

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

Advertisement No. 02/2011

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

- 1. Lower Division Clerk – 2 Nos.**  
**(1 Reserved for OBC, 1 Reserved for Physically challenged persons with locomotor disability or low vision)**

**Pay Band Rs.5200-20200/- with Grade Pay Rs.1900/-**

- 2. Technical Assistant ‘A’ (Civil) – 1 No. (OBC)**  
**Pay Band Rs.5200-20200/- with Grade Pay Rs.2800/-**

- 3. Jr. Translator (Hindi) – 1 No. (Gen)**  
**(Purely on contract basis for 1 year only)**  
**at a Consolidated remuneration of Rs.27,908/- p.m.**

**Last date for collection of Application Form 20/12/2011**

**Last date for submission of filled in Application Form 27/12/2011**

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)  
PragatiMaidan, Near Gate No.1,  
New Delhi - 110 001

Advertisement No. 02/2011

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

Sl. No	Name of Post	No. of Post	Pay Band	Qualification & Experience
1	Lower Division Clerk	Two (01 reserved for OBC and 01 reserved for Physically challenged persons with locomotor disability or low vision)	PB-1 Rs.5200-20200/- with Grade Pay Rs. 1900/- (The present emoluments at start Rs. 15,480/- p.m.)	Matriculation or equivalent with 35 w.p.m. speed in English Typewriting. The skill test shall be conducted only on computers. <b>Desirable:-</b> knowledge of Computer operation and Hindi typewriting. One year Clerical experience.
2	Technical Assistant 'A' (Civil)	One (OBC)	PB-1 Rs.5200-20200/- with Grade Pay Rs. 2800/- (The present emoluments at start Rs. 23,885/- p.m.)	3 years Diploma course in Civil Engineering from a duly recognized Institution. One year relevant experience after diploma.
3	Jr. Translator (Hindi) (purely on contract basis for 1 year)	One (Gen)	Consolidated remuneration Rs.27,908/- p.m. approx.	<b>Essential</b> i) Master's degree of a recognized university or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at degree level  <b>or</b> Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at degree level.  <b>or</b> Master's degree of a recognized university or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as medium of examination and the other as a compulsory or elective subject at degree level.  <b>and</b>

				ii) Recognized Diploma or Certificate course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India Undertaking. The candidates should also have knowledge of Hindi Typing.
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### **General Terms & Conditions:**

The posts at 1 & 2 are temporary but likely to continue. The post at 3 is purely on Contract basis for 1 year. In addition to pay, the posts at Sl.No.1 & 2 carry usual allowances as admissible to the Central Govt. Employees. In respect of post at Sl.No.1, age should not be more than 33 years for OBC and 40 years for Physically challenged persons and at Sl.No.3, age should not be more than 30 years as on 01/12/2011 unless already in Council Service on regular/adhoc/contract basis. Completed applications along with attested copies of testimonials should reach this office latest by 27/12/2011. For posts at Sl. No. 2, the completed application shall be accompanied by crossed Demand Draft of Rs.100/- drawn in favour of "National Science Centre", payable at New Delhi. Prescribed application form and other details may be obtained from this office either in person or by sending a self-addressed envelope of size 25 cms. X 10 cms. duly stamped for Rs.10/- superscribing on the top "Request for Application form for the post of Lower Division Clerk/Technical Asstt. 'A'(Civil)/Jr. Translator (Hindi) (on contract)" on or before 20/12/2011. Application form and other details can also be downloaded from NSC, Delhi web site:[www.nscdelhi.org](http://www.nscdelhi.org). 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. Persons applying against the post reserved for persons with locomotor disability/low vision, attested copy of appropriate certificate of disability issued by the competent authority should be furnished along with other certificates/testimonials. Candidates appearing for interview for post at Sl. No. 2 will be paid single 2<sup>nd</sup> class railway/bus fare as per rules on production of travel documents. Personal/ interim enquiries will not be entertained.



Application Form for the post of Lower Division Clerk

**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 Lower Division Clerk in the pay bandPB-1Rs.5200-20200/- + Grade Pay Rs.1900/- vide Advt. No. 02/2011, Closing date 27-12-2011.**

1. Name in full  
(in block letters) :

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2. Address in full  
(a) Permanent :  
  
(b) Present :

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3. Date of Birth & Age :  
(as on 01-12-2011)

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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

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 roper 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

Proforma Application for the post of Technical Assistant 'A' (Civil)

No. of advertisement...02/2011..... Closing date...27-12-2011

Post applied for & Place .....

Demand Draft No.....dtd.....Amount.....

Affix latest  
Passport Size  
Photograph



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

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-

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3. Post for which you are a candidate

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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

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6. Name of the State to which you belong

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7. Father's/ Husband's Name

Address\*

Occupation\*

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

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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

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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.

Contd..2/-

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

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.....

Designation.....

Office Stamp

Proforma Application for the post of Jr. Translator (Hindi) on Contract for 1 year  
Advertisement No 02/2011 Closing date **27/12/2011**.

Post applied for & Place .....

Affix recent  
passport  
size  
photograph



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**Near Gate No.1, PragatiMaidan, New Delhi - 110 001**

(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-

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.

Contd..2/

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

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



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 :

---

21. List of enclosures:

Date.....

Candidate's Signature

---

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.....

Designation.....

Office Stamp