

Details of Advertisement for the post of Sr. Controller of Stores & Purchase

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

Advertisement No. 14/2022

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 post of **Senior Controller of Stores & Purchase** in the Pay Matrix Level 13 (₹123100-215900) [*Total emolument of ₹2,13,051/- Approx.*] at NCSM (Hqrs.), Kolkata on **deputation basis** for a period of 1 year which may be extended on year to year basis for a maximum period of 5 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.

Job Description:

Senior Controller of Stores & Purchase (on deputation) 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., 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: Bachelor's degree in Commerce/Science/Arts.

Experience:

- (i) The persons who are working on analogous posts with confirmed service;
- (ii) The persons will be considered for **Sr. Controller of Stores & Purchase** who are working as Controller (Administration/Finance & Accounts/Store & Purchase) in Pay Matrix Level 12 (₹123100-215900) with minimum experience of 5 years in the said pay matrix level or Deputy Controller

(Administration/Finance & Accounts/Store & Purchase) in Pay Matrix Level 11 (₹67700-208700) with minimum experience of 10 years in the said pay matrix level.

Maximum Age Limit (as on 13.01.2023) – 56 years

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 Secretary, National Council of Science Museums, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700 091** super scribing Advertisement No. 14/2022 latest by 13th January, 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.

BIO-DATA/CURRICULUM VITAE PROFORMA

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	

Contd ... (2)

... (2)...

<p>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.</p>	
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<p>7. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 		
<p>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.</p>		
<p>9.. Total emoluments per month now drawn</p>		
<p>Basis Pay in the Pay Matrix</p>	<p>Level</p>	<p>Total Emoluments</p>
<p>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.</p>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief/other Allowances etc., (with break up details)</p>	<p>Total Emoluments</p>

Contd ... (3)

<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

(Employer/Cadre Controller Authority with Seal)