

राष्ट्रीय विज्ञान संग्रहालय परिषद
NATIONAL COUNCIL OF SCIENCE MUSEUMS
(संस्कृति मंत्रालय, भारत सरकार/MINISTRY OF CULTURE, GOVT.OF INDIA)
कोलकाता/KOLKATA-700091

Advt. No.: 04/2025

Date: 08.04.2025

National Council of Science Museums, Kolkata invites applications from retired professionals from Central Government/State Government/PSU/Central or State Autonomous Body for engagement as Consultant on contract basis: -

Sl. No.	Particulars	No. of required positions
(i)	Consultant (Science Museum Projects)	01 (one)
(ii)	Consultant (Administration)	01 (one)

The engagement of Consultant is on contractual basis for an initial period of 6 (six) months which may be extended as per the requirement of the Council & performance of the Consultant & medical fitness of the contract appointee. The Competent Authority will have all the rights to select any one of the applicants as Consultant or cancel all or part of the advertisement/applications at its sole discretion. The decision of the Competent Authority will be final & binding and applicants will have no right to file any type of petition against the decision in any forum or/and in any Court of India.

1. Essential qualifications & experience:-

- (a) Consultant (Science Museum Projects)- Retired professionals (Pay Matrix Level-13 or/and 13A) from Government Departments etc. having 1st Class M.Sc or 1st Class B.E./B. Tech in Comp. Science/Mechanical/Electronics with 13 years' experience

or

M. Tech/ M.E. / M.S. in Comp. Science/ Mechanical/Electronics or Ph. D (Science) with 11 years' experience

or

Ph. D (Engineering) with 9 years' experience;

- (b) Consultant (Administration) -

Persons having Bachelor's Degree in any discipline retired from the post not below the rank of Dy. Controller or/and Controller (Pay Matrix Level-11 or / and Level-12) from Central Government / State Government/ PSU/ Central or State Autonomous Body/Private Sectors with knowledge & skill set in the areas of Administration, Human Resource Development, Estate & Facility Management, Handling of Outsourced Services, office procedure etc., and shall have expertise in communications and interpersonal skills, knowledge of electronic mailing and e-office operation, computer applications such as MS Word, MS Excel & Power Point.

2. Scope of Work:-

- (a) Consultant (Science Museum Projects) - To render consultancy services in generation of new creative concepts & techniques in exhibit fabrication and presentation in the science centres & its units. The consultant shall also closely monitor, provide guidance in effective and timely completion of various ongoing & upcoming projects undertaken by NCSM under the Scheme for Promotion of Culture of Science (SPoCS) of the Govt. of India;

(b) Consultant (Administration)

To render consultancy services in establishment and administration, vigilance, legal matters, passing of bills of conservancies, court cases, recruitment, assessment and promotion cases, strict observance of rules, regulations and Bye-laws, maintenance of reservation roster etc., and advising authorities of NCSM on various matters relating to Administration and any other official works to be entrusted from time to time.

3. Age Limit:-

Upper age limit - 63 years of age as on 30.04.2025. Incumbents, who would be retiring on 30.04.2025, are also eligible to apply.

4. Contract Period:-

Contract would be for an initial period of 6 (six) months which is extendable for further period subject to functional requirement of the Council and appraisal of the performance & medical fitness of the contract appointee.

5. Accommodation:-

No accommodation facility or house rent will be provided by NCSM.

6. Terms of payment:-

A Consolidated remuneration will be fixed as per the guidelines of Ministry of Culture, Govt. of India issued from time to time for the retired employees of Govt. of India/NCSM. For other retired employees i.e. from State Governments/PSUs/ Central or State Autonomous Bodies/Private Sectors, the remuneration (fixed) would be as under:

For the Pay Matrix Level – 13/13A & its equivalent : Rs.55,000/- p.m.

For the Pay Matrix Level – 12 & its equivalent : Rs.50,000/- p.m.

For the Pay Matrix Level – 11 & its equivalent : Rs.45,000/- p.m.

7. Tax deduction at sources:-

The income tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment for which NCSM will issue TDS certificate as applicable.

8. Guidelines for submission of application:-

The duly completed application in prescribed format along with self-attested copies of requisite certificates with regard to qualifications, work experience, PPO, Date of Birth, Caste Certificate (if applicable) should be submitted to the **Section Officer (Admin), National Council of Science Museums, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700091** so as to reach on or before **30.04.2025**. Any application received after the due date and without enclosing the copies of certificates & testimonials will be rejected.

9. NCSM has the right to cancel the whole or part of the advertisement and not to proceed in the matter for engagement of consultant, at any stage or to accept or reject any or all applications without giving any explanation, whatsoever.

10. Other terms & conditions of the engagement will be carried out as per the guidelines of Ministry of Culture, Govt. of India and rules of NCSM.

राष्ट्रीय विज्ञान संग्रहालय परिषद
National Council of Science Museums
ब्लॉक-जी एन, सेक्टर-V, बिधान नगर
Block – GN, Sector – V, Bidhan Nagar
कोलकाता/Kolkata-700091

Photo to be affixed

APPLICATION FOR THE POSITION OF.....

1.	Name (in CAPITAL letters)	
2.	Father's Name	
3.	(i) Present Residential Address	
	(ii) Permanent Address	
4.	(i) Date of Birth (DD/MM/YYYY)	
	(ii) Age as on 30.04.2025	
5.	E-mail ID	
6.	(i) Aadhar Number	
	(ii) PAN	
7.	Contact Number [Mobile & Landline (if any)]	
8.	(i) Whether worked in Govt. service/private job/freelance? Date of Entry into Govt. Service (if any) (ii) If Govt. service, whether Central Govt. or State Govt. or CPSU/SPSU or Autonomous Body	
9.	Date of Retirement	
10.	Educational Qualifications*	

11.	Brief particulars of experience with Nature of work performed (Starting from last employment)*	
12.	Additional Information, if any, in support of your suitability for the post*	
<i>*please attach separate sheet, if required.</i>		

Declaration: I (Name) hereby declare that information provided in this application are true to the best of my knowledge and belief. In case the information provided by me is found to be false or the material facts are concealed by me at any stage i.e. during processing of my application or even after my joining the contractual position in the Council, my candidature will be cancelled and my engagement may be terminated, without assigning any reason thereof.

The supporting documents are attached herewith as Annexure.

Date_____

Candidate's signature _____

Place _____

Name of the candidate in CAPITAL LETTER