



SCIENCE CITY
(National Council of Science Museums)
J. B. S Haldane Avenue
Kolkata – 700 046

Space for
affixing

passport size
photograph

APPLICATION FOR THE POST OF OFFICE ASSISTANT GR.III

Application for the post of Office Assistant Gr.III (Unreserved/OBC) at Science City, Kolkata in the Pay Matrix Level-2 (Rs.19900-63200/-) with Basic Pay Rs.19,900/- against Advt. No.02/2018. Closing date **20.09.2018**.

1.	Name in full (in block letters)	:	
2.	Address in full	:	
	a) Permanent Address	:	_____
		:	_____ PIN _____
2.	b) Present Address	:	_____
		:	_____ PIN _____
		:	Phone No. _____ Mobile No. _____ Email ID, if any _____
3.	a) Date of Birth	:	
	b) Place of birth	:	
	c) Age (as on)	:	
4.	Father's / Husband's Name	:	_____
	a) Address	:	_____
	b) Occupation (if dead, give last address)	:	_____
	If retired from Govt. Service indicate whether he is a Pensioner or a Family pensioner and if so, give particulars	:	_____
		:	
5.	Mother's Name	:	_____
	a) Address	:	_____
		:	_____ PIN _____
	b) Occupation (if dead, give last address)	:	_____
	If retired from Govt. Service indicate whether she is a Pensioner or a Family pensioner and if so, give particulars	:	_____

6.	Are you* a) a Citizen of India by birth and or by domicile:	:	_____
	a person having migrated from Pakistan or other countries with the intention of permanently settling in India? or subject to Nepal? Yes / No If yes give details <i>* Answer 'Yes' or 'No' and cancel the words, which are not applicable.</i>	:	_____
7.	Do you belong to SC / ST / OBC/PH? State Yes/No and if yes, indicate caste.	:	Yes / No _____
8.	Is (or was) your Father -	:	_____
	(a) A citizen of India by birth and/or by domicile?	:	_____
	(b) A person having migrated from Pakistan or Bangladesh or other countries with the intension of permanently settling in India or a subject of Nepal? <i>* Answer 'Yes' or 'No' and cancel the words, which are not applicable</i>	:	_____
9.	State your -		
	a) Religion	:	_____
	b) Are you a member of OBC as per the orders of Govt. of India ? <i>Answer 'Yes' or 'No'. If 'Yes' give particulars and attach a certificate(s) from the District Magistrate and as per format issued by DOPT, Govt. of India vide No. 36036/2/2013 Estt (Res) dated 30.5.2014 (Format is attached) in support of your claim.</i>	:	_____ _____
	c) Are you an Anglo-Indian?	:	_____
	d) Are you physically handicapped? If yes, give details, indicate the % of (HI, VH, OH) disability	:	_____
	e) Are you ex-service personnel? <i>Answer 'Yes' or 'No' if yes give particulars and attach relevant discharge certificate</i>	:	_____

10.	Particulars of all examination passed and degrees and technical qualifications obtained at the University or other places of higher technical education (commencing with Matriculation or equivalent examination). Attach copies of testimonials.
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Examination/ Degree	Name of the Board / University	Percentage of marks obtained	Class or Division obtained	Year of passing	Major subject taken
1	2	3	4	5	6

11. Particulars of Professional / Technical Qualification :

Examination(s) passed 1	Name of the Institute/ Board / University 2	Percentage of marks obtained 3	Class or Division obtained 4	Year of passing 5	Major subject taken 6

12.	Typing speed on Computer
(a)	Speed in English : _____ KDPH
(b)	Speed in Hindi : _____ KDPH

13. Experience (give details of all employments)

Nature of Employment / Post held 1	Name of Employer 2	Date of joining 3	Date of leaving 4	Salary drawn 5

14.	Are you a Govt. Servant at present If so, please state whether your appointment is Temporary or Permanent	:	_____
15.	Are you willing to accept the minimum initial pay offered? If not, state what is the lowest initial pay that you would accept in the prescribed scale.	:	_____
16.	Have you any relative working in the NCSM? If so, please give details.	:	_____

17. What language (including Indian languages) can you read, write or speak. Give particulars and state any examination passed in each.

Read only 1	Speak only 2	Read and Speak 3	Read, Write and Speak 4	Examination passed, if any 5

18.	Are you willing to work anywhere in India? (Answer 'Yes' or 'No')	:	
19.	List of enclosures :	:	
	1.	6.	
	2.	7.	
	3.	8.	
	4.	9.	
	5.	10.	

Note :

1. Information in respect of columns. 3, 7, 9, 10, 11, 12 & 13 should necessarily be supported by attested copies of certificates & testimonials, otherwise the application will not be considered.
2. If you are in Govt./Semi Govt service/Public Undertaking/Autonomous organization, application should be routed through proper channel.
3. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as a disqualification for the post.

I hereby declare that the information furnished in this application is true & correct to the best of my knowledge and belief.

Date.....

Signature of the Candidate

Candidate already employed should get the following endorsement signed by his /her present employer.

**ENDORSEMENT BY THE HEAD OF THE DEPARTMENT OR OFFICE
(if he/she Govt./Semi Govt. Servant/PSU/Autonomous Body)**

File No.-----

Date :-----

Name :-----

Signature :-----

Designation:-----

Official Seal

Forwarded