

राष्ट्रीय विज्ञान संग्रहालय परिषद
National Council of Science Museums
ब्लॉक- जी एन, सेक्टर-V, बिधान नगर/
Block-GN, Sector-V, Bidhan Nagar
कोलकाता//Kolkata – 700 091

Advt. No.: Cont./08/2023

Date: 28.06.2023

National Council of Science Museums, Kolkata invites applications from retired professionals 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 for engagement as Consultant (s) on contract basis: -

Sl. No.	Particulars	No. of required positions
(i)	Consultant (Administration)	01 (one)
(ii)	Consultant (Stores & Purchase)	01 (one)
(iii)	Consultant (Secretarial Practice)	01 (one)

The engagement of Consultant is on contractual basis for an initial period of one year which may be extended as per the requirement of the Council & performance of the Consultant. 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:-

Bachelor's Degree in any discipline or equivalent and

2. Experience: -

(i) Consultant (Administration)

Persons 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 with knowledge of noting/drafting; 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

(ii) Consultant (Stores & Purchase)

Persons 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 with knowledge of Stores/purchase, bills processing and payment 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

(iii) Consultant (**Secretarial Practice**)

Persons retired in the post not below the rank of Level-4 or/and Level-6 (Jr. Stenographer or/and Sr. Stenographer) from Central Government/State Government/PSU/Central or State Autonomous Body with knowledge of computer applications such as MS Word, MS Excel, MS Powerpoint, electronic mailing, etc.

3. Scope of Work

(i) 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 other official works entrusted from time to time.

(ii) Consultant (**Stores & Purchase**)

To render consultancy services for procurement of materials for different sections by observance of purchase procedures, Stores & Purchase matters, procurement items, e-procurement through GEM and CPP portal, regular physical verification of stores, control of funds for purchase and answering to audit etc. and other official works entrusted from time to time.

(iii) Consultant (**Secretarial Practice**)

To render stenographic service; typing; photocopying, sending/receiving e-mails; maintenance of files, ledgers, records, etc. in computer; public relations and receiving dignitaries; attending to telephone calls; maintenance of appointment schedule for officers and attending to secretarial services and other official works entrusted from time to time.

4. Age Limit

Upper age limit - 63 years of age as on **17.07.2023**.

5. Contract Period

Initial contract would be for an initial period of one year which is extendable by another one year or further period subject to functional requirement of the Council and appraisal of the performance & medical fitness of the contract appointee.

6. Accommodation

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

7. Terms of payment

A Consolidated remuneration will be fixed as per Govt. of India guidelines issued from time to time.

8. 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.

9. 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 **Dy. Controller of Administration, NCSM (Hqrs.), National Council of Science Museums, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700091** so as to reach on or before **17.07.2023**. Any application received after the due date and without enclosing the copies of certificates & testimonials will be rejected.

10. 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.

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

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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 17.07.2023	
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.	Education 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*	

**please attach separate sheet, if required.*

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