**Details of Advertisement for the post of Controller of Finance & Accounts**

**National Council of Science Museums**

**33, Block-GN, Sector-V, Bidhan Nagar**

# Kolkata – 700 091

# Advertisement No. 09/2018

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.

Applications are invited for the post of **Controller of Finance & Accounts** in the Pay Matrix Level 12 [`78,800.00–`2,09,200.00] (Total emolument of `1,12,434/- Approx.) at NCSM, Kolkata on ***deputation basis*** for a period of one year (extendable upto a maximum period of 5 years including initial period of one year subject to approval by competent authority). The post carries usual allowances including deputation allowance as admissible to Central Government employees.

The age of superannuation is 60 years as per prevailing rules.

**Job Description:**

Controller of Finance & Accounts will be responsible for Supervision from Headquarter over the entire Finance & Accounts section of the Council by ensuring strict observance of procedure by observing General Financial Rules and orders of Govt. of India; preparation of Annual Accounts; consolidated Budget; Balance Sheet and periodic progressive expenditure statement; strict monitoring and control of funds under different budget heads; reply to audit and clearance of audit objections; monitoring over regular physical verification of stores; Advising Director General, NCSM on financial matters and interpretation of rules.

**Qualifications:** Bachelor’s degree preferably in Commerce.

Subordinate Accounts Service (SAS) passed candidates will be given preference.

Contd … (2)

… (2) …

**Experience for Controller of Finance & Accounts:**

1. The persons who are working on analogous posts with confirmed service;
2. The persons who are working in Pay Matrix Level 11 [`67700-208700] with minimum experience of 5 years in the said pay matrix level, which may be relaxed with approval of competent authority in case of non-availability of candidates having minimum experience.

**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, APARs 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. 09/2018 so as to reach him latest by 10th December, 2018.

**BIO-DATA/CURRICULUM VITAE PROFORMA**

|  |  |
| --- | --- |
| 1. Name and Address   (in Block Letters) |  |
| 1. Date of Birth (in Christian era |  |
| 1. i) Date of entry into service |  |
| ii) Date of retirement under Central/State Government Rules |  |
| 1. Educational Qualifications |  |

1. Details of Employment, in chronological order. (**Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient).**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Office/Institution | | Post held on regular basis | From | | To | \*Pay Band and Grade Pay/Pay Scale of the post held on regular basis | | Nature of Duties (in details) highlighting experience required for the post applied for |
|  | |  |  | |  |  | |  |
| 1. \* In case the present employment is held on deputation/contract basis, please state- | | | |  | | | | |
| 1. The date of initial appointment | 1. Period of appointment on deputation/contract | | | 1. Name of the parent office/organization to which the applicant belongs | | | 1. Name of the post and Pay of the post held in the substantive capacity in the parent organization | |
|  |  | | |  | | |  | |

Contd … (2)

… (2)…

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| --- | --- |
| * 1. Note**:** in case of Officers already on deputation, the applications of such officers, should be forwarded by the parent cadre/Department along with Cadre Clearance Vigilance Clearance and Integrity certificate. |  |

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| --- | --- | --- |
| 1. Additional details about present employment**:**   Please state whether working under (indicate the name of your employer against the relevant column)   1. Central Government 2. State Government 3. Autonomous Organization 4. Government Undertaking 5. Universities 6. Others | |  |
| 8. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. | |  |
| 9.. Total emoluments per month now drawn | | |
| Basis Pay in the Pay Matrix | Level | Total Emoluments |
|  |  |  |
| 10. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed. | | |
| Basis Pay in the PB | Grade Pay | Total Emoluments |
| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief/other Allowances etc., (with break up details) | Total Emoluments |
|  |  |  |

Contd … (3)

… (3) …

|  |  |
| --- | --- |
| 11. Additional information**,** if any, relevant to the post you applied for in support of your suitability for the post.  This among other things may provide information with regards to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)  (**Note: Enclose a separate sheet, if the space is insufficient)** |  |
| 12. Whether belongs to SC/ST |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(**Signature of the candidate)**

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt……………………

ii) His/Her integrity is certified.

iii) Photocopies of the APARs for the last 5 years duly attested by the Head of Department/Head of Office are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years

**Countersigned**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**Employer/Cadre Controller Authority with Seal)**