

National Council of Science Museums

33, Block-GN, Sector-V, Bidhan Nagar

Kolkata-700 091

Ref: Advertisement No. 03/2025

National Council of Science Museums (NCSM), an autonomous scientific organization functioning under Ministry of Culture, Govt. of India, invites applications from the eligible candidates for the following post as mentioned here under:

Sl. No.	Name of post	No of post	Category of the vacancy
1	Security & Maintenance Officer*	01 post	UR
<i>*Initial posting at: Nehru Science Centre, Mumbai (NSC, Mumbai)</i>			

1. Security & Maintenance Officer: 01 post (UR)

Scale of Pay : Pay Matrix - Rs.44,900-1,42,400/- (Level 7) & other allowances as admissible under the rules of NCSM. Total emoluments at starting is **Rs.88,645/-** per month, (approx.) at Class 'X' cities.

Essential Qualification: Any Graduate and must be Retired Defence Force (Army, Navy, Air Force) in Junior Commissioned rank in Army or similar rank in Air Force / Navy or Retired Para Military / Police (CISF, CRPF, BSF, RPF, SSB, State Police) in equivalent rank.

Desirable Qualification: Knowledge in fire safety measures and handling of firefighting equipment desirable.

Age Limit: Not more than 45 years as on **the last date of submission of application.** Upper age limit is relaxable for the reserved categories, as per Government of India Rules.

Job Description:

He shall be responsible for exercise of control over security, conservancy, firefighting and gardening of the museum/centre; plans, coordinates, supervise and evaluates Fire and EMS operations; reviews departmental performance and effectiveness; responsible for the inspection of buildings and other properties for fire hazards and enforces local and direct activities at the time of emergencies as required; responds to alarms, administers initial emergency (care or response and / or service) when necessary and directs activities at the time of emergencies as required; ensure proper deployment & alertness of security personnel at all security points; ensure proper monitoring of movement of visitors and materials; monitor performance of upkeeping/monitoring agencies and ensuring proper upkeep and maintenance of the premises including garden, guest house/dormitory etc.; conduct periodical checks/mock drills for security and fire-fighting alertness, ensuring timely refilling of fire extinguishers, maintenance of fire hydrant/alarm system and any other work entrusted by superiors from time to time.

I Guidelines/ Instructions :

1. The post carry all India transfer liability. Allowances such as D.A./H.R.A/Transport allowance are admissible as applicable under the rules of NCSM.
2. Candidates are advised to satisfy themselves before applying that they possess at least minimum essential qualification(s) recognized by Central / State Govt / UGC / AICTE etc. laid down in the advertisement.
3. 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.
4. 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.
5. 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.
6. Candidates claiming for Age Relaxation may refer **Dept. of Personnel & Training, Office Memorandum no. 15012/2/2010-Estt.(D) dated 27.03.2012.**
7. Call letter (admit card) 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 or type test along with a valid photo identity card, in original, viz. Aadhar card/ PAN card/ Voter ID card/ Driving Licenses, Passport etc.
8. The candidates presently working in Government, Semi-Government, Public Sector Undertaking and Autonomous Organizations must apply through proper channel or should submit "No Objection Certificate (NOC)" of their employer.
9. Incomplete applications or applications not accompanied with necessary documents shall be summarily rejected.
10. NCSM reserves the right to cancel recruitment in full or part without assigning any reason.
11. Interim enquires will not be entertained.

II How to apply :

Prescribed application form may be downloaded from the NSC, Mumbai & NCSM websites:
[http:// www.nehrusciencecentre.gov.in](http://www.nehrusciencecentre.gov.in) and www.ncsm.gov.in

Interested candidates are required to submit completed application at the following address latest by 09.05.2025 :-

The Secretary
National Council of Science Museums
Office of the Director
Nehru Science Centre
Dr. E Moses Road, Worli
Mumbai - 400 018
Phone # (022)-31059026

III Application Fee :

1. Completed application, together with non-refundable fee of Rs.1180/- (Fees Rs. 1000/- + GST@18% i.e. Rs. 180/-) in the form of demand draft (No application fee for SC/ST and women candidates) drawn in favour of "National Council of Science Museums" payable at Kolkata.
2. Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Person with Disability (PwD) and Ex-Servicemen (ESM) are exempted from payment of application fee.
3. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
