

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

**Ref : Advertisement No. 03/2021**

Date of submission of online applications : 15.06.2021 (Tuesday)  
Last date for receipt of application : 09.07.2021 till 2359 HRS (Friday)  
Last date for making online fee payment : 11.07.2021 (Sunday)

**Details of advertisement:**

Online applications are invited from the eligible candidates for appointment to the following posts :

**1) Office Assistant (Grade-III) : 01 post (Unreserved) at National Council of Science Museums (Hqrs.), 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700 091.**

**Pay Matrix :** Rs. 19,900-63,200/- Level 2; Basic Pay Rs. 19,900/- plus usual allowances as admissible to Central Govt. Employees. Total emoluments at start is Rs.30,263/- per month (approx.).

**Essential Qualification:** Higher Secondary or its equivalent. The candidates must qualify in typing test of 10 minutes duration with at least 35 w.p.m. in English or 30 w.p.m. in Hindi on computer correspond to 10500/9000 Key Depression Per Hour (KDPH) respectively.

**2) Junior Stenographer: 01 post (Unreserved) at National Council of Science Museums (Hqrs.), 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700 091.**

**Pay Matrix :** Rs. 25,500-81,100/- Level 4; Basic Pay Rs. 25,500/- plus usual allowances as admissible to Central Govt. Employees. Total emoluments at start is Rs. 40,167/- per month (approx.).

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

**3) Technician 'A' (Carpenter/Sheet Metal): 03 posts (Unreserved) at Central Research and Training Laboratory, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700 091.**

**Pay Matrix :** Rs. 19,900-63,200/- Level 2; Basic Pay Rs. 19,900/- plus usual allowances as admissible to Central Govt. Employees. Total emoluments at start is Rs.30,263/- per month (approx.).

**Essential Qualification:** SSC or Matriculation with certificate from ITI or equivalent in relevant field with one year experience after obtaining the certificate for course duration of two years. For candidates obtaining certificates of one year course duration, two years' relevant experience after obtaining the certificate shall be required.

**Age Limit :** 25 years as on 09.07.2021 or Sl. No.(1) and Sl. No.(2). For Sl No.(3), 35 years as on 09.07.2021. Age relaxable for reserved categories of candidates as per Govt. of India Rules.

**Application fee**

- a) Fee payable: **200.00 (Rupees two hundred) only**. Online payment will be processed through the payment gateway of Birla Industrial & Technological Museum (BITM), which is a constituent unit of National Council of Science Museums (NCSM).
- b) Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Person with Disability (PwD) and Ex-Servicemen (ESM) eligible for reservation are exempted from payment of fee.
- c) Fee can be paid through Net Banking / Credit Card / Debit Card through the link which will be received at the registered e-mail of the applicant. Spam mail may also

be checked in case the link is not received at the registered e-mail of the applicant.

- d) Online fee can be paid by the candidate up to 11.07.2021.
- e) Candidates who are not exempted from fee payment must ensure that their fee has been deposited within due date. Applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such application and fee payment after the period specified in the details of advertisement shall be entertained.
- f) Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

**How to apply:**

- 1. Applications are required to be submitted in online mode only with self attested scanned copies of all certificates/testimonials/relevant documents in JPEG/JPG format (upto 200 KB) at the official weblink: <https://www.ncsm.gov.in/recruitment>
- 2. In the online Application form, candidates are required to upload the scanned colour recent passport size photograph in JPEG/JPG format (upto 100 KB) and scanned signature (upto 100 KB).
- 3. Last date for submission of online applications is 09.07.2021.
- 4. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the NCSM website on account of heavy load on the website during the closing days.
- 5. Office will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the office.
- 6. Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the online Application Form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, E-mail, by hand, etc. shall **not** be entertained.
- 7. The candidates already working in Government, Semi-Government, Public Sector Undertaking and Autonomous Organizations must apply through proper channel. The selected candidates will be governed by the National Pension System.
- 8. Call letter (admit card) against valid application will be sent to the candidates at their e-mail IDs mentioned in the applications which is required to be produced at the time of admission to the examination along with a valid photo identity card, in original, viz. Aadhar card, PAN card, Voter ID card, Driving Licenses, Passport etc.

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