For RSC, Bhubaneswar website

**REGIONAL SCIENCE CENTRE**

**(National Council of Science Museums)**

Pandit Jawaharlal Nehru Marg

Bhubaneswar-751013

**Advertisement No.03/2020**

National Council of Science Museums (NCSM), an autonomous scientific organization functioning under Ministry of Culture, Govt. of India, invites applications from the eligible candidates for the post of **Junior Stenographer** at Regional Science Centre, Bhubaneswar, Pandit Jawaharlal Nehru Marg, Bhubaneswar-751013. The details of which are as follows:

**Junior Stenographer: :** 01 post (Unreserved)

**Scale of Pay :** Pay Matrix – Rs. 25,500-81,100/- (Level 4) &other allowances as admissible under the rules of NCSM. Total emoluments at starting is Rs. 36,021/- per month, approx. at Bhubaneswar.

**Essential Qualification:** Higher Secondary or its equivalent and minimum speed of 80 w.p.m. in Shorthand.

**Age Limit** **:** Not more than 25 years as on **31st December, 2020**. Upper age limit is relaxable for the reserved categories, as per Government of India Rules.

**Scope of Work :** Stenographic service; typing; photocopying; sending/receiving emails/fax messages; maintenance of files, ledgers, records etc. in computer; attending to telephone calls and any other work assigned by superiors from time to time.

**General terms and conditions** :

1. The duly filled in application shall be sent to the above address in the prescribed format available in the website – [**www.ncsm.gov.in**](http://www.ncsm.gov.in) & [**www.rscbhubaneswar.org**](http://www.rscbhubaneswar.org) along with self-attested photocopies of all certificates and testimonials, so as to reach the above address **on or before 31st December, 2020**.
2. Application sent through e-mail or not in the approved format will not be considered and be rejected straightway. Application not accompanied with relevant certificates and testimonials shall be summarily rejected. Decision of the Council in this regard shall be final. The envelope containing the application form should be super-scribed in bold letter as **“Application for the post of Junior Stenographer (Unreserved) against Advertisement No. 03/2020”**.
3. Candidates should satisfy themselves that they meet all requisite requirements such as prescribed qualifications, age etc. If, at any stage of recruitment, it is known or revealed that the candidate does not fulfil any of the requisite qualification or criteria, his/her candidature/ appointment shall be cancelled forthwith without assigning any reason.
4. Candidates already working in Govt. /Semi-Govt./Public Sector Undertaking and Autonomous Organization must apply through proper channel.
5. The selected incumbents are liable to be transferred to any Science Museums/ Centres under the control of National Council of Science Museums (NCSM), anywhere in India.
6. The selected candidates will be governed by the New Pension Scheme (NPS) and also entitled to facilities like LTC, Medical Facilities, etc. as adopted by NCSM from time to time.
7. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification.
8. Interim enquiries will not be entertained. Mere possession of requisite qualifications shall not entitle the candidates to be called for the Aptitude Test/Trade Test based on which selection will be made.
9. Application received after the due date due to postal delay or any other reasons will not be entertained.
10. NCSM reserves the right to cancel recruitment without assigning any reason.

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