

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.03/2023

Science City, Kolkata, a National Level Unit of National Council of Science Museums (NCSM), Ministry of Culture, Govt. of India invites applications from serving/retired professionals for engagement of Consultant (PR & Marketing Management) on contract basis who possess **Bachelor's Degree (Minimum 3 years) in any discipline from a recognized university/ institute and a Post Graduate Degree/Post Graduate Diploma of minimum 2 years in Public Relations or Marketing Management : -**

Sl. No.	Particulars	No. of required position
(i)	Consultant (PR & Marketing Management)	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 or for further period subject to functional requirements & satisfactory performance of the Consultant during the contractual period and at the discretion of the Competent Authority of Science City, Kolkata.

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 (Minimum 3 years) in any discipline from a recognized university/ institute and a Post Graduate Degree/Post Graduate Diploma of minimum 2 years in Public Relations or Marketing Management.

(b) Experience : -

15 years of working experience in the relevant filed in Central/State Govt. Organisation /PSU or a reputed corporate body.

2. Scope of Work

Consultant (PR & Marketing Management): -

To maintain and enhance the customer/visitor relationships of Science City, Corporate communications and relationships, Sponsorship, branding and other promotional activities, Public Relationship and Marketing activities including CSR funding, Media Handling, Advertisement of facilities/services and any other relevant work assigned/entrusted by the Competent Authority 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 or further period subject to functional requirements and satisfactory performance of the Consultant and at the discretion of the Competent Authority of Science City, Kolkata.

5. Accommodation

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

6. Terms of payment

A Consolidated remuneration of **Rs.35,000/-** (Rupees Thirty Five Thousand only) per month will be payable to the consultant during the entire contract period.

7. Selection Process

The shortlisted eligible candidates will be called for personal interview.

8. 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.

9. 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, Date of Birth, 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 **06.11.2023**. Any application received after the due date and without enclosing the copies of certificates & testimonials will be rejected.

10. 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.

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