

Details of Advertisement for the posts of Sr. Controller of Stores & Purchase on deputation/absorption basis & Dy. Controller (Administration/Finance & Accounts/Stores & Purchase) or Controller (Administration/Finance & Accounts/Stores & Purchase) on deputation basis

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

Advertisement No. 07/2023

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 26 Science Museums and Science Centres in India under its umbrella.

Applications are invited for the following posts: -

1. Senior Controller of Stores & Purchase (01 Post) in the Pay Matrix Level 13 (Rs.123100-215900) [*Total emolument of Rs.2,18,263/- Approx.*] at NCSM (Hqrs.), Kolkata on **deputation/absorption* basis** for an initial 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 prevailing rules.

[Note: *Permanent absorption in service is at the sole discretion of the competent authority in NCSM and the incumbent has no right to claim for it during or on completion of the deputation period.]

Job Description:

Senior Controller of Stores & Purchase (on deputation/absorption basis) will be responsible for Supervision from Headquarter over the entire Stores & Purchase section of the Council by ensuring strict observance of procedure by observing General Financial Rules and Bye-laws of NCSM for procurement of materials, award of contracts, handling matters relating to income tax GST etc., and exemptions, ensure physical verification of stores, responsible for import/export of materials, finalizing the various tenders relating to purchase of materials as per requirement of the Council by inviting e-tenders through GeM & CPP portal, monitoring of inventories and management of the same, Digital Procurement by following various norms and guidelines of Govt. of India, etc., and any other works to be entrusted by superiors from time to time.

Qualifications: University Degree

Experience:

- (i) The persons who are working on analogous posts with confirmed service; or

- (ii) The persons will be considered for **Sr. Controller of Stores & Purchase on deputation/absorption basis** who are working as Controller (Administration/Finance & Accounts/Store & Purchase) in Pay Matrix Level 12 (Rs.123100-215900) with minimum experience of 5 years in the said pay matrix level or Deputy Controller (Administration/Finance & Accounts/Stores & Purchase) in Pay Matrix Level 11 (Rs. 67700-208700) with minimum experience of 10 years in the said pay matrix level.

Maximum Age Limit (as on the last date of the receipt of application):

For Sr. Controller of Stores & Purchase - 56 years

- 2. Dy. Controller (Administration/Finance & Accounts/Stores & Purchase) OR Controller (Administration/Finance & Accounts/Stores & Purchase)** in the Pay Matrix Level 11 (Rs. 67700-208700) [*Total emolument of Rs.1,24,637/- Approx.*] **OR** in the Pay Matrix Level 12 (Rs. 78800-209200) [*Total emolument of Rs.1,43,396/- Approx.*] at the Museum/Centres of New Delhi/Mumbai/Bengaluru/Kolkata on **deputation basis** for an initial period of one year which may be extended on year to year basis for a maximum period of five years at the discretion of the competent authority in NCSM. The post carries usual allowances as admissible to Central Government employees. The age of superannuation is 60 years as per prevailing rules.

Job description

Dy. Controller / Controller (Admin/F&A/S&P) on deputation basis will be responsible for exercising all administrative and financial powers vested on him; supervision over establishment, administration, vigilance, legal matters, security and stores and purchase sections and strict observance of rules, regulations and Bye-laws; discharging duties as non-member Secretary of the Executive Committee and co-ordinating the activities of all divisions. Acting as head of office and holding independent charge of affairs whenever entrusted by head of Museum/Centre. Acting as CPIO, Vigilance Officer, Secretary of SWF, Rajbhasha Adhikari, implementation of Reservation Roster of Govt. of India; supervision over the entire Finance & Accounts Section; ensuring strict observance of rules, regulations and Bye laws, passing of bills, preparation of budget, annual accounts, balance sheet and periodic progressive expenditure statements; management & controlling of funds; answering to audit and clearance of audit objections and O.B. items, monitoring over physical verification of stores; supervision over the entire Stores & Purchase Section; acting as Head of Office, Drawing & Disbursing Officer (DDO) as and when required and any other work entrusted by superiors from time to time.

Qualifications for Dy. Controller/Controller: University Degree

Experience:

- **For Dy. Controller:**

- (i) The persons who are working on analogous posts with confirmed service; or

- (ii) The persons will be considered for **Dy. Controller (Admn./F&A/S&P) on deputation basis** who are working as Section Officer (Admn./ F&A/S&P)/ Private Secretaries (PS) with not less than 7 years of regular service in Level-07 (Rs. 44900-142400).

• **For Controller:**

- (i) The persons who are working on analogous posts with confirmed service; or
- (ii) The persons will be considered for **Controller (Admn./F&A/S&P) on deputation basis** who are working as Dy. Controller (Administration/ F&A/S&P)/Principal Private Secretaries (PPS) with not less than 5 years of regular service in Level-11 (Rs. 67700-208700).

<p><u>Maximum Age Limit (as on the last date of the receipt of application):</u> Dy. Controller / Controller (Admn./F&A/S&P) – 56 years</p>

Application Format: Application, complete in all respect containing the duly filled attached proforma , forwarding letter of HoD concerned, APARs of last 5 years, Vigilance clearance certificate, Integrity certificate, No objection certificate to the effect that in event of the selection, the official shall be released for reporting at NCSM, may be sent to **The Deputy Controller (Admin), National Council of Science Museums, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700 091** super scribing Advertisement No.07/2023 latest by 30.06.2023. 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 FOR THE POST OF SR. CONTROLLER STORES & PURCHASE ON DEPUTATION/ABSORPTION BASIS AND/OR DY. CONTROLLER/CONTROLLER (ADMIN/FINANCE & ACCOUNTS/STORES & PURCHASE) ON DEPUTATION BASIS
(Please strike out whichever is not applicable)

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	

... (2)...

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.		
7. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
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.		
9.. Total emoluments per month now drawn		
Basis Pay in the Pay Matrix	Level	Total Emoluments
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.		
Basis Pay in the PB	Grade Pay	Total Emoluments
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break up details)	Total Emoluments

<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) (Note: Enclose a separate sheet, if the space is insufficient)</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

Check list of documents to be attached

(please tick)

1.	Application in prescribed format (in triplicate) duly forwarded by the sponsoring authority	
2.	Complete and up to date APAR/CR dossier for the last five years or attested photocopy bear off	
3.	If ACR/APAR has not been written for a particular year or a part (more than 3 months of a year), a no report certificate (NRC) for that period to be attached along with ACR/APARs of the previous year(s)	
4.	Vigilance clearance Certificate	
5.	Integrity Certificate	
6.	Major/minor penalty statement	
7.	Cadre clearance from Cadre Controlling/Appointing Authority	

Signature of the forwarding authority
(with stamp)