

National Science Centre  
(National Council of Science Museums)  
PragatiMaidan, Near Gate No.1,  
New Delhi - 110 001

Advertisement No.23/2018

Applications in the prescribed format are invited from eligible candidates for filling up the following posts in National Science Centre, Delhi and Regional Science City, Lucknow :-

**1. Office Assistant Grade III – 01 No.(Unreserved), National Science Centre, Delhi**

- Pay : Pay Rs.19900/- (in the Pay Matrix Level 2, Cell 1 Rs.19900-63200/-. The present emoluments at start Rs.28,563/-)
- Essential Qualification : Higher Secondary or its equivalent. 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 correspond to 10500/9000 Key Depression Per Hour (KDPH) respectively.
- Age : Age limit is 25 years. Not more than 25 years as on 12/10/2018. Upper age limit is relaxable as per Govt. of India rules

**2. Technical Assistant 'A' (Mechanical) (Unreserved), Regional Science City, Lucknow**

- Pay : Pay Rs.29200/- (in the Pay Matrix Level 5, Cell 1 Rs.29200-92300/-. The present emoluments at start Rs.40,424/- p.m.)
- Essential Qualification : 3 Years Diploma in Mechanical Engineering from a duly recognized institution
- Age : Age limit is 35 Years. Not more than 35 years as on 12/10/2018. Upper age limit is relaxable as per Govt. of India rules

**Last date for submission of filled in Application Form 12/10/2018**

Eligibility criteria, Application form and other details can be downloaded from NSC, Delhi website : [www.nscdelhi.org](http://www.nscdelhi.org)

**NATIONAL SCIENCE CENTRE**  
(National Council of Science Museums)  
Near Gate No.1, PragatiMaidan,  
New Delhi - 110 001

Details of Advertisement No.22/2018

Applications in the prescribed format are invited from eligible candidates for filling up the following posts at National Science Centre, Delhi (NSCD) and Regional Science City, Lucknow as per details given below:-

Sl. No	Name of Post	No. of Post	Pay Band	Qualification & Job Description
1	Office Assistant GradeIII(For National Science Centre, Delhi (NSCD))	One (Unreserved)	Pay Matrix Level 2 Rs.19900-63200/- (The present emoluments at start Rs.28,563/- p.m.)	Higher Secondary or its equivalent. 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 correspond to 10500/9000 Key Depression Per Hour (KDPH) respectively. <b>Job Description</b> 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 and figures for reports, statements etc; in computer, cash handling and cheque writing whenever required; any other work entrusted by superiors from time to time.
2	Technical Assistant 'A' (Mechanical) (For Regional Science City, Lucknow)	One (Unreserved)	Pay Matrix Level 5 Rs.29200-92300 (The present emoluments at start Rs.40424/- p.m.)	3 Years Diploma in Mechanical Engineering from a duly recognized institution. <b>Job Description</b> Development of models and exhibits and/or major repair, operation and maintenance of exhibits/equipments/Installations; costing and estimating for exhibits/works; maintenance of records; supervision over subordinate staff; design and drawing of exhibits, models, equipments, installations. Helping Curators and Technical Officers in their work.

**General Terms & Conditions:**

The postis temporary but likely to continue. In addition to pay, the postcarry usual allowances as admissible to the Central Govt. Employees.Age at Sl. No.1 & 2 should not be more than 25 years& 35 years respectively as on12/10/2018, unless already in Council Service on regular/adhoc/contract service. Upper age limit is relaxable for candidates who belongs to SC/ST/OBC/PWD/Ex-Serviceman as per Govt. of India rules.

Although the post advertised is for National Science Centre, Delhi and Regional Science City, Lucknow, the selected candidates may be placed/posted in any of the NCSM units in India.

The completed application in the prescribed form along with attested photocopies of testimonials and non-refundable fee of Rs.100/- for the post at Sl. No.2 above drawn in the form of Crossed Demand Draft in favour of National Science Centre payable at Delhi should reach this office latest by12/10/2018.However, SC/ST, Physically Challenged/Ex-Servicemen & Women candidates need not furnish the fee.

Only outstation SC/ST/PWD candidates called for aptitude/skill test for the post of Technical Asstt. 'A' (Mechanical) will be paid single 2<sup>nd</sup> class railway/bus fare (both ways) by shortest route on production of proof of travel.

Prescribed application form and other details may also be obtained from this office. Applications not in approved form or on plain paper or sent through email will be rejected straightway. Applications not accommodate with relevant certificates and testimonials shall be summarily rejected. Application form and other details can also be downloaded from our website: [www.nscdelhi.org](http://www.nscdelhi.org).

Candidates should satisfy themselves that they meet all requisite requirement such as prescribed qualifications/technical qualifications, age, experience etc. If, at any stage of recruitment it is known or revealed that the candidate does not fulfill any of the requisite qualification or experience criteria, his/her candidature/appointment will be cancelled forthwith without assigning any reasons.

Applicant already working in Govt. Semi Govt., Public Sector Undertaking and autonomous organizations must apply through proper channel. Canvassing in any form and/ or bringing in any influence, political or otherwise, will be treated as a disqualification.

The Director, National Science Centre, Delhi reserves the right to cancel recruitment without assigning any reason.

Personal/ interim enquires will not be entertained.

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Application Form for the post of Office Assistant Grade III (Unreserved)

Advertisement No.23/2018 Closing Date 12/10/2018



**NATIONAL SCIENCE CENTRE**

(National Council of Science Museums)

Near Gate No.1, PragatiMaidan,

New Delhi - 110 001

Affix latest  
Passport size  
photograph

**Application for the post of Office Assistant Grade III in the Pay Matrix Level-2 Rs. 19900-63200/-**

1. Name in full  
(in block letters) :

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2. Address in full & Mobile No./e.mail ID  
(a) Permanent :  
(b) Present :

3. Date of Birth & Age :  
(as on 12/10/2018)

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4. Father's/Husband's name :

Address :

Occupation :  
(if dead, give last address.)

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5. Do you belong to Schedule Caste/Tribe/O.B.C.:  
State 'Yes' or 'No' and indicate caste.

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6. Are you physically challenged person?  
If yes, give details.

7. Particulars of Educational qualifications:

Examination passed	Name of School/college University	Division/ Class obtained	Year of passing	Subjects taken

8. Particulars of Technical Qualifications: Typewriting etc.

Examination passed	Name of Institution/ College/University	Class/Division Obtained	Year of passing	Present Speed w.p.m.	Subjects taken

Contd...2/-

9. Experience (give details of all employments):

Sl. No.	Nature of Employment	Name of Employer	Date of joining	Date of leaving	Salary drawn & grade	Nature of work

10. Are you a Govt. servant at present?  
If so, please state whether your appointment is temporary or permanent.

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11. Are you willing to accept minimum initial pay offered? If not, state the lowest initial pay that you would accept in the prescribed scale.

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12. Have you any relative working in the NCSM?  
If so, please give details.

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- Note: 1. **Information in respect of cols.3,5, 6,7,8 and 9 should be supported by attested copies of certificates and testimonials, otherwise the application will not be considered.**  
2. If in Govt./Semi Govt. service, 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.

Date : \_\_\_\_\_

Candidate's signature

Endorsement by the present employer.

No. \_\_\_\_\_

Signature \_\_\_\_\_

Place: \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Office Stamp

Post applied for & Place .....

Affix recent  
passport size  
photo-graph



**REGIONAL SCIENCE CITY**

**(National Council of Science Museums)**

**Aliganj Extension, Sector 'E', Lucknow – 226 024**

Form of application for the use of candidates for appointment by selection  
(To be filled in candidate's own handwriting and forwarded to the above address)

1. Name in full (in Block letters)  
(in case of female candidate the appropriate  
word 'Miss' or 'Mrs.' should be given)

2. Address : Present

Permanent-

Mobile No./email ID

3. Post for which you are a candidate

4. Date and place of birth: (i) Date  
(ii) Place

5. Are you\* (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  
intention of permanently settling in India or a subject of Nepal?

\*Answer 'Yes' or 'No' and cancel the words which are not applicable

6. Name of the State to which you belong

7. Father's/ Husband's Name

Address\*

Occupation\*

\*If dead, state his last address and occupation before death

8. Is (or was) your father/husband :  
(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 intention of permanently settling  
in India or a subject of Nepal?

\*Answer 'Yes' or 'No' and cancel the words which are not applicable

NOTE:- Any change of address given in col. 2 above should at once be communicated.

Candidates must arrange for the re-direction of communications to their new addresses.

9. State your (a) Religion

(b) Are you a member of Scheduled Caste or Tribal or Aboriginal Community or Backward Class? Answer 'Yes' or 'No' and if the answer is 'Yes' give particulars and attach a certificate from the District Magistrate in support of your claim.

(c) Are you an Anglo Indian?

(d) Are you physically handicapped? If yes, give details.

10. Particulars of all Examinations passed and degrees and technical qualifications obtained at the University or other places of higher education (commencing with the Secondary or equivalent examination). Attach attested testimonials.

Examination/Degree/Diploma	Name of Board/University	% of marks obtained	Class or Division obtained	Major subjects taken	Year of passing

11. Any additional qualifications such as membership of Scientific Societies may be mentioned here.

12. Have you been to outside India? If so, give following particulars:

Country visited	Date of visit	Duration of visit	Purpose of visit

13. If you are/were a full time researcher, give the following particulars: (Please attach attested testimonials).

Name of the Institution	Date of Joining	Date of Leaving	Area of research	Stipend/Scholarship	No. of papers published

14. What language (including Indian Language) can you read, write or speak. Give particulars and state any examinations passed in each.

Read only	Read & Speak	Read, Write and Speak	Examination passed

15. Details of previous employment. Give particulars below along with attested testimonials.

Name of Organization	Date of Joining	Date of Leaving	Designation & Nature of work	Salary & Grade

16. Are you employed in a Govt./autonomous organization at present?  
(Answer 'Yes' or 'No'. If yes, state whether your appointment is temporary or permanent).

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17. 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.

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18. If selected, how much time would you require to join?  
(Give tick mark)

Immediate/one month/  
two months/three months

19. Are you willing to work anywhere in India?  
(Answer 'Yes' or 'No')

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20. References:

(These should be residents in India and holders of responsible positions. They should be intimately acquainted with the applicant's character and work but must not be relations. When the candidate has been in employment he should either give his present or most recent employer or immediate superior as referee or produce testimonial from him in regard to the candidate's fitness for the post for which he is an applicant)

(i) Name :

Occupation or position :

Address :

(ii) Name :

Occupation or position :

Address :

(iii) Name :

Occupation or position :

Address :

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21. List of enclosures:

Date.....

Candidate's Signature

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

ENDORSEMENT BY THE HEAD OF THE DEPARTMENT OR OFFICE

Date .....

No.

Signature.....

Office Seal

Designation.....