

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

Advertisement No. 01/2025

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 on deputation basis: -

1. Controller of Administration (Admin.)/Finance & Accounts (F&A)/Stores & Purchase (S&P) (02 Posts) in the Pay Matrix Level-12 (Rs. 78800-Rs.209200) [*Total emolument of Rs. 1,55,220/- Approx. at class X Cities*] at Nehru Science Centre, Mumbai/National Science Centre, Delhi/Visvesvaraya Industrial and Technological Museum, Bangalore/Science City, Kolkata/Birla Industrial & Technological Museum, Kolkata/National Council of Science Museums Hqrs., Kolkata on **deputation basis** for an initial period of One (01) year which may be extended on year to year basis for a maximum period of Three (03) 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:

Controller of Administration/Finance & Accounts/ Stores & Purchase 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.

Experience:

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

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

(I) Guidelines/ Instructions:

1. The post carries all India transfer liability. Allowances such as D.A./H.R.A/ Transport allowance are admissible as applicable under the rules of NCSM.
2. Application not accompanied with relevant certificates and testimonials shall be summarily rejected. Decision of NCSM in this regard shall be final. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification.
3. Mere possession of requisite qualification and experience shall not entitle the candidates to be called for the test *and/or* interview. Decision of NCSM in this regard shall be final and binding.
4. In case the information provided by candidate is found to be false or the material facts are concealed by the candidate at any stage i.e. during processing of application or even after his/her joining in the Council, the candidature shall be cancelled forthwith and his/her service shall be terminated, if appointed.
5. Call letter 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 written examination *and/ or* interview along with a valid photo identity card, in original, viz. Employer's Identity card/Aadhar card/ PAN card/ Voter ID card/ Driving Licenses, Passport etc.
6. NCSM reserves the right to cancel recruitment in full or part without assigning any reason.
7. Interim enquires will not be entertained.

(II) How to apply:

1. Applicants are required to submit the duly filled application form with self-attested copies of all certificates/testimonials/relevant documents, 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, etc., may be sent to **The Controller (Admin.), National Council of Science Museums, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata - 700 091** super scribing "Application for the post of Controller (Admin./F&A/S&P)" & Advertisement No. .../2025 latest by **01.04.2025**.
2. The candidates presently working in Central Govt./State Govt. and other Govt. Autonomous organizations must apply through proper channel or should submit "No Objection Certificate" (NOC) of their employer.

Last Date of submission of applications: 01.04.2025

**APPLICATION FORM FOR THE POST OF CONTROLLER OF ADMINISTRATION/
FINANCE & ACCOUNTS/STORES & PURCHASE ON DEPUTATION BASIS**

(Please strike out whichever is not applicable)

1. Name and Address (in Block Letters)		Paste recent passport size color photograph duly self- attested
2. Date of Birth (in Christian era)		
3. i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4. Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer	
Essential	Essential	
A. Qualification	A. Qualification	
B. Experience	B. Experience	
Desirable	Desirable	
A. Qualification	A. Qualification	
B. Experience	B. Experience	
5.1 Note: this column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News/newspaper. 5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects are subsidiary subjects may be indicated by the candidate.		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		

Contd ... (2)

... (2) ...

7. 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

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. 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
9.1 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. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organization.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			

Contd ... (3)

11. 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		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Is your Scale of Pay different from CCS(RP) Rules 2016 as per 7 th CPC pay matrix level? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn:		
Basis Pay in the Pay Matrix	Level	Total Emoluments (In ₹)
15. In case the applicant belongs to an Organization which is not following the CCS (RP) Rules 2016 as per 7 th CPC scales, the latest salary slip issued by the Organization, duly attested by the employer showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break up details)	Total Emoluments (In ₹)
16. A. 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)		

Contd ... (4)

<p>16. B. Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST/OBC</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Application Form duly supported by the documents in respect of Essential Qualification/Work Experience etc. 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

(Employer/Cadre Controller Authority with Seal)

Check list of documents to be attached

(please tick ✓)

1.	Application in prescribed format (in triplicate) duly forwarded by the sponsoring authority	
2.	Certificate for Date of Birth <i>[to be enclosed as Annexure-A]</i>	
3.	Details of Educational Qualification <i>[to be enclosed as Annexure-B]</i>	
4.	Details of Employment <i>[to be enclosed as Annexure-C]</i>	
5.	Details of Pay <i>[to be enclosed as Annexure-D]</i>	
6.	Certificate of SC/ST/OBC <i>[to be enclosed as Annexure-E]</i>	
7.	Complete and up to date APAR/CR dossier for the last five years or attested photocopies <i>[to be enclosed as Annexure-F]</i>	
8.	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) duly attested by the Head of Department/Head of Office <i>[to be enclosed as Annexure-G]</i>	
9.	Vigilance clearance Certificate duly attested by the HoD <i>[to be enclosed as Annexure-H]</i>	
10.	Integrity Certificate duly attested by the HoD <i>[to be enclosed as Annexure-I]</i>	
11.	Major/minor penalty statement, if any <i>[to be enclosed as Annexure-J]</i>	
12.	Cadre clearance from Cadre Controlling/Appointing Authority <i>[to be enclosed as Annexure-K]</i>	
13.	'No Objection Certificate' (NOC) from the sponsoring authority should be unconditional. Conditional NOC shall be summarily rejected <i>[to be enclosed as Annexure-L]</i>	
14.	Additional Information (please specify) <i>[to be enclosed as Annexure-M]</i>	

Signature of the Candidate