

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

**Advertisement No. 12/2017**

National Council of Science Museums (NCSM), an autonomous scientific organization under the Ministry of Culture, Government of India is primarily engaged in popularization of Science among the people in general and students in particular through non-formal methods. The Council is also responsible for development of Science Museums/Centres all over India. At present it has a chain of 25 Science Museums and Science Centres in India under its umbrella. It also extends catalytic support for development of Science Centres in India and abroad and to different Public Sector Undertakings in the country for development of museums depicting their respective areas of activities and achievements. The Headquarters of NCSM is located in Kolkata.

Applications are invited for the post of Controller of Stores and Purchase in the Pay Matrix Level 12 (₹78,800.00 – 2,09,200.00) (Total emolument of ₹.1,08,352/-) at NCSM, Kolkata on **deputation basis** initially for a period of 1 year to be extended for a maximum period of 3 years as per the approval of the competent authority of NCSM. The post carries usual allowances as admissible to Central Government employees. The age of superannuation is 60 years as per prevailing rules.

**Job Description:**

Controller of Stores & Purchase is the head of Stores & Purchase division of the Council. He will exercise control over the e-procurement/procurement of materials by observing GFR 2017, import, export, custom clearance and forwarding etc. He will be responsible for clearance of O.B items, audit objections, monitoring over physical verification of stores, controlling over the entire Stores & Purchase section of the Council.

**Essential Qualifications**

Bachelor's degree in Commerce/Arts/Science

**Experience:**

- (i) The persons who are working on analogous posts with confirmed service;
- (ii) The persons who are working in Stores & Purchase in Pay Matrix Level 11 with minimum experience of 5 years in the grade.

**Age** – Not exceeding 56 years as on closing date of receipt of application

**Application Format:** Applications may be sent as per the proforma attached herewith

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

Application complete in all respect with forwarding letter of HoD concerned, ACRs of last 5 years, Vigilance clearance, Integrity certificate, along with 'No objection certificate' to the effect that in event of the selection, the official will be relieved, may be sent to the Secretary, National Council of Science Museums, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700 091 super scribing Advertisement No. 12/2017 so as to reach him latest by 10<sup>th</sup> October, 2017.