



Ministry of Culture  
Government of India

# NCSM

राष्ट्रीय विज्ञान  
संग्रहालय परिषद्  
संस्कृति मंत्रालय  
भारत सरकार



Ref: I-18015/3(RTI)/ 2266  
Date : 18/01/2022

**NATIONAL COUNCIL OF SCIENCE MUSEUMS**  
Ministry of Culture, Govt. of India

Ms. Saheli Pal  
203/A Bibi Ma Tala Road, Duttapara,  
Near Durga Mandir,  
P.O & P.S. - Baruipur, Kolkata  
PIN - 700 144

Sub : Disposal of Appeal under RTI Act, 2005.

- Ref. : 1) Your RTI application Registration No. NCSHQ/R/E/22/00065 dated 31.03.2022.  
2) Your RTI Appeal Registration NCSHQ/A/E/22/00015 dated 11.05.2022 received through online at NCSM for disposal.  
3) CIC Order dated 23.12.2022 received by NCSM on 10.01.2023

Dear Madam,

With reference to above and subsequent to Order passed by the Hon'ble CIC on 23.12.2022 and received by NCSM on 10.01.2023 an updated and concise revised reply of Respondent with regard to your queries are furnished as under :-

Query	Reply
1) Certified documents provide me mention with advertisement date, including signature which was published by your good office	Copy of Advt. no.02/2022 is attached.
2) Let me know exactly how many candidates recruited and or examination taken for recruitment in which departments through this notification, documents provide me.	Since, scrutiny of applications is still under process and selection yet to be made, CPIO, NCSM (Hqrs.) is not in a position to provide information.
3) If this notification has been approved by the Ministry of Culture, Government of India, than provide me the certified approved letter / if approval is not require, please provide me certified information, why approval is not required for above mention notification?	Approval is not required each time of advertisement as these are sanctioned post.
4) Give me a list how many jobs seekers applied in which departments / posts through this notification, for each post, documents provide me including name address, date of birth and cast.	Since, scrutiny of applications is still under process and selection yet to be made, CPIO, NCSM (Hqrs.) is not in a position to provide information.
5) Certified copy of all participate candidates exam venue name and address, which examination was already held including exam date.	Since, recruitment against advertisement is still under process and date and venue of examination has not yet been finalized, information cannot be furnished now.
6) Please give me a list of the jobs seekers, whom the interview letter has been sent, documents provide me	Since, recruitment against advertisement is still under process and date and venue of examination has not yet been finalized, information cannot be furnished now.
7) Inform to me how much money were receipts from application fees, for each post documents provide me.	An amount of ₹.6,23,822.00 has been received by NCSM towards application fees.



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33, ब्लॉक-जी एन, सेक्टर-5  
विधान नगर, कोलकाता - 700091

33, BLOCK-GN, SECTOR-V, BIDHAN NAGAR, KOLKATA-700091, INDIA  
PHONE: (91) (33) 23575545, 23579347, 23570850, FAX : (91) (33) 23576008  
e-mail : sciencecentre@ncsm.gov.in, www.ncsm.gov.in

<p>8) Certified copy of the approval received from :</p> <ul style="list-style-type: none"><li>i) The DOPT (Department of Personnel &amp; Training),</li><li>ii) The Ministry of Culture, Government of India</li><li>iii) The Ministry of Finance, Government of India, for every post including basic pay for the Advertisement No. 02/2022, documents provide me.</li></ul>	<p>Please refer the following link towards sanctioned posts as per the Recruitment Rule, 2018 which is approved by Ministry of Culture : <a href="https://ncsm.gov.in/resources/rtr">https://ncsm.gov.in/resources/rtr</a></p>
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Thanking you,

Yours faithfully,

*Sd/-* 18/01/2023  
(Saibal Bose)

Controller of Administration & CPIO



**National Council of Science Museums (NCSM)**  
**(Ministry of Culture, Govt. of India)**  
**33, Block-GN, Sector-V, Bidhan Nagar**  
**Kolkata-700 091**

**Advertisement No. 02/2022**

NCSM, an autonomous scientific organization under the Ministry of Culture, Govt. of India, invites applications for the following posts in Scientific, Technical & Administrative categories: -

<b>Sl. No.</b>	<b>Name of the post</b>	<b>Scale of pay &amp; pay matrix level</b>	<b>No. of post and Category</b>
01	Curator 'B' [Computer Science, Electronics & Mechanical]	Level 10 of 7 <sup>th</sup> CPC (₹56100 - 177500)	04 [UR], 01[ST]
02	Assistant Executive Engineer (AEE)	Level 10 of 7 <sup>th</sup> CPC (₹56100 - 177500)	01 [UR]
03	Section Officer (SO)	Level 07 of 7 <sup>th</sup> CPC (₹44900-142400)	02 [UR]
04	Office Assistant Gr. I (O.A. Gr. I)	Level 06 of 7 <sup>th</sup> CPC (₹35400-112400)	01 [UR]

For details, please log on to <https://ncsm.gov.in/recruitment/>. Completed applications in the prescribed format should reach to the **Controller of Administration, National Council of Science Museums (NCSM), 33 GN Block, Sector V, Salt Lake, Kolkata - 700 091** latest by 25.03.2022.

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

Advertisement No. 02/2022

NCSM, an autonomous scientific organization under the Ministry of Culture, Govt. of India, invites applications for the following posts:

Name of the post	No. of post	Age limit	Reservation	Last date of receipt of application
Curator 'B' [Computer Science, Electronics & Mechanical]	05 Nos.	35 Years (Relaxable as per extant rules of GoI)	04 [UR], 01[ST]	25.03.2022 (Friday)
Assistant Executive Engineer (AEE)	01 No.	35 Years (Relaxable as per extant rules of GoI)	UR	Do
Section Officer	02 Nos.	30 Years (Relaxable as per extant rules of GoI)	UR	Do
Office Assistant Gr. I	01 No.	30 Years (Relaxable as per extant rules of GoI)	UR	Do

Scale of pay for post	
<u>Curator 'B' &amp; Assistant Executive Engineer(AEE)</u>	Pay Matrix Level 10 of 7 <sup>th</sup> CPC (₹. 56100 - 177500) & other allowances as admissible under the rules of NCSM. (Total emoluments at start shall be ₹98,070.00 approx. in A-1 cities and will change depending on the place of posting)
<u>Section Officer</u>	Pay Matrix Level 07 of 7 <sup>th</sup> CPC (₹44900-142400) & other allowances as admissible under the rules of NCSM. (Total emoluments at start shall be ₹75658.00 approx. in A-1 cities and will change depending on the place of posting)
<u>Office Assistant Gr. I</u>	Pay Matrix Level 06 of 7 <sup>th</sup> CPC (₹35400-112400) & other allowances as admissible under the rules of NCSM. (Total emoluments at start shall be ₹60648.00 approx. in A-1 cities and will change depending on the place of posting)

**Career Growth for Curator 'B':** The appointees of Curator 'B' have excellent career opportunities of merit based in-situ promotions applicable to scientific category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher grades {maximum up to Pay Matrix Level 14 (₹.144200-218200)} after minimum residency period prescribed at each grade.

**Career Growth for Assistant Executive Engineer:** The appointee of Assistant Executive Engineer has excellent career opportunities of merit based in-situ promotions applicable to technical category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher grades (maximum up to Pay Matrix Level 13A (₹.1,31,100-2,16,600)) after minimum residency period prescribed at each grade.

**Career Growth for Section Officer:** The appointees of Section Officer have excellent career opportunities of vacancy based promotions applicable to administrative category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher posts (maximum up to Pay Matrix Level 13A (₹.131100-216600)) after minimum eligibility period prescribed against each post depending upon available vacancy.

**Career Growth for Office Assistant Gr. I:** The appointees of Office Assistant Gr. I have excellent career opportunities of vacancy based promotions applicable to administrative category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher posts (maximum up to Pay Matrix Level 13A (₹.131100-216600)) after minimum eligibility period prescribed against each post depending upon available vacancy.

#### **ESSESNTIAL ELIGIBILITY CRITERIA FOR APPLYING**

Essential qualifications for the post of <b>Curator 'B'</b>	: 1st Class M.Sc/1stClass B.E. or B.Tech with 1 year experience after obtaining degree <b>OR</b> 1st Class M.Sc/1stClass B.E. or B.Tech with MS/M.Tech. in Science Communication (Post M.Sc./B.E./B.Tech.course) <b>OR</b> M.Tech/M.E/M.S(Engg.) / Ph.D (Science) /Ph.D (Engg)
Essential qualifications for the post of <b>Assistant Executive Engineer</b>	: First class Bachelor's degree in Civil Engineering or equivalent with one-year experience.
Essential qualifications/ experience for the post of <b>Section Officer</b>	: University degree in any discipline and 02 (Two) years of experience in Government offices/PSU/ Autonomous Body/Statutory Body in establishment, administration and finance.
Essential qualifications for the post of <b>Office Assistant Gr. I</b>	: University Degree

**Job Description for Curator 'B':** Design and development of exhibits, audio-visual demonstrations, teaching aids etc.; development of museum sections on various subjects of science & technology; organization of educational programmes for different categories; research on history of science & technology, museum techniques and evaluation of exhibits all pertaining to the developmental activities of the museum/centre. Assisting in day-to-day work and administration of the museum/centre.

**Job Description for Assistant Executive Engineer:** Major repair and construction of buildings and installations and/or design, layout, development and maintenance of landscape greenhouse/gardens/outdoor exhibits/ live exhibit corners; preparation of estimates and tender papers and supervision over the work; design and drawing relating to work; supervision over the junior member of staff etc.

**Job Description for Section Officer:**

Supervision over establishment and administration; handling disciplinary, vigilance and court cases; handling recruitment, assessment and promotion cases, committee work etc.; maintenance of reservation roster, supervision over Finance & Accounts Section; checking and passing of bills before payment; preparation of Annual Accounts, balance sheet and submission of periodic progressive expenditure statements; monitoring and control of funds under different budget sub-heads; prompt clearance of O.B. items and audit objections, ensuring timely procurement of materials for different sections and observance of purchase procedures; supervision over Stores & Purchase Section; ensuring regular physical verification of stores; control of funds for purchase and answering to audit; acting as Head of Office, Drawing and Disbursing Officer (DDO), CPIO & Vigilance Officer as and when required and any other work entrusted by superiors from time to time.

**Job Description for Office Assistant Gr. I:** Initiation and processing of cases relating to case work thereof, compilation of facts and figures for reports, statements etc., periodic checking of registers, ledgers and other documents, handling of recruitment, assessment promotion cases, all establishing matters, checking and passing of bills, vouchers etc., monitoring of expenditure, preparation of statement of accounts, budgets etc., handling of purchase, maintenance of inventories of assets, verification of stores and exhibits, supervision to the extent required over subordinate staff.

**B. General :-**

01. The post(s) carry all India transfer liability. Allowances such as D.A./H.R.A/Transport allowance are admissible as applicable under the rules of NCSM.
02. Relaxation in age limit will be allowed to SC/ST/OBC/PWD/Ex-Serviceman and departmental candidates as per Govt. of India rules.
03. Prescribed application form may be obtained from the Council's website: <https://ncsm.gov.in/recruitment/>.

04. **Mode of payment of application fee:-**

- a) A non-refundable fee as per the following table shall be e-remitted to the bank account of National Council of Science Museums. Particulars of Bank Account are as under:-

<b>Bank name</b>	Indian Overseas Bank
<b>Account Number</b>	164201000000491
<b>Account Type</b>	Savings
<b>IFSC Code</b>	IOBA0001642
<b>MICR Code</b>	700020049
<b>Branch Address</b>	Sector V, Salt Lake, Kolkata - 700 091

**Non-refundable fee structure:-**

Curator 'B' & Assistant Executive Engineer	₹500.00 (Rupees five hundred only)
Section Officer & Office Assistant Gr. I	₹300.00 (Rupees three hundred only)

Candidates are advised to mandatorily submit a copy of e-generated receipt alongwith their application as a documentary proof on payment of application fee.

**OR**

- b) A non-refundable applicable fee as per the above table in the form of Demand Draft from a Nationalized Bank drawn in favour of "National Council of Science Museums" payable at Kolkata and the same shall be attached with the original application.

Interested candidates are required to submit completed application in prescribed form together with non-refundable application fee along with copies of testimonials & recent photograph affixed on the application form latest by **25.03.2022 (Friday)** at the following address:

**The Controller of Administration**

National Council of Science Museums

Block- 33 GN, Sector-V, Salt Lake

**Kolkata - 700 091**

Phone # (033)23579347/0850/5545/6008

Email: [recruitment2022@ncsm.gov.in](mailto:recruitment2022@ncsm.gov.in)

Website:- [www.ncsm.gov.in](http://www.ncsm.gov.in)

- i. No application fee is required for SC/ST/Ex-Serviceman, Physically Challenged Person and Women candidates;
  - ii. Candidates working in Government/PSU/Autonomous organizations should send their applications through proper channel.
  - iii. Incomplete application or applications not accompanied with necessary documents and application fee (as applicable) shall be summarily rejected.
05. **Mere possession of requisite qualification and experience shall not entitle the candidates to be called for the test or/and interview. Decision of NCSM in this regard shall be final and binding. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification for the post. Interim enquiries will not be entertained.**

Applications not submitted in the prescribed format and without copies of testimonials as proof of qualification, experience, caste certificate, ex-serviceman's discharge book, photograph and fees (wherever applicable), shall not be considered. In case the information provided by the candidate are found to be false or the material facts are concealed, at any stage i.e. during processing of the application or even after joining of the Council, the candidature will be cancelled and service may be terminated if appointed. Interested candidates are advised to go through the details available in the Council's website and download application form and thereafter, submit signed application to the NCSM headquarters on the above given address along with copies of testimonials well in advance by Courier/Speed post. Applications received after the last date will not be considered.