

## विज्ञान नगरी / SCIENCE CITY

(राष्ट्रीय विज्ञान संग्रहालय परिषद की एक इकाई /A unit of National Council of Science Museums)  
जे.बी.एस. हेलडेन एवेन्यू, कोलकाता-700046 / J. B. S. Haldane Avenue, Kolkata-700046

### **Advertisement No.02/2023**

Science City, Kolkata, a National Level Unit of National Council of Science Museums (NCSM), Ministry of Culture, Govt. of India invites applications from retired professionals from Central Government/State Government/PSU/Central or State Autonomous Body for engagement as Consultant on contract basis: -

Sl. No.	Particulars	No. of required position
(i)	<b>Consultant</b> (Administrative Services)	01 (One)

The engagement of Consultant is on contractual basis for an initial period of six months which may be extended for another six months as per the requirement of Science City & performance of the Consultant during first six months. The Competent Authority will have all the rights to select any one of the applicants as Consultant or cancel all or part of the advertisement/applications at its sole discretion. The decision of the Competent Authority will be final & binding and applicants will have no right to file any type of petition against the decision in any forum or/and in any Court of India.

#### **1. Essential qualification & experience: -**

##### **(a) Qualification**

Bachelor's Degree in any discipline or equivalent and

##### **(b) Experience: -**

Persons retired from the post not below the rank of Section Officer (Pay Matrix Level-07 & above) with knowledge of noting/drafting; budget/accounts; financial management, salary disbursement, claim settlements, office procedure; store/purchase, e-procurement, bills processing and payment etc., and shall have expertise in communications and interpersonal skills, knowledge of electronic mailing and e-office operation, computer applications such as MS Word, MS Excel & Power Point.

#### **2. Scope of Work**

##### **Consultant (Administrative services): -**

To render consultancy services in establishment and administration, vigilance, legal matters, passing of bills of outsourced manpower agencies, court cases, recruitment, assessment and promotion cases, strict observance of rules, regulations and Bye-laws, maintenance of reservation roster, matters pertaining to stores & purchase, e-procurement through GeM, CPP Portal etc. and other official works entrusted from time to time etc.

#### **3. Age Limit**

Upper age limit - 63 years of age as on the last date of receipt of the application

**4. Contract Period**

Initial contract would be for an initial period of six months which may be extended for another six months subject to functional requirement of Science City, Kolkata and appraisal of the performance & medical fitness of the contract appointee during the first six months.

**5. Accommodation**

No accommodation facility or house rent will be provided by Science City, Kolkata.

**6. Terms of payment**

A Consolidated remuneration will be fixed as per Govt. of India guidelines issued from time to time.

**7. Tax deduction at sources:**

The income tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment for which Science City, Kolkata, will issue TDS certificate as applicable.

**8. Guidelines for submission of application:**

The duly completed application in prescribed format along with self-attested copies of requisite certificates with regard to qualifications, work experience, PPO, Date of Birth, Caste Certificate (if applicable) should be submitted to the **Senior Controller of Administration, Science City, J.B.S. Haldane Avenue, Kolkata -700046** so as to reach on or before **05.09.2023**. Any application received after the due date and without enclosing the copies of certificates & testimonials will be rejected.

**9.** Science City, Kolkata has the right to cancel the whole or part of the advertisement and not to proceed in the matter for engagement of consultant, at any stage or to accept or reject any or all applications without giving any explanation, whatsoever.

**10.** Other terms & conditions of the engagement will be carried out as per Govt. of India guidelines and rules of NCSM/Science City, Kolkata.

---