

National Council of Science Museums (Ministry of Culture, Govt. of India)

**Walk-In-interview for engagement of Young Professional for Maharashtra University of Health Sciences (MUHS) project at Central Research & Training Laboratory, Kolkata
in the field of Stores & Purchase on contract basis**

National Council of Science Museums (NCSM), an autonomous body under the Ministry of Culture, Government of India, invites applications from eligible candidates for a walk-in interview for engagement of Young Professional in the field of Stores & Purchase as per details given below:

Sl. No.	Position	Required Qualification	Desirable Experience	Age limit	Remuneration (Monthly)	Location of Deployment & No. of Persons to be engaged	Work Profile
1.	Young Professional (Stores & Purchase) (On contract) for Maharashtra University of Health Sciences (MUHS) project at Central Research & Training Laboratory, Kolkata, a constituent unit of National Council of Science Museums (NCSM).	<p>Minimum Essential Qualification:</p> <ul style="list-style-type: none"> • Bachelor, Degree preferably in Science/Commerce <p>Desirable:</p> <ul style="list-style-type: none"> • Diploma in inventory management/Computer Applications • Knowledge and experience of digital Inventory Management in any Government Organization. • Functional Knowledge of Inventory Management techniques with specific reference to stocking, binning, stock control & monitoring and cost reduction. • Inventory Management in logistic software of any government organization. <p>Software Proficiency:</p> <ul style="list-style-type: none"> • Excel/Google Sheets: High proficiency required, including pivot tables, and data validation. • Familiarity with systems like SAP, Oracle, In-house developed logistics software • Organizational Skills: Ability to organize, categorize, and verify large volumes of alphanumeric data. • Problem-Solving: Capability to identify discrepancies between physical counts and system records 	<p>Prior Data Entry Roles:</p> <ul style="list-style-type: none"> • Experience in a fast-paced environment involving data entry, particularly in inventory control. • Reporting: Experience in generating inventory reports, analyzing data and generation of MIS as per requirement. • Develop and implement inventory control processes to optimize stock levels • Reconciliation, and analysis of inventory discrepancies • Maintain inventory control standards and procedures 	35 years as on the last date of application	Rs.30,000/- (Consolidated)	CRTL. Kolkata (01 no.)	<ul style="list-style-type: none"> • Management of Inventory of a scientific Organisation to include all process and steps from Indent validation till purchase, receipt of stores, inspection of storage, issue and finance management. • Digitization of records both archives & current. • Day to day stores operations. • Stores Handling

General Terms & Conditions:

1. **Engagement:** The engagement will be purely on contract basis and will not confer any right for regular appointment in NCSM or any of its units. The initial period of engagement will be for six (6) months, which can be extended up to a maximum period of two years subject to functional requirements, appraisal of the performance and medical fitness of the individual.
2. The Young Professional will be appointed on a full-time basis and will not be permitted to take up any other assignment during the period of engagement as Young Professional in the National Council of Science Museums (NCSM) or its units.
3. **Termination:** NCSM or its units reserves the right to terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, termination of contract may be done by giving one month's notice or remuneration, as the case may be, without providing any reason for it. The Young Professional can also seek termination of the contract upon giving minimum one month's notice to the NCSM or its units.
4. **TA/DA-** TA/DA is allowed for travel in the country in connection with official work, subject to the approval of the competent authority. The permissible mode of journey will be by Rail in AC Three Tier. Hotel accommodation, food and taxi fare shall be admissible as per entitlement of officials in Level – 5.
5. **Leave:** The Young Professional shall be entitled to leave for 12 days in a year on a pro rata basis. Further, an absence of up to one month may be considered without remuneration.
6. The Young Professional shall not be entitled to any other allowances such as HRA, CGHS/Medical facility, medical reimbursement etc. apart from the monthly remuneration mentioned above.
7. The Young Professional shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday/Sunday or any holiday in case of exigencies of work. They shall mark their attendance mandatorily and failing which may result in deduction of remuneration.
8. The Young Professional will have to sign a Confidentiality and Non-Disclosure Undertaking before the commencement of assignment.
9. **Date and Time of Walk-in interview : 02.06.2026 (Tuesday).**

Important Note: Candidates are required to be present at National Council of Science Museums, 33-Block-GN, Sector-V, Salt Lake, Kolkata- 700091 at 10.00 am sharp on 02.06.2026 for registration and verification of documents. Registration process shall close at 10.45 am on the same day. Candidates are also required to bring their certificates/testimonials in original along with duly filled in prescribed application form appended below for verification purpose. No travelling charges shall be admissible for appearing in the Walk-in- interview.

Candidates are required to furnish the following original documents and submit a set of self-attested copies thereof at the time of verification: - 1. Proof of Date of Birth. 2. Certificates and mark sheets of all educational qualifications and experience. 3. Identity proof of the candidate issued by the Competent Authority of Central/State Govt. No interim enquiries in this regard will be entertained. Decision of the Competent Authority of NCSM shall be final with regard to selection. The Competent Authority of NCSM reserves the right to cancel the engagement process at any stage without assigning any reason whatsoever.

The cancellation of this advertisement or any amendment at any point of time is at the sole discretion of the management of National Council of Science Museums (NCSM).