

National Council of Science Museums
Ministry of Culture, Govt. of India
33, Block-GN, Sector-V, Bidhan Nagar
Kolkata-700 091

Advt. No. 05/2023

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

Sl. No.	Name of posts	No. of posts	Units	Category wise vacancy position
a)	Jr. Stenographer (Level 4)	3 posts	NCSM Hqrs.	2 UR & 1 OBC
b)	Artist-A (Level 2)	1 post	RSC, Guwahati	1 OBC

a) Jr. Stenographer -For National Council of Science Museums (Hqrs.), Kolkata:
3 posts (2 UR & 1 OBC)

Scale of Pay: Pay Matrix - ₹25,500-81,100/- (Level 4) & other allowances as admissible under the rules of NCSM. Total emolument at start is ₹48,207/- per month, approx. at Kolkata.

Essential Qualification: Higher Secondary or its equivalent and minimum speed of 80 w.p.m. in Shorthand duly supported by certificate from a Govt. Recognized Institution (i.e. passed from Govt. ITI/Govt. Diploma College /NCVT/UGC Recognized University).

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 (**Ref. DoPT. OM no. 15012/2/2010-Estt.(D) dated 27.03.2012**).

Job Description: Stenographic service; typing; photocopying; sending/receiving emails/fax messages; maintenance of files, ledgers, records etc. in computer; attending to telephone calls and any other work assigned by superiors from time to time.

b) Artist 'A' – for Regional Science Centre, Guwahati: 1 post (1 OBC)

Scale of Pay : Pay Matrix - ₹19,900-63,200/- (Level 2) & other allowances as admissible under the rules of NCSM. Total emolument at start is ₹36,126/- per month, approx. at Guwahati.

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 (**Ref. DoPT. OM no. 15012/2/2010-Estt.(D) dated 27.03.2012**).

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.

I Guidelines/Instruction

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. Candidates applying for the post of Jr. Stenographer, are also advised to ensure furnishing of **shorthand/Stenography pass certificate from Government Recognized Institution only** (i.e. passed from Govt. ITI/Govt. Diploma College/NCVT/UGC Recognized University) to avoid rejection of their candidature.
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 Aptitude test or /and Skill test/Shorthand test. Decision of NCSM in this regard shall be final and binding.
5. In case the information provided by the 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 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 License, Passport etc.
7. NCSM reserves the right not to fill up any or all advertised posts, cancel the advertisement in whole or in part without assigning any reason. The decision of the Council in this regard shall be final. The Council strives to have a workforce, which reflects gender balance. Hence women candidates are encouraged to apply.
8. Interim enquires will not be entertained.
9. Selection to the reserved category posts would be based on the State of domicile.

II How to apply:

1. Applications are required to be submitted in online mode only for posts 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, Courier, 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. Candidates claiming for Age Relaxation may refer to the **Dept. of Personnel & Training, Office Memorandum no. 15012/2/2010-Estt.(D) dated 27.03.2012).**

III Application fee applicable for the posts

- i) Fee payable: **Rs. 885.00 {Fees. Rs.750.00 + 18% GST (Rs.135/-)} (Rupees eight hundred eighty five) only for each post.** Online payment will be processed through the payment gateway integrated with the 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 above weblink.
- iv) Online fee can be paid by the candidate up to **09.06.2023**.
- v) Candidates who are not exempted from fee payment must ensure that their fees have 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 applications 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 : 09.06.2023
Date of submission of online applications : 09.06.2023

Dy. Controller of Administration, NCSM, Kolkata