

National Council of Science Museums
33, Block-GN, Sector-V, Bidhan Nagar
Kolkata-700 091

Advertisement No. 05/2026

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

Sl. No.	Name of post	No of post	Category of the vacancy	Age limit
1.	Security & Maintenance Officer	02	01 (OBC) 01 (Unreserved)	45 Years (Relaxable as per extant rules of GoI)

Scale of pay for post	
Security & Maintenance Officer	: Pay Matrix Level 7 of 7 th CPC (Rs. 44,900 – 1,42,400) & other allowances as admissible under the rules of NCSM. <i>(Total emoluments at start shall be Rs.95,788.00 approx. in A-1 cities and will change depending on the place of posting)</i>

<u>ESSENTIAL ELIGIBILITY CRITERIA (QUALIFICATION & WORK EXPERIENCE)</u>	
Post Name	Qualification & Work Experience
Security & Maintenance Officer	: Any Graduate and must be Retired Defence Force (Army, Navy, Air Force) in Junior Commissioned rank in Army or similar rank in Air Force / Navy. OR Retired Para Military / Police (CISF, CRPF, BSF, RPF, SSB, State Police) in equivalent rank. Knowledge in fire safety measures and handling of firefighting equipment desirable.

<u>Job Description for Security & Maintenance Officer:</u>	He shall be responsible for exercise of control over security, conservancy, firefighting and gardening of the museum/centre; plans, coordinates, supervise and evaluates Fire and EMS operations; reviews departmental performance and effectiveness; responsible for the inspection of buildings and other properties for fire hazards and enforces local and direct activities at the time of emergencies as required; responds to alarms, administers initial emergency (care or response and or service) when necessary and directs activities at the time of emergencies as required; ensure proper deployment & alertness of security personnel at all security points; ensure proper monitoring of movement of visitors and materials; monitor performance of upkeep/monitoring agencies and ensuring proper upkeep and maintenance of the premises including garden, guest house/dormitory etc.; conduct periodical checks/mock drills for security and fire-fighting alertness, ensuring timely refilling of fire extinguishers, maintenance of fire hydrant/alarm system and any other work entrusted by superiors from time to time.
<u>Career Growth for Security & Maintenance Officer:</u>	The appointees of Security & Maintenance Officer have good career opportunities applicable to excluded administrative category of officers in NCSM as per which an incumbent will be eligible for promotion to next higher posts {maximum up to Pay Matrix Level 11 (Rs.67700-208700)} after minimum eligibility period prescribed against each post depending upon available vacancy and qualifications.

I Guidelines/ Instructions:

1. Initial place of posting of the selected candidate may be at any of the units under NCSM. The post carries all India transfer liability. Allowances such as D.A./H.R.A./Transport allowance are admissible as applicable under the rules of NCSM.
2. Candidates are advised to satisfy themselves before applying that they possess at least minimum essential qualification(s) recognized by Central / State Govt. / UGC / AICTE etc. laid down in the advertisement.
3. Application not accompanied with relevant certificates and testimonials shall be summarily rejected. Decision of NCSM in this regard shall be final.
4. 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.
5. The Council reserves the right to cancel the candidature for misrepresentation or concealment of facts. In case any information provided by a candidate is found to be false or material facts are concealed/suppressed at any stage, the candidature shall be cancelled and service will be terminated, if appointed. Such candidates are liable for debarment from this and future recruitments, besides legal action to be as decided by the Council.
6. If an applicant is inadvertently allowed to appear at any stage of the recruitment process who otherwise does not fulfil the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements. The Council reserves the right to exclude such name(s) of the candidate(s) at any stage of selection and even after issuing appointment letter/joining.
7. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their interview /selection / recruitment for the above post, shall be considered as disqualification.
8. Call letter (admit card) against valid application will be sent to the shortlisted candidates on their e-mail IDs mentioned in the applications as well as by post which is required to be produced at the time of admission to the written examination along with a valid photo identity card, in original, viz. Aadhaar card/ PAN card/ Voter ID card/ Driving Licenses, Passport etc. Call letters are purely provisional and does not confer automatic right of possible employment with the Council.
9. NCSM reserves the right to cancel recruitment in full or part without assigning any reason.
10. Interim enquires will not be entertained.

II **How to apply:**

1. Prescribed application form may be downloaded from the following website:
<https://ncsm.gov.in/notice/career#> .
2. Interested candidates are required to submit completed application at the following address latest by **31.03.2026** :-

The Secretary
National Council of Science Museums
33, Block-GN, Sector-V, Bidhan Nagar
Kolkata-700 091

3. The candidates presently working in Government, Semi-Government, Public Sector Undertaking and Autonomous Organizations must apply through proper channel or should submit 'No Objection Certificate' (NOC) of their present employer. Candidates are advised to disclose all the details of Present and all Previous Employments in the relevant field of the application form.
4. Relaxation in age limit will be allowed to SC/ST/OBC/PWD/Ex-Serviceman and departmental candidates as per Govt. of India rules. 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:**

- (i) Completed application, together with non-refundable fee of Rs.1180/- (Fees Rs. 1000/- + GST@18% i.e. Rs. 180/-) in the form of demand draft drawn in favour of "National Council of Science Museums" payable at Kolkata.
- (ii) Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribes (ST), Person with Disability (PwD) and Ex-Servicemen (ESM) are exempted from payment of application fee.
- (iii) Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

Last Date of submission of applications : 31.03.2026

* * *