राष्ट्रीय विज्ञान संग्रहालय परिषद / National Council of Science Museums

संस्कृति मंत्रालय, भारत सरकार / Ministry of Culture, Govt. of India

33, ब्लॉक- जीएन, सेक्टर-V,बिघाननगर/ 33 Block-GN, Sector-V, Bidhan Nagar

कोलकाता – 700091/Kolkata-700 091

**Advertisement No.03/2018**

NCSM, an autonomous scientific organisation under the Ministry of Culture, Govt. of India, invites application for the following post:

**Lower Division Clerk: 03 posts (Unreserved - 2 & OBC - 01)**

**Pay Matrix & Level:** Pay Rs.19,900/- in the Pay Matrix (Rs.19,900 - 63,200/-) , Level-2 plus DA, HRA, Transport Allowance, LTC, Medical facilities and retirement benefits as per rules of NCSM. Total emoluments at minimum stage at Kolkata Rs.27,713/- (approx.) per month.

**Essential Qualification:**

12th Class pass or its equivalent qualification from a recognized Board or University with typing speed @ 35 w.p.m./10,500 KDPH in English or @ 30 w.p.m./9,000 KDPH in Hindi on Computer. One year clerical experience is desirable.

**Age**: 30 years as on 31.03.2018. The upper age limit is relaxable for reserved categories as per Govt. of India Rules.

**General terms and conditions**:

**Skill test** shall be conducted **only on Computer***.* Applications may be sent to the above address in the format available at the Website – [**www.ncsm.gov.in**](http://www.ncsm.gov.in). The complete application in the prescribed format along with self-attested photocopies of all certificates and testimonials should reach the above address on or before **31.03.2018**. The envelope should be superscribed “*Application for the post of* ***Lower Division Clerk***”. Persons working in Government/Semi-Government/Autonomous organization should apply through proper channel. The selected candidates will be governed by the New Pension Scheme (NPS).They are liable to be transferred to any science museums/centres under the control of National Council of Science Museums in India. Outstation SC/ST candidates called for Aptitude/Typing Test for the post will be paid single 2nd class railway/bus fare (both ways) by shortest route on production of proof of travel as per Govt. of India Rules. Mere possession of requisite qualifications and experience shall not entitle the candidates to be called for the test. **Application not accompanied with relevant certificates and testimonials shall be summarily rejected.** Decision of the Council in this regard shall be final. 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.