

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. 06/2025

Date: 01/05/2025

National Council of Science Museums, Kolkata invites applications from retired professionals not below the rank of Principal Private Secretary or equivalent (Pay Matrix Level-11 or above) from Central Government/State Government/PSU/Central or State Autonomous Body for engagement as Consultant on contract basis :

Sl. No.	Particulars	No. of required positions
(i)	Consultant (Secretarial Practice)	01 (one)

The engagement of Consultant is on contractual basis for an initial period of **One (01) 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.

**2. Experience:-**

Persons retired in the post not below the rank of **Level-11 of 7<sup>th</sup> CPC Pay Matrix or above (Principal Private Secretary or its equivalent)** from Central Government/State Government /PSU/Central or State Autonomous Body with knowledge of computer applications such as MS Word, MS Excel, MS Power-point, electronic mailing etc.

**3. Scope of Work:-**

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 closing **date of application**. Incumbents who would be retiring on 30.05.2025, are also eligible to apply.

**5. Contract Period:-**

Initial contract would be for an initial period of **One (01) Year** which is extendable for further period subject to functional requirement of the Council

## **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 of Ministry of Culture, Govt. of India issued from time to time for the retired employees of Govt. of India/ NCSM. For other retired employees i.e. from State Governments/ PSUs/Central or State Autonomous Bodies/ Private Sectors, the remuneration (fixed) would be as under:

For the Pay Matrix Level- 11 & its equivalent: Rs. 45000/- p.m.

## **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 of 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 (as applicable), Date of Birth, Caste Certificate (if applicable) should be submitted to the **Section Officer (Admin.), National Council of Science Museums, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700 091** so as to reach on or before **30.05.2025**. 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.