**राष्ट्रीय विज्ञान संग्रहालय परिषद**

National Council of Science Museums

ब्लॉक- जी एन, सेक्टर-V, बिधान नगर/

Block-GN, Sector-V, Bidhan Nagar

कोलकाता//Kolkata – 700 091

National Council of Science Museums (NCSM) invites applications for engagement of Consultant (Materials Management) on contractual basis. The engagement of Consultant is on contractual basis for an initial period of six months which may be extended to one year. The Competent Authority will have all the rights to select any one of the applicants as Consultant or cancel all the applications at its sole discretion. The decision of the Competent Authority will be final and applicants will have no right to file any type of petition against the decision in any forum or/and in any court of India.

1. **Essential qualifications:**

Bachelor’s Degree in any discipline or equivalent.

1. **Experience:**

Applicant is required to have at least 20 years’ experience with thorough knowledge in the field of procurement, inventory management, tendering, monitoring of import of materials and equipment etc. in Central Government/ State Government/PSU/Central or State Autonomous Body.

1. **Scope of Work:**

Procurement of materials, finalizing the tenders as per Govt. norms; monitoring of inventories and management of the same; activities relating to import of materials and equipment; maintenance of stores. He/she will be responsible for overall supervision of the works pertaining to materials management. Besides, he/she will also be responsible for any other works assigned to him/her from time to time during the contractual tenure.

1. **Age Limit:**

Upper age limit - 62 years of age as on 10.06.2022.

1. **Contract Period:**

Initial contract would be for a period of six months and may further be extended to one-year subject to functional requirement, appraisal of the performance and medical fitness of the individual.

1. **Accommodation:**

No accommodation facility or house rent will be provided by NCSM.

1. **Terms of payment:**

A Consolidated remuneration will be fixed as per Govt. of India guidelines issued from time to time.

1. **Tax deduction at sources:**

The income tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment for which NCSM will issue TDS certificate as applicable.

1. **Guidelines for submission of application:**

The duly completed application in prescribed format should be submitted to the **Controller of Administration, NCSM(Hqrs.), National Council of Science Museums, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700091** so as reach on or before 10.06.2022. Any application received after the due date will be rejected.

1. NCSM has the right to cancel advertisement and not to proceed in the matter for engagement of consultant, at any stage or to accept or reject any or all applications without giving any explanation, whatsoever.
2. Other terms & conditions of the engagement will be carried out as per Govt. of India guidelines.

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Photo to be affixed

National Council of Science Museums

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 APPLICATION FOR THE POSITION OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| 1. | Name (in CAPITAL letters) |  |
| 2. | Father’s Name |  |
| 3. | (i) Present Residential Address |  |
| (ii) Permanent Address |  |
| 4. | (i) Date of Birth (DD/MM/YYYY) |  |
| (ii) Age as on 10.06.2022  |  |
| 5. | E-mail ID |  |
| 6. | (i) Aadhar Number(ii) PAN  |  |
| 7. | Contact Number[Mobile & Landline (if any)] |  |
| 8. | 1. Whether worked in Govt. service/private job/freelance? Date of Entry into Govt. Service (if any)
2. If Govt. service, whether Central Govt. or State Govt. or CPSU/SPSU or Autonomous Body
 |  |
| 9. | Date of Retirement |  |
| 10. | Education Qualifications\* |  |
| 11. | Brief particulars of experience with Nature of work performed (Starting from last employment)\* |  |
| 12. | Additional Information, if any, in support of your suitability for the post\* |  |
| \**please attach separate sheet, if required.* |

**Declaration:** I (Name ………………………………………….) hereby declare that information provided in this application are true to the best of my knowledge and belief. In case the information provided by me is found to be false or the material facts are concealed by me at any stage i.e. during processing of my application or even after my joining the contractual position in the Council, my candidature will be cancelled and my engagement may be terminated, without assigning any reason thereof.

The supporting documents are attached herewith as Annexure.

Date-------------------------------- Candidate’s signature -----------------------------

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Place ------------------------------- Name of the candidate in CAPITAL LETTER