

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

**Advertisement No. 02/2020**

NCSM, an autonomous scientific organization under the Ministry of Culture, Govt. of India, invites applications for the following posts in administrative and scientific categories:-

<b>Sl. no</b>	<b>Name of the post</b>	<b>Scale of pay &amp; pay matrix level</b>	<b>No. of post and Category</b>
01	Secretary	13A (₹131100 - ₹216600) (Total emolument of ₹.1,93,275.00 Approx.)	01 [UR]
02	Curator 'B' [ <b>Mechanical Engineering/ Electronics/Physics/ Computer Science</b> ]	10 (₹. 56100 - 177500) (Total emoluments at start shall be ₹.87,525.00 approx.)	05 [OBC-01; ST-01 & UR-03]

For details, please log on to [www.ncsm.gov.in](http://www.ncsm.gov.in). Completed applications in the prescribed format should reach the Secretary, National Council of Science Museums latest by 31<sup>st</sup> August, 2020 (Monday).

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

**Details of Advertisement**

**Advertisement No. 02/2020**

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.

**1. Secretary - Pay Matrix Level 13A (₹131100- ₹216600) of  
7<sup>th</sup> CPC – 01[UR]**

Applications are invited from eligible officers in Central Govt. /State Govt./PSUs/Universities/Recognized Scientific Institutions and other Autonomous organizations for the post of Secretary, NCSM in the Pay Matrix Level 13A (₹131100- ₹216600)(Total emolument of ₹1,93,275.00 (Approx.) at NCSM, Kolkata **through direct recruitment basis failing which, the vacancy will be filled up on deputation basis** for a period of one year which may be extended on year to year basis for a maximum period of five years at the discretion of competent authority in NCSM. The post carries usual allowances as admissible to Central Government employees. The age of superannuation is 60 years as per the prevailing rules.

**Job Description:**

Secretary, NCSM is the Principal Secretary of NCSM Society in terms of the Societies Registration Act; Secretary of Society & Governing Body, NCSM; has multi-dimensional functions and has to provide guidance in respect of all administrative matters including legal, contracts, personnel, establishment etc. and has to coordinate all administrative activities and implementation of Govt. of India Rules in NCSM; advises DG, NCSM on various administrative/legal matters and interpretation of Rules; He is the Chief Vigilance Officer (CVO) and First Appellate Authority under RTI Act in NCSM (Hqrs.)

## **A. Instructions for filling up of the application for the post of Secretary, NCSM on Direct Recruitment Basis**

Interested candidates are required to submit completed application super scribing Advertisement No. 02/2020 to the Secretary, National Council of Science Museums, 33GN Block, Sector V, Bidhan Nagar, Kolkata - 700 091 so as to reach him latest by **31.08.2020 (Monday)**.

### **1. General Requirements: -**

- I. **Educational Qualifications:** Master's Degree in Science/Commerce/ Arts with at least 55% of marks. Degree in Law will be desirable.
- II. **Experience** : 20 years of administrative experience of which 12 years shall be in Level 11 (₹67700 - 208700) of 7<sup>th</sup> CPC and above;
- III. **Age Limit** : 55 years as on 31/08/2020

### **2. Application Fee: - ₹500.00 (Rupees five hundred only)**

**No application fee is required for SC/ST/Ex-Service Man/Physically Challenged Person and Women candidates.**

### **3. Mode of payment of application fee:-**

- A. A non-refundable fee of ₹500.00 (Rupees five hundred) only shall be e-remitted to the bank account of National Council of Science Museums particulars of which are as under:-

<b>Bank name</b>	Indian Overseas Bank
<b>Account Number</b>	Savings
<b>Account Type</b>	164201000000491
<b>IFSC Code</b>	IOBA0001642
<b>MICR Code</b>	700020049
<b>Branch Address</b>	Sector V, Salt Lake, Kolkata - 700 091

Candidates are advised to mandatorily submit a copy of e-generated receipt alongwith their application as a documentary proof on payment of application fee.

**OR**

- B. A non-refundable fee of ₹500.00 [Rupees five hundred] only in the form of Demand Draft from a Nationalized Bank drawn in favour of "National Council of Science Museums" payable at Kolkata and the same shall be attached with the original application.

**Note:** One digital copy of application alongwith all supporting documents (in pdf format) shall also be sent by e-mail at [secretary@ncsm.gov.in](mailto:secretary@ncsm.gov.in) within the stipulated date. Applications received after due date shall **NOT** be accepted.

## **Format of application for the post of Secretary, NCSM on Direct Recruitment Basis**

**Application Format:** Applications may be sent in plain paper furnishing the following information in the prescribed format as below:

*Recent passport size photo of the candidate to be pasted here*

<b>1. No</b>	<b>Particulars</b>	<b>Details</b>
1	Full Name	
2	Mailing Address	
3	e-mail	
4	Contact No	
5	Date of Birth	
6	Category	
7	Examinations passed from the first University level, dates, disciplines and divisions	
8	Experience with names and addresses of the Present and Past Employers, manners of employment and remunerations	
9	A brief statement on his/her experience in a Senior position in Administration/ Establishment	
10	Other relevant information regarding suitability of candidates for the post notified	
11	Details of e-remitted application fee <i>(Copy to be enclosed with application)</i> <b>OR</b> Details of Demand Draft No. & date <i>(To be enclosed with application)</i>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the prescribed format 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.

Date:

Full Signature of the candidate

## **B. Instructions for submitting application for the post of Secretary, NCSM on deputation basis**

### **1. General Requirements :-**

I. **Educational Qualifications:** - Master's Degree in Science/Commerce/ Arts with at least 55% of marks. Degree in Law will be desirable.

II. **Experience:** -

a) The persons who are working on analogous post with confirmed service;

b) The persons who are working in Pay Matrix Level 13 [₹1,23,100.00 – ₹2,15,900.00] with 2 years of regular service **or** with 6 years of regular service in Pay Matrix Level 12 [₹78800-209200] **or** 12 years of combined regular service in Level 11 [₹67700-208700] and Level 12 [₹78800-209200] respectively.

III. **Age limit** - 56 years as on 31/08/2020

**2. 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 superseding Advertisement No. 02/2020 so as to reach him latest by 31<sup>st</sup> August, 2020 (Monday).

One digital copy of application alongwith all supporting documents (in pdf format) shall also be sent by e-mail [secretary@ncsm.gov.in](mailto:secretary@ncsm.gov.in) within the stipulated date. Applications received after due date shall not be accepted.

**Application fee is not required for candidates applying for the post on deputation.**

**Format of application for the  
post of Secretary, NCSM on deputation basis**

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era and contact details viz. E-mail, Mobile number etc.)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	

5. 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
6. In case the present employment is held on deputation/contract basis, please state-					
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in the substantive capacity in the parent organization		

Contd ... (2)

... (2)...

<p>6.1 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.</p>	
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<p>7. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>	
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<p>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.</p>	
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<p>9.. Total emoluments per month now drawn</p>		
<p>Basis Pay in the Pay Matrix</p>	<p>Level</p>	<p>Total Emoluments</p>

<p>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.</p>
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<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief/other Allowances etc., (with break up details)</p>	<p>Total Emoluments</p>

Contd ... (3)

<p>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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p>12. Whether belongs to SC/ST</p>	

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)**



**02. Curator 'B' – Pay Matrix Level 10 of 7<sup>th</sup> CPC (₹. 56100 – 177500)-05 nos.**

Sl. No.	Name of the post	No. of posts	Age limit
1	Curator 'B' [ <b>Mechanical Engineering/ Electronics/Physics/ Computer Science</b> ]	05* [OBC-01, ST-01, & UR- 03]	38 Years for OBC; 40 years for ST & 35 Years for Un reserved category

*\*The number of posts may change due to likely vacancies*

**1. Job Description:**

Design and development of exhibits, audio-visual demonstrations, teaching aids etc.; development of museum sections on various subjects of science & technology; organization of educational programmes for different categories; research on history of science & technology, museum techniques and evaluation of exhibits all pertaining to the developmental activities of the museum/centre. Assisting in day-to-day work and administration of the museum/centre.

**2. Essential qualifications & experience for the post of Curator 'B':**

1st Class M.Sc/1stClass B.E. or B.Tech with 1 year experience after obtaining degree

**OR**

1st Class M.Sc/1stClass B.E. or B.Tech with MS/ M.Tech. in Science Communication (Post M.Sc./B.E./B.Tech.course)

**OR**

M.Tech/M.E/M.S(Engg.) / Ph.D(Science)/Ph.D(Engg)

**3. Scale of pay** -Pay Matrix Level 10 of 7<sup>th</sup> CPC (₹. 56100 – 177500) & other allowances as admissible under the rules of NCSM.

(Total emoluments at start shall be ₹.87,525.00 approx. in A-1 cities and will change depending on the place of posting)

The appointees of Curator 'B' have excellent career opportunities of merit based in-situ promotions applicable to scientific category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher grades (maximum up to Pay Matrix Level 14 ₹.144200-218200) after minimum residency period prescribed at each grade.

**4. Application Fee:** - ₹500.00 (Rupees five hundred only)

**No application fee is required for SC/ST/Ex-Service Man/Physically Challenged Person and Women candidates.**

**5. Mode of payment of application fee:-**

A. A non-refundable fee of ₹500.00 (Rupees five hundred) only shall be e-remitted to the bank account of National Council of Science Museums particulars of which are as under:-

<b>Bank name</b>	Indian Overseas Bank
<b>Account Number</b>	Savings
<b>Account Type</b>	164201000000491
<b>IFSC Code</b>	IOBA0001642
<b>MICR Code</b>	700020049
<b>Branch Address</b>	Sector V, Salt Lake, Kolkata – 700 091

Candidates are advised to mandatorily submit a copy of e-generated receipt alongwith their application as a documentary proof on payment of application fee.

**OR**

- B. A non-refundable fee of ₹500.00 [Rupees five hundred] only in the form of Demand Draft from a Nationalized Bank drawn in favour of “National Council of Science Museums” payable at Kolkata and the same shall be attached with the original application.

Interested candidates are required to submit completed application latest by **31.08.2020 (Monday)** together with Demand Draft or a copy of e-remitted receipt at any of the following zonal offices of NCSM:-

**6. General Instructions:-**

- I. The posts carry all India transfer liability. Allowances such as D.A./H.R.A/Transport allowance are admissible as applicable under the rules of NCSM.
- II. Prescribed application form may be downloaded from the Council’s website: <http://www.ncsm.gov.in> or from the websites of respective zonal offices at **Kolkata, Mumbai, Delhi & Bangalore**

➤ **Eastern zone** :

National Council of Science Museums  
Block-GN, Sector-V, Bidhan Nagar  
Kolkata – 700 091  
Phone # (033)23579347/0850/5545/6008  
E-mail:- [sciencecentre@ncsm.gov.in](mailto:sciencecentre@ncsm.gov.in)  
Website:- [www.ncsm.gov.in](http://www.ncsm.gov.in)

➤ **Western zone** :

Nehru Science Centre  
Dr E Moses Road, Worli  
Mumbai – 400 018  
Phone # (022)24932668, 24920482, 24932667/4520  
E-mail:- [director@nehrucentre.gov.in](mailto:director@nehrucentre.gov.in)  
Website:- [www.nehrusciencecentre.gov.in](http://www.nehrusciencecentre.gov.in)

➤ **Northern zone** :


National Science Centre  
Pragati Maidan, Near Gate # 2  
Bhairon Road, New Delhi – 110 001  
Phone#(011)23371263/1297/1893/1945  
E-mail:- [nscdl01@gmail.com](mailto:nscdl01@gmail.com)  
Website:- [www.nscd.gov.in](http://www.nscd.gov.in)

➤ **Southern zone** :

Visvesvaraya Industrial & Technological Museum  
Kasturba Road  
Bangalore – 560 001  
Phone # (080)22864114/6200  
E-mail:- [vitmuseum@gmail.com](mailto:vitmuseum@gmail.com)  
Website:- [www.vismuseum.gov.in](http://www.vismuseum.gov.in)

- III. Candidates working in Government/PSU/Autonomous organizations should send their applications through proper channel.
- IV. Mere possession of requisite qualifications and experience shall not entitle the candidates to be called for the test and interview. Decision of NCSM in this regard shall be final and binding. 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.
- V. Applications not submitted in the prescribed format and without copies of testimonials as proof of qualification & experience, photograph and fees (wherever applicable), shall not be considered and shall be summarily rejected. Interested candidates are advised to go through the details, download application forms and thereafter, submit signed applications to the zonal headquarters nearest to their places along with copies of testimonials either personally or by post.

**Application Format to be filled by the candidate for the post of Curator 'B'**

No. of advertisement _____ & date _____ Post applied for with discipline - _____		e-Transfer transaction ref. No. _____ date of transaction _____ Or D.D. No. _____ Amount _____ Closing date _____
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**NATIONAL COUNCIL OF SCIENCE MUSEUMS  
GOVT. OF INDIA**

Block-GN, Sector-V, Bidhan Nagar, Kolkata - 700 091

Form of application for the use of candidates for appointment by Selection  
(To be filled in candidates' own handwriting and forwarded to the above address)

*Recent  
passport  
size  
photograph  
of the  
candidate.*

1.	Name in full (in Block letters)
2.	Address: a) Present— b) Permanent— c) Email ID— d) Telephone No.—
3.	Post applied for -
4.	Date and place of birth: (i) Date : (ii) Place :
5.	Are you (a) a citizen of India by birth and/or by domicile? YES/NO OR (b) a person having migrated from Pakistan or Bangladesh or other countries with the intention of permanently settling in India or a subject of Nepal? YES/NO
6.	Name of the State to which you belong:
7.	Father's Name : Address : Occupation :
8.	Is (or was) your father: (a) citizen of India by birth and/or by domicile? YES/NO (b) A person having migrated from Pakistan or Bangladesh or other countries with the intention of permanently settling in India or a subject of Nepal? YES/NO
9.	State your (a) Religion (b) Are you a member of Schedules Caste or Tribal or Aboriginal Community or Backward Class? YES/NO Answer 'Yes' or 'No' and if the answer is 'Yes' give particulars and attach a certificate from the Regional Authorities in support of your claim. (c) Are you an Anglo Indian? YES/NO (d) Are you physically handicapped? If yes, give details YES/NO
10.	Passport No. if any, :
11.	PAN no. if any, :

Note:- Any change of address given in Col. 2 above should at once be communicated. Candidates must arrange for the re-direction of communications to their new addresses.

12.	Particulars of all Examinations passed and degrees and technical qualifications obtained at the University or other places of higher technical education (Enclose all relevant documents commencing with the Secondary or equivalent examination.)				
Examination/ Degree/ Diploma	Name of Board/ University	Percentage of Marks obtained	Class or Division obtained	Major subjects taken	Year of passing
13.	Any additional qualifications such as membership of Scientific Societies may be mentioned here				
14.	Have you been outside India? If so, give following particulars:				
Country visited	Date of visit	Duration of visit		Purpose of visit	
15.	If you are /were a full time researcher, give the following particulars: (Please attach testimonials)				
Name of the Institution	Date of Joining	Date of Leaving	Area of research	Stipend/ Scholarship	No. of papers published

16.	What language (including Indian Languages) can you read, write or speak. Give particulars and state any examinations passed in each language.				
	Read only	Speak only	Read & Speak	Read, Write and Speak	Examination passed
17.	Details of previous employment. Give particulars below along with testimonials.				
	Name of Organization	Date of Joining	Date of Leaving	Designation & Nature of work	Salary & Grade
18.	Are you employed in a Govt./ PSU/ Autonomous organization at present? (Answer 'Yes' or 'No'. If Yes, the application has to be routed through proper channel)				
19.	Are you willing to accept the minimum initial pay offered? If not, state what is the lowest initial pay that you would accept in the prescribed scale				
20.	If selected, how much time would you require to join? (Give tick mark)			Immediate/one month/ Two months/three months	

21.	Choice of Examination Centre (Tick $\sqrt$ the preference)		
	1) Kolkata <input type="checkbox"/>	2) Mumbai <input type="checkbox"/>	
	3) Delhi <input type="checkbox"/>	4) Bangalore <input type="checkbox"/>	
22.	Willingness to work anywhere in India:		
23.	Reference:		
	(They should be residents in India and holders of responsible positions. They should be intimately acquainted with the applicant's character and work but must not be relations. When the candidate has been in employment, he/she should either give his/her present or most recent employer or immediate superior as referee or produce testimonial from him/her in regard to the candidate's fitness for the post for which he/she is an applicant)		
	(i)	Name	:
		Occupation or position	:
		Address with e-mail	:
	(ii)	Name	:
		Occupation or position	:
		Address with e-mail	:
	(iii)	Name	:
		Occupation or position	:
		Address with e-mail	:
24.	List of enclosures:		
	1.		4.
	2.		5.
	3.		6.
Date----- Candidate's signature -----			
Candidate already employed should get the following endorsement signed by his/her present employer.			
<b>ENDORSEMENT BY THE HEAD OF THE DEPARTMENT OR OFFICE</b>			
No.-----		Date -----	
Full signature -----		Designation -----	
Name & Address of Office with seal		.....	
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