

NATIONAL SCIENCE CENTRE
(National Council of Science Museums)
Ministry of Culture, Government of India
Near Gate No.-4, Pragati Maidan, Bhairon Road
New Delhi - 110001

Details of Advertisement No.03/2021

National Science Centre, Delhi is a constituent unit of National Council of Science Museums, Kolkata, an autonomous scientific organization functioning under the aegis of Ministry of Culture, Government of India, invites applications from the eligible candidates for filling up the following posts. The details of which are as follows:-

Sl. No. (1)

Name of Post	:	Office Assistant (Gr.-III) – 01 Post (Unreserved)
Basic Pay & Emolument	:	Pay Matrix Level-2, Rs. 19900-63200/- with basic pay Rs.19900/- Plus usual allowances as per the Government of India Rules. Total emoluments at start as on date will be Rs. 33,238/- per month approx. in Delhi.
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, duly supported by certificate from a Govt. recognized Institution.
Age Limit	:	Not more than 25 years as on 06-12-2021. Age relaxable as per Government of India Rules.
Job requirement	:	Typing; dispatch of daks, issue of tickets, photocopying maintenance of files, preparation and processing of bills; making entries in various registers, ledgers etc, handling purchase and stores; compilation of facts & figures for reports, statements etc. in computer; cash handling & cheque writing whenever required; any other work entrusted by superiors from time to time.
Application Fee	:	Rs.200/- (Rupees Two Hundred) only. No application fee is required for SC/ST/Ex-Servicemen / Physically Challenged person and women candidates. A non-refundable fee of Rs.200/ (Rupees two Hundred) only in the form of Demand Draft from a Nationalized Bank drawn in favour of “National Science Centre” payable at New Delhi and the same shall be attached with the original application.

Sl. No. (2)	:	<p>Technician ‘A’ – 03 Nos. (Computer Hardware & Networking/Electrical/Painter)</p> <p>Out of above 03 posts, 02 Posts are reserved for Other Backward Class (OBC) and 01 Post is reserved for Scheduled Tribe (ST) (Irrespective of the trade)</p>
Name of Posts & Job requirement	:	<p>(a) Technician ‘A’ (Computer Hardware & Networking) – 01 Post</p> <p>Installation and Maintenance of Computers / networks / projectors / IT infrastructures etc.</p> <p>(b) Technician ‘A’ (Electrical) – 01 Post</p> <p>Tracing and drawing, operation and maintenance of electrical equipment’s</p> <p>(c) Technician ‘A’ (Painter) – 01 Post</p> <p>Lettering, painting, Screen printing, handling and installations of exhibition materials, assisting in art layout and model making.</p>
Basic Pay & Emoluments	:	<p>Pay Matrix Level-2, Rs.19900-63200/- with basic pay Rs.19900/- Plus usual allowances as per the Government of India Rules. Total emoluments at start as on date will be Rs.33,238/- per month approx. in Delhi.</p>
Essential Qualification	:	<p>(i) SSC or Matriculation with certificate from ITI or equivalent in relevant discipline;</p> <p>(ii) Candidates must have 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.</p>
Age Limit	:	<p>Not more than 35 years as on 06-12-2021. Age relaxable for reserved Categories of candidates as per Government of India Rules.</p>
Application Fee	:	<p>Rs.200/- (Rupees Two Hundred only). No application fee is required for SC/ST/Ex-Servicemen / Physically Challenged person and women candidates. A non-refundable fee of Rs.200/- (Rupees two hundred only) in the form of Demand Draft from a Nationalized Bank drawn in favour of “National Science Centre” payable at New Delhi and the same shall be attached with the original application.</p>

General Terms & Conditions:

1. Application must be submitted in the prescribed form and not in plain papers.
2. The completed application along with application fee, attested copies of all relevant certificates and testimonials shall be sent to **National Science Centre, Near Gate No.-4, Pragati Maidan, Bhairon Road, New Delhi – 110001**, so as to reach on or before **06-12-2021**.
3. The candidates already working in Government, Semi Government, Public Sector Undertaking and autonomous organizations must apply through proper channel. The selected incumbent will be governed by the National Pension System and National Council of Science Museums (NCSM) provides to its employees attractive facilities like medical, LTC, etc.
4. The selected incumbent is liable to be transferred to any Science Museums/ Centres under the control of National Council of Science Museums, anywhere in India.
5. Only outstation SC/ST/ PWD candidates called for the Written Test & Typing Test / Trade Test will be paid single 2nd Class Railway / Bus Fare (Both ways) by shortest route (once only) on production of proof of travel.
6. Candidates should satisfy themselves that they meet all requisite requirements such as prescribed qualifications, age, experience etc. if, at any stage of recruitment it is known or revealed that the candidate does not fulfill any of the requisite qualification or experience criteria, his/her candidature / appointment will be cancelled forthwith without assigning any reasons.
7. Canvassing in any form and/ or bringing in any influence political or otherwise will be treated as disqualification.
8. The Director, National Science Centre, Delhi, reserves the right to cancel recruitment without assigning any reason.
9. Application received after the due date due to postal delay or any other reasons will not be entertained.
10. Personal / Interim enquiries will not be entertained. Mere possession of requisite qualifications shall not entitle the candidates to be called for Written Test based on which selection will be made.



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New Delhi – 110001

Affix recent
passport size
photo-graph

Detail of Application Fee : DD No. Dtd..... Rs.

FORM OF APPLICATION FOR THE POST OF _____

Application for the post of _____ at National Science Centre,
Delhi in Pay Matrix Level – 2 (Rs. 19900-63200/-) with basic pay: Rs.19900/- against Advertisement
No. 03/2021, Closing Date : **06-12-2021**

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

1. Name in full (in Block letters) :
(in case of female candidate the appropriate
word 'Miss' or 'Mrs.' should be given)
2. Address in full :
 - (a) Present Address :
 - (b) Permanent Address :
 - (c) Mobile No./email ID :
3. (a) Date of Birth :
(b) Place of Birth :
(c) Age as on **06-12-2021** :
4. Father's/ Husband's Name :
 - (a) Address :
 - (b) Occupation :
(If dead, give last address)
5. Mother's Name :
 - (a) Address :
 - (b) Occupation :
(If dead, give last address, in case of
married woman give husband's name
address & occupation.)
 - (c) If retired from Govt. Service, indicate :
whether she is a Pensioner or a family
Pensioner and if so, give particulars

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6. Are you*
- (a) a citizen of India by **birth and/or by domicile?** :
- (b) a person having migrated from Pakistan or other countries with the intention of permanently settling in India or a subject of Nepal? :
- ‘Yes’ / ‘No’ If ‘Yes’, give details.

*** Answer ‘Yes’ or ‘No’ and cancel the words, which are not applicable.**

-
7. State your -
- (a) Religion :
- (b) Are you a member of SC/ST/OBC as per the orders of Govt. of India ? :
- Answer ‘Yes’ or ‘No’ and if ‘Yes’ give particulars and attach a certificate(s) from the District Magistrate in support of your claim.
- (c) Are you an Anglo-Indian? :
- (d) Are you physically handicapped? If ‘yes’, give details. :
- (e) Are you Ex-service personnel? Answer ‘Yes’ or ‘No’ if ‘Yes’ give particulars and attach relevant discharge certificate :

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8. Is (or was) your father/husband :
- (a) A citizen of India by birth and/or by domicile? :
- (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? :

*Answer ‘Yes’ or ‘No’ and cancel the words which are not applicable

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9. Particulars of all Examination passed and Degrees and Technical Qualifications obtained at the University or other places of higher education (commencing with the Secondary or equivalent examination). Attach attested testimonials.

Examination (s) / Degree	Name of Board/ University	% of marks obtained	Class or Division obtained	Major subjects taken	Year of passing

10. Particulars of Professional / Technical Qualification:

Examination (s) / Degree	Name of Institute / Board / University	% of marks obtained	Class or Division obtained	Major subjects taken	Year of passing

11. Education Qualification pursuing at the time of applying for the post :

12. Experience (give details of all employment) :

Nature of Employment / Post held	Name of Employer / Organization / Company	Date of Joining	Date of Leaving	Salary Drawn

13. Are you a Govt. Servant at Present ? :
If so, please state whether your appointment
is Temporary or Permanent.

14. 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.

15. Whether any of your relative is working in the :
NCSM? If so, please give details.

16. What language (including Indian languages) can you read, write or speak. Give particulars and
state any examination passed in each.

Read only	Speak only	Read and Speak	Read, Write and Speak	Examination Passed, if any

17. Are you willing to work anywhere in India? :
(Answer 'Yes' or 'No')

18. List of Enclosures :

1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

Note :

1. Information in respect of columns – 3,7,9,10,11 & 12 should necessarily be supported by attested copies of certificates & testimonials, otherwise the application will not be considered.
2. If you are in Government/Semi Government Service/ Public Sector Undertaking/ Autonomous organization, application should be routed through proper channel.
3. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as a disqualification for the post.

I hereby declare that the information furnished in this application is true & correct to the best of my knowledge and belief.

Signature of Candidate

Date:

Candidate already employed should get the following endorsement signed by his/her present employer.

**ENDORSEMENT BY THE HEAD OF THE DEPARTMENT OR OFFICE
(if he/she is Government/Semi Government Servant)**

File No.: _____

Date : _____

Name : _____

Signature _____

Designation _____

Forwarded :