

National Council of Science Museums

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

Kolkata-700 091

Ref : **Advertisement No. 11/2023**

National Council of Science Museums (NCSM), an autonomous scientific organization functioning under Ministry of Culture, Govt. of India, invites online 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

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.80,993/-** 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. 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.
7. NCSM reserves the right to cancel recruitment in full or part without assigning any reason.
8. Interim enquires will not be entertained.

II How to apply :

1. Applications are required to be submitted in **online mode only** with self-attested scanned copies of all certificates/testimonials/relevant documents in JPEG/JPG format (upto 200 KB) by clicking at the official weblink: **<https://ncsm.gov.in/notice/career>**
2. In the online Application form, candidates are required to upload the scanned colour recent passport size photograph in JPEG/JPG format (upto 100 KB) and scanned signature (upto 100 KB).
3. Candidates are advised that in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the NCSM website on account of heavy load on the website during the closing days of submission of application(s).

4. NCSM or its constituent unit(s) will not be responsible for the candidates not being able to submit their applications within the last date for any reason.
5. Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the online Application Form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, E-mail, by hand, etc. shall **not** be entertained.
6. 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. Scanned copy of "NOC" may be uploaded in JPEG/JPG format (upto 100 KB).
7. Candidates claiming for Age Relaxation may refer **Dept. of Personnel & Training, Office Memorandum no. 15012/2/2010-Estt.(D) dated 27.03.2012.**

III Application Fee :

1. Fee payable: **Rs. 1180.00 {Fees. Rs.1000.00 + 18% GST (Rs.180/-)} (Rupees One Thousand One Hundred Eighty Only)**. Online payment will be processed through the payment gateway integrated with the aforesaid weblink: **<https://ncsm.gov.in/notice/career>**
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.
 - (i). Fee can be paid through Net Banking / Credit Card / Debit Card through the web link.
 - (ii). Online fee can be paid by the candidate up to **18.10.2023**
 - (iii). Candidates who are not exempted from fee payment must ensure that their fee has been deposited within due date. Applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such application and fee payment after the period specified in the details of advertisement shall be entertained.
 - (iv). Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

Last date for making online fee payment : 18.10.2023

Date of submission of online applications : 18.10.2023