

ढेंकानाल विज्ञान केंद्र/ Dhenkanal Science Centre
(राष्ट्रीय विज्ञान संग्रहालय परिषद /National Council of Science Museums)
राजबाटी के पास/ Near Rajbati
ढेंकानाल /Dhenkanal
ओडिशा/Odisha- 759001

Advt. No.: 15/2026

Dhenkanal Science Centre, Dhenkanal, Odisha a Constituent unit of Central Research & Training Laboratory, Kolkata invites application from eligible candidates to appear for walk-in-interview from retired employees from Central Government/State Government/PSU/Central or State Autonomous Body for engagement as Administrative Consultant on contract basis: -

Sl. No.	Particulars	No. of required positions
1.	Administrative Consultant	01 (one)

The engagement of Consultant is on contractual basis for an initial period of 6 (six) months which may be extended as per the requirement of the Centre & performance of the Consultant & medical fitness of the contract appointee. The Competent Authority will have all the rights to select any one of the applicants as Administrative Consultant or cancel all or part of the advertisement/applications at its sole discretion. The decision of the Competent Authority will be final & binding and applicants will have no right to file any type of petition against the decision in any forum or/and in any Court of India.

1. **Essential qualifications & experience:-**

Persons retired from the rank of Office Assistant (Pay Matrix Level-6 or below/equivalent) from Central Government /State Government / PSU / Central or State Autonomous Body / Private with knowledge & skill set in the areas of Administration & office procedure and shall have expertise in communications and interpersonal skills, knowledge of electronic mailing and e-office operation, computer applications such as MS Word, MS Excel & Power Point.

2. **Scope of Work:-**

To render consultancy services in establishment and administration, passing of bills of conservancies and any other official works to be entrusted from time to time.

3. **Age Limit:-**

Upper age limit - 63 years of age as on 05.08.2026. Incumbents, who would be retiring on 31.07.2026, are also eligible to apply.

4. **Contract Period:-**

Contract would be for an initial period of 6 (six) months which is extendable for further period subject to functional requirement of the Council and appraisal of the performance & medical fitness of the contract appointee.

5. **Accommodation:-**

No accommodation facility or house rent will be provided by NCSM.

6. **Terms of payment:-**

A Consolidated remuneration will be fixed as per the guidelines of Ministry of Culture, Govt. of India issued from time to time for the retired employees of Govt. of India/NCSM.

7. **Tax deduction at sources:-**

The income tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment for which NCSM will issue TDS certificate as applicable.

8. **Guidelines for walk-in-interview:-**

Interested candidates in possession of the above qualifications and experience may appear for a Walk-in-interview on **05.08.2026**. The candidates have to report at the above address by 10.00 AM sharp for facilitating registration and verification of documents.

Candidates are also required to bring their certificates/testimonials in original along with duly filled in prescribed application form as appended below, for verification purpose. Candidates are required to furnish the following original documents and submit a set of self-attested documents to the verification counters : -

1. Proof of Date of Birth.
2. Certificates and mark sheets of all educational qualifications and experience.
3. PPO copy
4. Identity proof of the candidate issued by the Competent Authority of Central/State Govt.

9. NCSM has the right to cancel the whole or part of the advertisement and not to proceed in the matter for engagement of consultant, at any stage or to accept or reject any or all applications without giving any explanation, whatsoever.

10. Other terms & conditions of the engagement will be carried out as per the guidelines of Ministry of Culture, Govt. of India and rules of NCSM.

No interim enquiries in this regard will be entertained. Decision of the Competent Authority of NCSM shall be final with regard to selection.

The Competent Authority of NCSM reserves the right to reject any or all applications or to cancel the engagement process at any stage without assigning any reason whatsoever.

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APPLICATION FOR THE POSITION OF ADMINISTRATIVE CONSULTANT

1.	Name (in CAPITAL letters)		Recent photograph should be affix
2.	Father's Name		
3.	(i) Present Residential Address		
	(ii) Permanent Address		
4.	(i) Date of Birth (DD/MM/YYYY)		
	(ii) Age as on 31.07.2026		
5.	E-mail ID		
6.	(i) Aadhar Number		
	(ii) PAN		
7.	Contact Number [Mobile & Landline (if any)]		
8.	(i) Whether worked in Govt. service/private job/freelance? Date of Entry into Govt. Service (if any) (ii) If Govt. service, whether Central Govt. or State Govt. or CPSU/SPSU or Autonomous Body		
9.	Date of Retirement		
10.	Educational Qualifications*		

11.	Brief particulars of experience with Nature of work performed (Starting from last employment)*	
12.	Additional Information, if any, in support of your suitability for the post*	
*please attach separate sheet, if required.		

Declaration: I (Name) hereby declare that information provided in this application are true to the best of my knowledge and belief. In case the information provided by me is found to be false or the material facts are concealed by me at any stage i.e. during processing of my application or even after my joining the contractual position in the Council, my candidature will be cancelled and my engagement may be terminated, without assigning any reason thereof.

The supporting documents are attached herewith as Annexure.

Date_____

Candidate's signature _____

Place _____

Name of the candidate in CAPITAL LETTER