

**NEHRU SCIENCE CENTRE**  
(A Unit of National Council of Science Museums)  
Ministry of Culture, Government of India  
Dr. E. Moses Road, Worli,  
Mumbai-400 018 (Maharashtra)

**DETAILS OF ADVERTISEMENT No.06/2023**

Online applications are invited from the eligible candidates for filling-up of the following posts at Nehru Science Centre, Mumbai. Only the candidates possessing required qualifications should apply in online mode.

1. **Office Assistant (Gr.III): 1 Post (Reserved for EWS) and**
2. **Technician 'A': 05 (Five) Posts**  
*[Fitter-2 Posts (1 Post-Unreserved & 1 Post -Reserved for EWS),  
Electrical-2 Posts (1 Post-Unreserved & 1 Post-Reserved for EWS) and  
Draftsman (Civil)-1 post (Unreserved)]*

<b>Post</b>	:	<b>Office Assistant (Gr.III) – 01 (One) Post (Reserved for EWS)</b>
<b>Pay Matrix Level &amp; Emoluments</b>	:	Pay Matrix Level-2: Rs.19900-63200/- with Basic Pay Rs.19,900/- plus usual allowances as per the Government of India Rules. Total emoluments at start as on date will be Rs.35,575/- per month approx. at Mumbai.
<b>Essential Qualification</b>	:	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 requirement</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 & figures for reports, statements etc. in computer, cash handling & Cheque writing whenever required, any other work entrusted by superiors from time to time.
<b>Age limit</b>	:	Not more than 25 years as on 30/06/2023. Upper age limit is relaxable for reserved categories of candidates as per Government of India Rules.
<b>Application Fee</b>	:	a. Fee payable ₹750/- (Rupees Seven Hundred Fifty) only. b. Fee payable through url <a href="https://tinyurl.com/NSC062023">https://tinyurl.com/NSC062023</a> c. Women candidates & Person with Disability (PwD) and Ex-Service Men (ESM) eligible for reservation are exempted from Payment of fee. d. Fees once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

- Post** : Technician 'A'–05 (Five) Posts  
[Fitter-2 Posts (1 Post-Unreserved & 1 Post-Reserved for EWS),  
Electrical-2 Posts(1 Post-Unreserved& 1 Post-Reserved for EWS) and Draftsman-1 Post (Unreserved)]
- Pay Matrix Level & Emoluments** : Pay Matrix Level-2: Rs.19900-63200/- with Basic Pay Rs.19,900/- plus usual allowances as per the Government of India Rules. Total emoluments at start as on date will be Rs.35,575/- per month approx. at Mumbai.
- Essential Qualification** : SSC or Matriculation with certificate from ITI or equivalent in relevant discipline.
- Experience** : One year experience after obtaining the certificate for course duration of two years. For candidates obtaining certificates of one year course duration, two years relevant experience after obtaining the certificate shall be required.
- Job requirement** : Operation, repair, fabrication handling, packing, installation and maintenance of exhibits / equipments / instruments / installations. The Candidate will also be required to travel widely with Mobile Science Exhibition unit on payment of TA / DA as per rule.
- The incumbent of Draftsman (Civil) shall assist AEE/Technical Officer (Civil) in the works like preparing engineering/technical drawings for construction work with plans and specifications, drawing topographical maps to aid construction workers, creating visual guidelines for construction purposes, drafting technical details, specifying dimensions, materials and procedure, drawing minute details of structures/works, creating and storing drawings electronically, looking after minor construction / repairing works and explaining concepts to workers, preparing variations of design/ estimates etc.
- Age limit** : Not more than 35 years as on 30/06/2023. Upper age limit is relaxable for reserved categories of candidates as per Government of India Rules.
- Application Fee** : a. Fee payable ₹750/- (Rupees Seven Hundred Fifty) only.  
b. Fee payable through url (<https://tinyurl.com/NSC062023>)  
c. Women candidates & candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Person with Disability (PWD) and Ex-Service Men (ESM) eligible for reservation are exempted from Payment of fee.  
d. Fees once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

Application Form and other details can also be downloaded from our website [www.nehrusciencecentre.gov.in](http://www.nehrusciencecentre.gov.in)  
The candidates should apply in online mode through url (<https://tinyurl.com/NSC062023>) compulsorily on or before 30/06/2023. Hard copy of the application in the prescribed form along with attested copies of all certificates and testimonials should also be sent to this office.



**General Terms & Conditions:**

- (01) **IT IS MANDATORY TO SUBMIT APPLICATION IN ONLINE MODE ON OR BEFORE 30/06/2023.** After submitting the form through online, a hard copy of the application must be submitted in the approved form and not in plain papers to this office.
- (02) The completed applications along with self attested copies of all relevant certificates and testimonials may be sent to **NEHRU SCIENCE CENTRE, Dr. E. Moses Road, Worli, Mumbai, 400 018.**
- (03) Application sent through email or not in the approved format will not be considered and be rejected straightway. Application not accompanied with relevant certificates and testimonials shall be summarily rejected. Decision of the Director, Nehru Science Centre, Mumbai, in this regards, shall be final.
- (04) The envelope containing the application form should be superscribed in bold letter as "Application for the post of Office Assistant (Gr.III) / Technician 'A' (Trade:\_\_\_\_\_) (Category:\_\_\_\_\_) against Advertisement No.06/2023" and also should be applied in online mode through url (<https://tinyurl.com/NSC062023>).
- (05) **Economically Weaker Section (EWS) is a subcategory of people having an annual family income less than ` 8 Lakh and who do not belong to any category such as SC/ST/OBC across India.** A candidate who does not fall under SC/ST/OBC and fulfils the EWS economic criteria are to be part of the EWS category.
- (06) The candidates already working in Government, Semi-Government, Public Sector Undertakings and Autonomous Organizations must apply through proper channel.
- (07) The selected incumbent(s) will be governed by the New Pension Scheme (NPS) and also entitled to facilities like Medical, LTC, etc. as adopted by National Council of Science Museums (NCSM) from time to time.
- (08) The selected incumbent is liable to be transferred to any science museums/centres under the control of National Council of Science Museums (NCSM), anywhere in India.
- (09) Candidates should satisfy themselves that they meet all requisite requirements such as prescribed educational qualifications, age etc. If, at any stage of recruitment it is known or revealed that the candidate does not fulfil any of the requisite qualification or criteria, his/her candidature / appointment will be cancelled forthwith without assigning any reasons.
- (10) Canvassing in any form and / or bringing in any influence political or otherwise will be treated as disqualification.
- (11) Personal/interim enquiries will not be entertained.
- (12) Mere possession of requisite qualifications shall not entitle the candidates to be called for the Written / Trade Test based on which selection will be made.
- (13) Application received after due date due to postal delay or any other reasons will not be entertained.
- (14) The Director, Nehru Science Centre, Mumbai, reserves the right to cancel recruitment without assigning any reason.

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