i>[Through Lateral Entry on contract basis for a period of 05 years]</i>	: Pay Matrix Level 13 of 7 th CPC (Rs. 1,23,100 – 2,15,900) & other allowances as admissible under the rules of NCSM. <i>(Total emoluments at start shall be Rs.2,28,687.00 approx. in A-1 cities and will change depending on the place of posting)</i>
<u>Curator 'B'</u>	: Pay Matrix Level 10 of 7 th CPC (Rs. 56,100 – 1,77,500) & other allowances as admissible under the rules of NCSM. <i>(Total emoluments at start shall be Rs.1,10,097.00 approx. in A-1 cities and will change depending on the place of posting)</i>
<u>Office Assistant Gr. I</u>	: Pay Matrix Level 06 of 7 th CPC (Rs. 35,400 – 1,12,400) & other allowances as admissible under the rules of NCSM. <i>(Total emoluments at start shall be Rs. 68,058.00 approx. in A-1 cities and will change depending on the place of posting)</i>

ESSENTIAL ELIGIBILITY CRITERIA (QUALIFICATION & WORK EXPERIENCE) FOR APPLYING	
Post Name	Qualification & Work Experience
Curator 'E' <i>[Through Lateral Entry on contract basis for a period of 05 years]</i>	: 1 st Class M.Sc/1 st Class B.E./B.Tech with 13 years experience OR M.Tech/M.E./M.S. (Engg.)/Ph.D(Science) with 11 yrs. experience OR Ph.D (Engg.) with 9 yrs. experience
Curator 'B'	: 1 st Class M.Sc/1 st Class B.E. or B.Tech with 1 year experience OR 1 st Class M.Sc/1 st Class B.E. or B.Tech with MS/ M.Tech. in Science Communication (Post M.Sc./ B.E./B.Tech. course) OR M.Tech/M.E/M.S(Engg.)/Ph.D (Science) /Ph.D (Engg.)
Office Assistant Gr. I	: University Degree

Job Description for Curator 'E': Intra-museum planning and co-ordination of activities; creative work and generation of new concepts and techniques in exhibits and presentation; overall administration of the museum; providing leadership in science museum profession.

Job Description for Curator 'B': Design and development of exhibits, audio-visual demonstrations, teaching aids etc.; development of museum sections on various subjects of science & technology; organization of educational programmes for different categories; research on history of science & technology, museum techniques and evaluation of exhibits all pertaining to the developmental activities of the museum/centre. Assisting in day-to-day work and administration of the museum/centre.

Job Description for Office Assistant Gr. I: 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 and all establishment matters; committee work; initiation and processing of cases relating to Finance & Accounts and case work thereof; preparation of Bank Reconciliation Statement, checking of bills, vouchers etc; preparation of reports, statements of accounts, budget etc.; making entries and upkeep of classified abstract register and monitoring of expenditure; periodic checking of registers; initiation and processing of cases relating to Stores & Purchase and case work thereof; handling of all purchase work including foreign import; periodic checking of registers, ledgers and other documents and monitoring of budget; maintenance of inventories of assets; non-consumable stores and exhibits; verification of stores; compilation of facts and figures for periodic reports, statements etc.; supervision to the extent necessary over groups of subordinate staff and any other work entrusted by superiors from time to time.

Career Growth for Curator 'E': The appointee to the post of Curator 'E' will get an opportunity of working at senior position, exposing himself in design & development of exhibits using various state of the art tools and research on history of science & technology, museum techniques etc. The incumbent will also gain expertise & hands-on experience in dealing with various administrative matters related to museum management, which will create an excellent career opportunity in various museums & planetariums being established jointly by NCSM & State Govts.

Career Growth for Curator 'B': The appointees of Curator 'B' have excellent career opportunities of merit based in-situ promotions applicable to scientific 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 14 (Rs.144200-218200)} after minimum residency period prescribed at each grade.

Career Growth for Office Assistant Gr. I: The appointees of Office Assistant Gr. I 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 (Rs.131100-216600) after minimum eligibility period prescribed against each post depending upon available vacancy and qualifications.

I Guidelines/ Instructions:

1. The post carry all India transfer liability. Allowances such as D.A./H.R.A./Transport allowance are admissible as applicable under the rules of NCSM.
2. Candidates are advised to satisfy themselves before applying that they possess at least minimum essential qualification(s) recognized by Central / State Govt. / UGC / AICTE etc. laid down in the advertisement.
3. 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.
4. 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.
5. 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.
6. Call letter (admit card) against valid application will be sent to the shortlisted 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 along with a valid photo identity card, in original, viz. Aadhar card/ PAN card/ Voter ID card/ Driving Licenses, Passport etc.
7. NCSM reserves the right to cancel recruitment in full or part without assigning any reason.
8. Interim enquires will not be entertained.

II How to apply:

1. Applications are required to be submitted in **online mode only** with self-attested scanned copies of all certificates/testimonials/caste certificate /EWS certificate/other 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 that in their own interest 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) of their employer. Scanned copy of "NOC" may be uploaded in JPEG/JPG format (upto 100 KB).
7. Relaxation in age limit will be allowed to SC/ST/OBC/PWD/Ex-Serviceman and departmental candidates as per Govt. of India rules. Candidates claiming for Age Relaxation may refer **Dept. of Personnel & Training, Office Memorandum no. 15012/2/2010-Estt.(D) dated 27.03.2012.**

III Application Fee:

1. Fee payable including GST:

- (i) **Curator 'E'** - Rs. 1770.00 (Rupees One Thousand Seven Hundred Seventy Only)
- (ii) **Curator 'B'** - Rs. 1770.00 (Rupees One Thousand Seven Hundred Seventy Only)
- (iii) **Office Assistant Gr. I** - Rs. 1180.00 (Rupees One Thousand One Hundred Eighty Only)

Online payment will be processed through the payment gateway integrated with the aforesaid weblink: <https://ncsm.gov.in/notice/career>

- (i) Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Person with Disability (PwD) and Ex-Servicemen (ESM) are exempted from payment of application fee.
- (ii) Fee can be paid through Net Banking / Credit Card / Debit Card through the web link.
- (iii) Online fee can be paid by the candidate up to the last date for submission of applications.
- (iv) 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.
- (v) 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 : 05.07.2024

Date of submission of online applications : 05.07.2024

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