

विज्ञान नगरी /SCIENCE CITY

(राष्ट्रीय विज्ञान संग्रहालय परिषद /National Council of Science Museums)

जे.बी.एस. हेलडेन एवेन्यू, कोलकाता-700046 / J. B. S. Haldane Avenue, Kolkata-700046

Advertisement No. 04/2023**Recruitment of Technical Assistant 'A' (Computer Science)**

Science City, Kolkata, a unit of National Council of Science Museums (NCSM), an autonomous scientific organization functioning under Ministry of Culture, Govt. of India, invites **online** applications from the eligible candidates for the following post as mentioned here under:

Sl. No.	Name of post	No. of Post	Category
1	Technical Assistant A (Computer Science)	One Post	OBC

Scale of Pay	:	Pay Matrix - Rs.29,200-92,300/- (Level 5) & other allowances as admissible under the rules of Science City/NCSM. Total emoluments at starting is Rs.54,460/- per month, approx. at Kolkata.
Essential Qualification	:	Diploma course (3 years) in Computer Science or NIELIT 'A' (erstwhile DOEACC 'A') Level diploma/Information Technology from a duly recognized Institution or Bachelor of Computer Application (BCA)/Computer Science. Note : Essential Qualification (Diploma/Degree) should be in relevant discipline i.e. Computer Science/Information Technology/Computer Application.
Age Limit	:	Not more than 35 years as on the last date of submission of application . Upper age limit is relaxable for the reserved categories, as per Government of India Rules
Job Description	:	Operation and programing in computers and accessories, maintenance of records in computers, development of software, conducting computer training classes. Development of computer and hardware interfaces. Interactive digital graphic development.
Service Bond Agreement	:	The selected candidate is required to undergo training as decided by the appointing authority during the probation period and successfully complete the same. The candidate is also required to sign a Service Bond agreement with the Surety of two years at the time of joining the service of NCSM, that would be applicable during the currency of probation or/and Bond period.
Method of Recruitment	:	Recruitment shall be on the basis of performance in Written/Skill Test. There will be no interview. <u>Candidates may refer to the website of Science City for previous year question paper for reference.</u>

I Guidelines/ Instructions :

1. Candidates are advised to satisfy themselves before applying that they possess at least minimum essential qualification(s) from the institute recognized by Central & State Government.
2. Application not accompanied with relevant certificates and testimonials shall be summarily rejected. Decision of Science City in this regard shall be final. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification.

3. Mere possession of requisite qualification and experience shall not entitle the candidates to be called for the test or /and interview. Decision of NCSM in this regard shall be final and binding.
4. In case the information provided by candidate is found to be false or the material facts are concealed by the candidate at any stage i.e. during processing of application or even after his/her joining in the Council, the candidature shall be cancelled forthwith and his/her service shall be terminated, if appointed.
5. Call letter (admit card) against valid application will be sent to the candidates at their e-mail IDs mentioned in the applications which is required to be produced at the time of admission to the Written/Skill along with a valid photo identity card, in original, viz. Aadhar card, PAN card, Voter ID card, Driving Licenses, Passport etc.
6. Selection to the reserved category posts would be based on State of domicile.
7. The selected candidates are liable to be transferred to any Science Museums/Centres under the control of National Council of Science Museums (NCSM) located anywhere in India.
8. Success in the examination confers no right of appointment unless authority of Science City is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
9. 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.
- 10. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. Candidates should submit the latest OBC certificate (in the prescribed format of Government of India) issued by the competent authority.**
11. There shall be no provision for re-evaluation/ re-checking of the scores of any stage of the examination. No correspondence in this regard shall be entertained. Canvassing in any form and /or bringing in any influence, political or otherwise, will be treated as a disqualification.
12. Science City reserves the right to cancel recruitment in full or part without assigning any reason
13. Interim enquires will not be entertained.

II How to apply :

1. Applications are required to be submitted in **online mode only** with self-attested scanned copies of all certificates/testimonials/relevant documents in JPEG/JPG format (upto 200 KB) by clicking at the official weblink: <https://sciencecitykolkata.org.in/notice/career>
2. In the online Application form, candidates are required to upload the scanned colour recent passport size photograph in JPEG/JPG format (upto 100 KB) and scanned signature (upto 100 KB).
3. Candidates are advised to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the Science City website on account of heavy load on the website during the closing days of submission of application.

4. Science City will not be responsible for the candidates not being able to submit their applications within the last date for any reason.
5. Before submission of the online application, candidates must check that they have filled correct details in each field of the form. After submission of the online Application Form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, E-mail, by hand, etc. shall **not** be entertained.
6. The candidates presently working in Government, Semi-Government, Public Sector Undertaking and Autonomous Organizations must apply through proper channel. They should furnish the “No Objection Certificate (NOC)” from their present employer at the time of Written/Skill test.
7. Candidates claiming for Age Relaxation may refer to **Dept. of Personnel & Training, Office Memorandum no. 15012/2/2010-Estt.(D) dated 27.03.2012.**

III **Application fee (through online mode) :**

- i) Fee payable: **Rs.885.00 {Fees. Rs.750.00 + 18% GST (Rs.135/-)} (Rupees Eight Hundred Eighty-Five) only.** Online payment will be processed through the payment gateway integrated with the online application.
- ii) Women candidates and candidates belonging to Person with Disability (PwD) and Ex-Servicemen (ESM) are exempted from payment of application fee.
- (iii) Fee can be paid through Net Banking / Credit Card / Debit Card through the weblink.
- (iv) Online fee can be paid by the candidate up to **30.11.2023.**
- (v) Candidates who are not exempted from fee payment must ensure that their fee has been deposited within due date. Applications which remain incomplete due to non- receipt of fee will be SUMMARILY REJECTED and no request for consideration of such application and fee payment after the period specified in the details of advertisement shall be entertained.
- (vi) Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

Last date for making online fee payment : 30.11.2023.
Date of submission of online applications : 30.11.2023.

Sr. Controller of Administration
Science City, Kolkata