



SCIENCE CITY
(National Council of Science Museums)
J B S Haldane Avenue, Kolkata – 700046

DETAILS OF ADVERTISEMENT NO : 02/2018

Science City, a constituent unit of National Council of Science Museums (NCSM), an autonomous body under the Ministry of Culture, Govt. of India, invites applications from eligible candidates for filing the post of :

Office Assistant (Grade-III) – 02 Posts (UR-1 ; OBC-1)

Pay Scale : Pay Matrix Level-2 (Rs. 19,900 - 63,200/-) with Basic Pay Rs. 19,900/- plus usual allowances as per Govt. of India Rules. **Total emoluments at starting Rs. 28,138/- per month** apprx. at Kolkata

Age limit : Not more than 25 years as on 20.09.2018. The upper age limit is relaxable for reserved categories as per Govt. of India Rules.

Essential Qualification :

Higher secondary/12th Class pass or its equivalent from a recognized Board/University. The candidates must qualify in typing test of 10 minutes duration with at least 35 w.p.m. in English **OR** 30 w.p.m. in Hindi on Computer corresponding to 10,500/9000 Key Depression Per Hour (KDPH) respectively.

Job Requirement : Typing, dispatch of daks, issue of tickets, photocopying, maintenance of files, preparation and processing of bills; making entries in various registers, ledgers etc.; handling purchase and stores; compilation of facts & figures for reports, statements etc. in computer; cash handling & cheque writing whenever required; any other work entrusted by superiors from time to time.

Method of Recruitment : Recruitment shall be through competitive written examination. Candidates qualifying in the written test shall be called for typing test. **Typing test shall be conducted on computer.** There will be no interview:

General terms & conditions :

1. Prescribed application form and other details may be obtained from this office either in person or by sending a self addressed envelope of size 25 cm x 10 cm affixing postal stamp of Rs. 10/- superscribing on the top **APPLICATION FORM FOR THE POST OF OFFICE ASSISTANT (GRADE-III)**. Application forms and other details can also be downloaded from Science City website www.sciencecitykolkata.org.in.
2. The duly filled in application in prescribed format along with self attested copies of certificates & testimonials should reach Science City, J.B.S. Haldane Avenue, Kolkata-700046 **latest by 20.09.2018**. **Application sent through e-mail or is not in the approved form will not be considered and be rejected straightway.** Application not accompanied with relevant certificates and testimonials shall be summarily rejected.

3. The envelope containing application should be superscribed “**Application for the post of Office Assistant (Grade-III) at Science City, Kolkata**”.
4. Candidates should satisfy themselves that they meet all requisite requirements such as prescribed qualifications, age, etc. If, at any stage of recruitment it is known or revealed that the candidate does not fulfil any of the requisite qualification or criteria, his/her candidature/appointment will be cancelled forthwith without assigning any reason.
5. Candidates already working in Government, Semi-Government, Public Sector Undertaking and autonomous organizations **must apply through proper channel**.
6. The selected incumbents are liable to be transferred to any Science Museums/Centres under the control of National Council of Science Museums (NCSM) anywhere in India.
7. The selected candidates will be governed by the New Pension Scheme (NPS) and also entitled to facilities like LTC, Medical facilities, etc. as adopted by NCSM from time to time.
8. Outstation SC/ST/PWD candidates called for Aptitude/Skill Test for the post will be paid single 2nd class railway/bus fare (both ways) by shortest route on production of proof of travel as per Govt. of India Rules.
9. Canvassing in any form and /or bringing in any influence, political or otherwise, will be treated as a disqualification.
10. Interim enquiries will not be entertained. Mere possession of requisite qualification shall not entitle the candidates to be called for the written test/typing test based on which selection will be made.

The Director, Science City, reserves the right to cancel recruitment without assigning any reason.