

Instruction Manual For Recruitment, Promotion And Assessment Cases

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P R E F A C E :

Successful implementation of the various instructions for fulfillment of the aims and objective of National Council of Science Museums calls for careful manpower planning, recruitment of talented individuals and appropriate nurturing thereof to bring out the best in them. To achieve these in the most systematic way a number of office orders and instructions as detailed in annexure (Z) herein, were issued from time to time. The present compilation, prepared on the basis of all such orders and instructions, is intended to streamline the procedure as also to provide a handy guide for processing all cases relating to recruitment, promotion, assessment, crossing of efficiency bar, maintenance of roster, completion of probation, pre-retirement review etc.

In case of any confusion arising out of contradictions between the present compilation and any of the previous orders/instructions, the same should be referred to the Director General, National Council of Science Museums immediately for clarifications.

1.0 **P R E L U D E**

1.1 Designation of post :

All officers and staff in NCSM are grouped in the following categories as per by law 43 of NCSM :

- (i) Scientific
- (ii) Technical
- (iii) Administrative

All posts in the scientific category are in group IV and their nomenclatures are available in table G.2.1 of the NCSM (RAP) Rules 1982.

Posts in the Technical category are classified in 4 groups i.e. I, II, III & IV with designations as detailed in table G.2.1 of the said rules.

All other posts specifically described in NCSM Service (R&P) Rules 1982 falling to the Administrative category.

1.2 Recruitment from Head Quarter :

Recruitment for all group IV posts in the Scientific & Technical categories, officer's posts in the Administrative category as also for posts where panels are required to be drawn up centrally, for example posts of Technical Assistance (Civil), shall be made from the Head Quarter in order to ensure uniformity of standard in selection.

1.3 Essential qualifications for direct recruitment to individual posts in different categories is in no case relaxable. Similarly no person holding higher qualifications, suitable for entry to higher group/grade shall be recruited against a post in the lower group/grade.

1.4 Limitations :

1.4.1 It has been decided as a matter of policy that there shall not be any recruitment either in group (I) posts in the Technical category or in group (D) posts in the Administrative category. All such group (I) posts in the Technical category and group (D) posts in the Administrative category as are still being held by persons in employment under Birla Industrial & Technological Museum , Calcutta, Visvesvaraya Industrial & Technological Museum, Bangalore, Shrikrishna Science Centre, Patna and District Science Centre, Purulia shall stand abolished with the cessation of service of the existing incumbents due to retirement, resignation or otherwise.

1.4.2 In all cases where there is a ban on creation of posts and/or recruitment to any category of posts, proposals for creation of and/or recruitment to such posts should always be referred to Director General, NCSM for his specific approval in individual cases.

1.5 Exceptions :

Director General, NCSM has the right to make exceptions/relaxations to the existing rules and orders if he is convinced that there are unusual or special situation warranting such exceptions/relaxations.

2.0 CREATION OF POSTS :

2.1(a) Authorities competent to create Regular Post

- 2.1.1 The Governing Body, NCSM : All regular posts under NCSM.
2.1.2 The Executive Committees of respective museums/centres : All regular posts under the respective museums/centres & of their constituent units.

2.1(b) Authorities competent to create Temporary Post

- 2.1.3 Director General, NCSM : Temporary posts, for a period of one year, in all categories carrying a scale of pay of which the maximum does not exceed Rs.5,700.00 (for any units under NCSM).
2.1.4 Directors of Museums/Centres : *a) Temporary posts, for a period of one year, in the Scientific & Technical categories carrying a scale of pay of which the maximum does not exceed Rs.2,900.00.
*b) Purely temporary posts, for a period not exceeding 3 months, in the grades of LDC and Junior Stenographer under Administrative categories against specific project work.

*NOTE: The powers of the Directors of museums/centres are subject to the conditions stated at item 1.4.2.

1.2 Posts to be created :

2,2,1 Scientific & Technical Categories :

Since subsequent to the introduction of the Recruitment, Assessment & Promotion Rules, all interim posts held by individuals in the Scientific & Technical category have become personal to them and upon their cessation of service, the vacancy reverts to the entry level posts, only the entry level posts in their category i.e. posts in Grades II(I), III(I) and IV(I) shall be created. In exceptional cases and with sufficient justification, however, higher posts in Group IV may be created.

1.2.2 Administrative Categories :

Under administrative categories, there is no ban to create interim posts if the nature of work so demands. The Executive Committees of the respective museums/centres or the Governing Body of NCSM, as the case may be, may create such administrative posts having due regard to the requirement of the museum/centre or the headquarters.

NOTE : There shall not be any fresh recruitment to Group I posts in the Technical category and Group D posts in Administrative category as discussed at item 1.4.1.

1.2.3 Proposals for Creation of Post :

All proposals for creation of regular posts shall be made in the format at Annexure 'A'.

1.2.4 Optimum Staff Strength at DSCs and RSCs :

The optimum strength of staff at Regional Science Centres and District Science Centres shall be as shown in Annexure 'B'.

3.0 DIRECT RECRUITMENT :

1.1 Posts for which direct recruitment can be made :

3.1.1 Scientific/Technical Category

- (a) Technician 'A'/Cataloguer 'A'/Artist 'A' Grade II(1), Scale of Pay Rs.950.00-1,400.00
 (b) Technical Assistant 'A'/Exhibition Assistant 'A' Grade III(1) Scale of Pay Rs.1,400.00-2,300.00
 (c) Curator 'B'/Exhibition Officer 'B'/Asst. Executive Engineer Grade IV(1), Scale of Pay Rs.2,200-4,000.00

NOTE 1 Recruitment for all Group IV posts shall always be made from the Headquarter as discussed in item 1.2

2 In special circumstances, direct recruitment to higher grades in Group IV is possible under proviso to Rule 6.3.1 of NCSM Service (RAP) Rules 1982 for S&T categories of staff.

3 All recruitments in Grade I(1) i.e. for the post of Helper 'A' have been discontinued, reference item 1.4.1.

3.1.2 Administrative Category :

- (a) Lower Division Clerk/Driver Scale of Pay Rs.950.00-1,500.00
 (b) Junior Stenographer Scale of Pay Rs.1,200.00-2,040.00
 (c) Assistant (Admn)/Assistant (F&A)/Assistant (S&P) Scale of Pay Rs.1,400.00-2,600.00
 (d) Senior Stenographer Scale of Pay Rs.1,400.00-2,600.00
 (only if no suitable departmental candidate is available)

3.2 Entry level requirements for different categories of posts.

3.2.1 Scientific & Technical Categories :

Grade & Designation	Essential Qualification	Desirable Experience
II(1) :		
Technician 'A'	Matriculation/SSLC or Certificate from ITI or equivalent in relevant discipline	2 years relevant experience or 1 year relevant experience
Artist 'A'	Certificate in Fine/Commercial Art	1 year relevant experience
Cataloguer 'A'	Certificate of Librarianship of at least one year duration after Matriculation/SSLA	1 year relevant experience
III(1):		
Education Assistant 'A' or Technical Assistant 'A'	B.Sc. preferably with Honours or Diploma in Engineering in the relevant discipline	1 year relevant experience
Exhibition Assistant 'A'	4/5 years degree in Fine/Commercial Art/Photography	1 year relevant experience
Library Assistant 'A'	Diploma in Library Science after graduation	1 year relevant experience
IV(1):		
Curator 'B'	First Class M.Sc./B.E/B.Tech/equivalent in disciplines relevant to the activities of museum/centre (specified in item 3.3 hereunder) or M.Tech/M.E/Ph.D(Sc.)	1 year relevant experience N I L
ii) Exhibition Officer 'B'	First class degree in Fine/Commercial Art/Photography with ample evidence of creative talent	5 years relevant experience
iii) Asst Executive Engineer	Bachelor's Degree in Civil Engineering or equivalent	1 year relevant experience
NOTE: 1	For entry level requirements for grades higher than IV(1) in the Scientific & Technical categories, table 4.3.1 of the NCSM(RAP) Rules may be referred to.	
2	Essential qualification for direct recruitment not relaxable as in item 1.3	
3.2.2 Administrative Categories	Essential Qualification	Experience
Lower Division Clerk	i) Matriculation or equivalent ii) English Typewriting speed @ 30 w.p.m. iii) Age not exceeding 28 years on the 1 st day of the month in which advertisement/notification was issued	1 year clerical experience (desirable)
Junior Stenographer	i) Matriculation or equivalent ii) English Shorthand speed @ 80 w.p.m. iii) English typewriting speed @ 40 w.p.m. iv) Age not exceeding 28 years on the 1 st day of the month in which advertisement/notification was issued.	1 years stenography experience (desirable)
Senior Stenographer	i) Graduate having minimum speed of 40 w.p.m. and 120 w.p.m. in typewriting and shorthand respectively.	3 years relevant experience
Driver	i) VIII standard with a valid driving license for light & heavy vehicles. ii) Certificate in First Aid & ITI certificate in automobile repair and maintenance desirable	5 years relevant experience
Assistant (Admn.) Assistant (F&A) Assistant (S&P)	i) A good Bachelor's degree from a recognised institution And ii) Age not exceeding 28 years on the 1 st day of the month in which advertisement/notification was issued. (No age restriction for departmental candidates)	3 years relevant experience

In case it is decided to make direct recruitment to the post of Section Officer (General), Stores & Purchase Officer and Section Officer (F&A), the requirement shall be as under:

Section Officer (General) Section Officer (F&A)	i) A good Bachelor's degree from recognised University.	5 years relevant experience in supervisory capacity in Govt./Semi-Govt./Autonomous Organisation.
Stores & Purchase Officer	ii) A Good Bachelor's degree from recognised University.	5 years experience as Stores & Purchase Assistant in a Govt./Semi-Govt./Autonomous Organisation.

3.3 Disciplines relevant for entry level recruitment in Group III & IV in S&T Categories.

Group III – (a) Physics (b) Chemistry (c) Natural Science (d) Social Sciences (e) Earth Sciences (f) Agriculture Science (g) Astronomy (h) Mechanical Engineering (I) Electrical Engineering (j) Electronics Engineering (k) Civil Engineering (l) Automobile Engineering (m) Refrigeration Engineering (n) Mining Engineering (o) Printing Technology and (p) Horticulture.

Group IV – (a) Mechanical Engineering (b) Electronics/Communication Engineering (c) Electrical Engineering with Electronics/Communication Specialisation (f) Mining Engineering (g) Metallurgical Engineering (h) Chemical Engineering (I) Physics (j) Radio Physics (k) Applied Physics/Chemistry (l) Life Sciences.

4.0 **JOB DESCRIPTION** (for different entry level posts) :

Please refer to Table G.2.1 of RAP Rules for recruitment in S&T Categories.

5.0 **RESERVATION** :

5.1 Reservation for SC/ST

Before notifying the vacancies, care should be taken to ensure that the number of vacancies to be reserved for SC/ST categories is worked out. Reservation should always be made against vacancies and not against posts. For example, a vacancy arising out of resignation/retirement or otherwise of a general category employee may have to be reserved for SC/ST category candidate if it fails on a reserved roster point.

There shall not be any de-reservation and vacancies reserved for SC/ST candidates should not be filled up by general category candidates on the ground that no suitable candidates from SC/ST category is found. In case no suitable SC/ST candidate is found in 3 subsequent recruitment years, the vacancy can be filled up through Exchange i.e. by taking ST candidate against the vacancy reserved for SC and vice versa, but in no case by a general category candidate.

5.2 Maintenance of Roster :

5.2.1 The SC/ST Roster :

The SC/ST Rosters for vacancies in Group 'C' and 'D' posts are to be maintained at the respective museum/centre. For posts in which recruitment is made on All India basis, rosters are to be maintained at NCSM Headquarters. The Rosters are to be drawn up in the manner given below :-

Direct Recruitment	Form of Roster
i) Group 'C' and such other posts in Technical & Administrative Categories to which recruitment is made locally	a) 100 point roster in all States/Union Territories <u>Except Delhi</u> (Annexure C&D) b) 40 point roster for Delhi (Annexure E)
ii) For Group 'A' & Group 'B' posts in which recruitment is made on All India basis.	40 point roster (Annexure E)
<u>Promotion</u> For all promotions irrespective of group	40 point roster (Annexure E)

5.2.2 10 Point Roster :

- Separate rosters shall be maintained by the Administrative Officer for promotion from one grade to the other grade for administrative staff. Where 50% of the posts are to be filled up from regular employees through interview and the remaining 50% on the basis of competitive examination and interview, posts shall be filled up alternatively i.e. the first post by departmental promotion, the second post by competitive examination, the third post by departmental promotion, fourth post by competitive test and so on.
- For the recruitment of Assistants (Admn) and 50% are to be filled up through departmental promotion from among and UDCs and Store Keepers respectively, 25% through competitive examination and interview from among the departmental candidates and 25% by direct recruitment. In this case, the first posts shall be filled up by departmental promotion, second post by competitive examination, third post by departmental promotion, fourth post by direct recruitment and so on. For the recruitment of Assistant (Finance & Accounts) 75% of the posts are to be filled up on the basis of departmental competitive examination and 25% by direct recruitment. In this case the first three posts shall be filled up by departmental examination and the fourth posts by direct recruitment and so on. For the purpose of maintaining rosters, all posts filled up in particular grades since 01-02-82 shall be considered.
- Rosters shall be maintained separately for each grade. A separate 10 point roster shall also be maintained for the posts of L.D.C where the 10th, 20th, 30th and so on vacancies are to be reserved for departmental candidates belonging to Group 'D' as indicated in Rule A.4.3.7. All appointments made against the post of L.D.C since 01-02-82 shall be entered in this roster. If any post has already been filled up through this reservation for Group 'D' staff this shall be shown against the 10th vacancy i.e. the next such reservation will be considered only at the 20th vacancy occurring in the particular museum/centre.

6.0 **NOTIFICATION** :

6.1 The following guidelines are to be followed for notification of vacancies in different categories of posts under NCSM and its constituent units.

	<u>Category of posts</u>	<u>Mode of Notification</u>
a)	Lower Division Clerk/Driver	To be notified to Local Employment Exchange and selection shall be made from the candidates nominated by the Employment Exchange. In case the Exchange does not respond in time, the vacancies may either be re-notified to the Exchange again or advertised in newspapers and notified on the Notice Boards of the respective Museum/Centre and its District/Sub-Regional/Regional Science Centres at the discretion of the Director of the museum/centre
b)	Entry level Technical Posts in Groups II & III and administrative posts upto the pay scale of Rs.1,400.00-2,600.00	To be advertised in local newspapers and also notified in all NCSM units by the Director of the particular Museum/Centre, where vacancy occurs.
c)	Posts in Groups IV in the Scientific & Technical Categories and posts above the scale of Rs.1,400-2,600 in the administrative category.	To be widely advertised in newspapers on all India basis from NCSM Hqrs.

6.2 **Format for advertisement** :

(The advertisement should be in brief and according to the format)

- (i) Name and full address of the museum/centre.
- (ii) Advertisement No.
- (iii) Designation and No. of vacancies (no. of vacancies reserved for SC & ST).
- (iv) Qualification (as indicated at item no.3.2.1 and 3.2.2).
- (v) Scale of Pay (in case there are vacancies in more than one identical posts, the scale of pay is to be mentioned once only for all such posts taken together).
(Total emoluments at start – Basic Pay+DA+other Compensatory Allowances).
- (vi) Experience (whether the experience is essential or desirable, is to be indicated),
- (vii) General terms :

Application forms and other details may be obtained from the above address either personally or by sending a self-addressed stamped (Re.1/-) envelope of size 24cm x 10cm quoting advertisement No. and the name of post applied for. Completed application alongwith crossed IPO of Rs.8/- (no fee for SC/ST candidates) drawn in favour of _____ should reach the above address latest by _____ .

Single 2nd class Railway fare both ways by the shortest route to the place of test/interview shall be reimbursed once only to the candidates called for aptitude test/interview.

Recommendations are strongly discouraged and may be detrimental to selection.

NOTE 1 : For posts below the scale of Rs.1,400.00-2,300.00 the above format shall be amended to the following extent :-

- (i) Application fee is not to be charged as no fee is payable by candidates for these posts.
- (ii) Single second class railway fare (both ways) is reimbursable only to the outstation SC/ST candidates.

NOTE 2 : For economy reasons, no other details shall appear in the press advertisement. All such details shall be sent to the candidates as per Annexure (F) alongwith the application forms Annexure (G&H).

7.0 **SELECTION COMMITTEE FOR DIRECT RECRUITMENT :**

7.1 **Selection Committees in the Scientific & Technical Categories :**

	Grade	Structure of Committee	Authority Competent to Constitute
a)	All posts in Group II(1)	a) A Chairman b) Two members including an outside expert c) Director of Museum/Centre of his nominee d) Co-opted members to cover disciplines of all candidates	Director of the Museum/Centre
b)	All posts in Group III(1)(For vacancies in Hqrs. Zone)	a) An outside Chairman b) Three outside experts c) Three NCSM Officers	Director General, NCSM
c)	All posts in Group III (1) (for vacancies in all other Zones)	a) An outside Chairman b) Two Project Co-ordinators c) Three outside experts d) Director of the Museum/Centre e) Co-opted members to cover disciplines of all candidates	Executive Committee of the respective parent Museum/Centre
d)	All posts in Group IV (1) and Group IV (2)	a) An outside Chairman b) All Directors of Museum/Centre c) Three external experts d) Co-opted members to cover disciplines of all candidates	Director General, NCSM

7.2 **Selection Committees in the Administrative Categories :**

i)	Posts below the scale of Rs.1400-2600/=	a) Director of the Museum/Centre (Chairman) b) Three Officers from amongst A.O., F.A.O. & Project Coordinators	Director of the Museum/Centre
ii)	Posts in the scale of Rs.1400-2600/=	a) An outside Expert (as Chairman) b) Director of the Museum/Centre c) An outside Expert d) Two departmental Officers	Director of the Museum/Centre
iii)	Posts above the scale of Rs.1400-2600/=	a) An outside Expert (as Chairman) b) One of the Directors of the Museum/Centre c) An outside Expert d) Two departmental officers e) Such other members as nominated by Director General, NCSM	Director General, NCSM

7.3 **Screening Committee :**

The applications received in response to advertisements shall be scrutinised by a committee of three members duly constituted by the authority competent to constitute selection committee for the particular grades of post. The Chairman of the Selection Committee shall also be the Chairman of the Screening Committee.

7.4 **SC/ST members for reserved vacancies :**

In cases where recruitment/assessment/promotion of a candidate belonging to SC/ST Category is involved, one of the members must be from these communities.

7.5 **Selection Procedure :**

Selections to the posts upto the scale of Rs.3000-4500/= in both scientific & technical and administrative categories is to be made on the basis of aptitude test followed by personal interview. Advance increments may be considered for exceptionally meritorious and well experienced candidates. The Directors of museums/centres can allow a maximum of three advance increments and the Director General, NCSM can allow upto five advance increments, on the basis of recommendations of the Selection Committee.

7.6 **Proceedings of Selection Committees :**

The proceedings of the Selection Committee shall be recorded in the format as shown in Annexure (1).

7.7 **Validity of Panel :**

A panel shall normally be valid for one year. If necessary, however, the validity can be extended for a further period of six months only by the Director General, NCSM.

7.8 **Schedule of appointing, disciplinary & appellate authorities under the Central Civil Services (Classification, Control and Appeal) Rules, 1965**

Sl. No	Designation or grade of post	Appointing authority	Authority empowered to impose penalty	Penalties it can impose (Rule II)	Appellate authority	Remarks
1	Director General	President, NCSM	President, NCSM	All*		*Major and minor penalties under CCS (CCA) Rule II
2	Grade 'F'. 'G'	Chairman, GB	Chairman, GB Director General	All Minor**	GB, NCSM Chairman, GB	** (I) to (iv) Penalties in CCS (CCA) Rule II
3	Grade EI, EII	Director General	Director General Director (if he is in grade F or G)	All** Minor**	Chairman, GB Director General	
4	Secretary/Finance Officer in NCSM Hqrs.	Director General	Director General	All	Chairman, GB	Except for persons on deputation from other Govt/Semi-Govt offices
5	All other posts in NCSM Hqrs/CRTL/NSCD	Such officers as may be nominated by Director General	Appointing authority	All	Director General	

6	All posts subordinate to Gr. E1 in Museum/Centre	Director of Museum/Centre	Director of Museum/Centre	All	Director General
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7.9 Offers of appointment :

All offers of appointment shall be issued in the following formats :

- | | | |
|-------|---|--------------|
| (i) | All contractual posts in Scientific & Technical categories | Annexure 'J' |
| (ii) | Posts filled up through Employment Exchange | Annexure 'K' |
| (iii) | Posts in the officers grade under administrative categories | Annexure 'L' |
| (iv) | All other posts in technical & administrative categories | Annexure 'M' |

7.10 Probationary Period :

Probationary period of all categories of staff is for 2 years. Work and conduct of each employee shall be assessed on completion of 12 months and shortcomings, if any, shall be communicated to him/her in writing in the name of the appointing authority. The same exercise shall be done after 18 months. The final assessment shall be made on completion of 22 months.

- 7.11 All concerned Administrative Officer of Museums/Centres and Section Officer (Administration) of NCSM Hqrs. shall strictly follow the procedure and shall issue letters to the appointing authorities on completion of 12 months, 18 months and 22 months respectively

Format of letter to be submitted for obtaining a report from the concerned sectional head 12/6/3 months ahead of the stipulated date of completion period is given at Annexure 'N'.

It is suggested that the Administrative Officers of the concerned units obtain this report first after completion of 12 months, second after completion of 18 months and third after completion of 21 months.

- 7.12 On successful completion of probationary period an O.M. as given at Annexure 'O' may be issued.

7.13 Termination of appointment :

Sufficient care must be taken by the appointing authorities to ensure that full justice is done and ample opportunities are given to employees to correct their shortcomings, before issuing any termination order either due to unsatisfactory performance during probation or for any other reason. It is also necessary to ensure that there is no legal lacuna in such orders if and when issued.

8 PROCESSING OF ASSESSMENT CASES :

- 8.1 Employees who shall be completing requisite number of years for which they shall be eligible for assessment on any day during the particular assessment year (i.e. from 1st April to 31st March) shall be considered together for a particular grade for assessment. Detailed information on the eligibility for assessment of all staff members belonging to a particular grade shall be compiled in a table, the proforma of which is enclosed in Annexure 'P'. Each table shall indicate the details of staff belonging to one particular grade only. Such tables shall be prepared and circulated to all staff for their scrutiny and comments, if any, by September every year and shall be finalised by October after receiving observations from the employees.

- 8.2 Persons in Group III and IV who are eligible for assessment shall be required to submit self-assessment form as per format given in Annexure 'Q'. This shall be got done by December every year. No such form is necessary for persons in Group I and II.

- 8.3 Assessment Committees shall be constituted by December every year as per Rule G.4.8 for those who become eligible for assessment during the particular assessment year. Where such assessment committees are to be constituted by the Executive Committee or Governing Body, matters should be processed sufficiently in advance so that committees are constituted in the budget meetings of such committee usually held in August/September/October. Composition of the Assessment Committees will be as follows:

- (a) One committee common for all grades in Group I to be constituted by Director of Museum/Centre with a Chairman, two members (of which one should be external) and the Director, Museum/Centre or his nominee constituting the core. Besides the core members the Assessment Committee may be experts in different broad disciplines to cover all candidates appearing for assessment in that particular year.
- (b) One committee common for grade II(1), II(2) and II(3) to be constituted by the Director of Museum/Centre with a Chairman, two members (of which one should be external) and the Director of the Museum/Centre or his nominee constituting the core. Besides the core member the Assessment Committee may be experts in different broad disciplines to cover all candidates appearing for assessment in that particular year.
- (c) One committee common for grade II(4), II(5), III(1) and III(2) to be constituted by the Executive Committee of the Museums/Centres consisting of a Chairman, two Project Co-ordinators, three outside experts and Director of Museum/Centre constituting the core. Besides the core members the Assessment Committee may have experts in different broad disciplines to cover all candidates appearing for assessment in that particular year.
- (d) One committee common for all posts in grades III(3), III(4) and III(5) to be constituted by the Executive Committee consisting of a Chairman, three officers from NCSM units, three external experts, Director General, NCSM and Director of Museum/Centre constituting the core. Besides Core Member, the Assessment Committee may have experts in different broad disciplines to cover all candidates appearing for assessment in that particular year.

NOTE: The Committees at (c) and (d) for NCSM Hqrs. shall be constituted by the Director General, NCSM.

- (e) One committee common for grades IV(1) and IV(2) to be constituted by Director General, NCSM consisting of Chairman, all heads of Museums/Centres and three external experts constituting the core. Besides core members, the Assessment Committee may have experts in different broad disciplines to cover all candidates appearing for assessment in that particular year.

- (f) One committee common for the grades IV(3) and IV(4) to be constituted by the G.B., NCSM, consisting of a Chairman, Six experts (including one from G.B. and one from E.C.), Director General and concerned Director of Museums/Centre (if he himself is not a candidate).

- 8.4 Assessment cases for all staff members belonging to grade I, II and III shall be taken up by respective units. Details of officers belonging to Group IV shall be sent to NCSM Headquarters in the approved format (Annexure 'P') for processing the same from the Headquarters.

- 8.5 An information sheet as per copy enclosed in Annexure 'R' shall be sent to chairman and members of the Assessment Committee when they are requested to serve in the Committee. The meetings of the Assessment Committees shall be held during January-March in the same assessment year.

- 8.6 Persons who are eligible for assessment in a particular assessment year shall be assessed before March of the same assessment year and their effective date of promotion, if selected, shall be the anniversary date when they complete the requisite period of service in the same assessment year and not from the date of assessment (vide Rule G.4.6.).
- 8.7 If for any administrative reason, for which the concerned employees is not responsible, the assessment process is delayed and the Assessment Committee meets in a subsequent year, the promotion if the employee is selected, shall take effect from the date in the previous year(s) when he has completed the requisite years of service and became eligible for assessment. If however the delay is directly attributable to the concerned employee for his failure/refusal to submit the self assessment form and/or to appear in the interview/aptitude test the benefit of promotion, if selected, shall be given only from the date when he is found fit by the Assessment Committee. In such delayed assessment if the candidate is found unsuitable for promotion the Committee simply shall reject him and shall make no recommendation for his promotion with effect from a subsequent date. He has to appear before the same or another Assessment Committee later.
- 8.8 Table G.4.4 shall be brought to the notice of the Assessment Committee and all assessment shall be done according to the distribution of marks given in the table. Marking on the Confidential Reports as indicated in this table shall be as under:
- (a) Revised Report Forms :
A(+) = 10 marks, A = 8 marks, A(-) = 7 marks, B(+) = 6 marks, B = 5 marks, B(-) = 4 marks, C = 3 marks, D = 2 marks.
- (b) New Report Form (introduced from 1982-83) :
Average mark as recorded by the Reporting Officer, if the Reviewing Officer also agrees with him. In case of difference, the average mark recorded by the Reviewing Officer shall be considered.
- 8.9 Marks for all Confidential Reports under the Assessment period shall be added up and average (out of 10) shall be calculated. This average mark shall then be multiplied by 2 to get marks out of 20 as allotted in table G.4.4 (as at Annexure-R).
- 8.10 Various points raised in Annexure-V shall be brought to the notice of Assessment Committee at the time of assessment by Director of Museum/Centre or the Administrative Officer. The percentage limit indicated for different grades are the upper limits and it is not obligatory to promote upto the approved limit. The Assessment Committee will have to exercise a measure of judgement to maintain high standards to consider only meritorious employees for promotion. The criteria for giving advance increments are given in table G.4.4 which shall be brought to the notice of the Assessment Committee. Advance increments shall be considered only as exception and not as a rule.
- 8.11 Recommendations of the Assessment Committees shall be recorded in proceedings as per proforma given in Annexure 'S'. There shall be different proceedings not only for the different groups but for different grades. This means one proceeding shall record recommendations on all candidates considered for promotion from say grade II(1) to II(2), another proceeding for persons for assessment from Grade II(2) to II(3) and so on.
- 8.12 Responsibilities of the Administrative Officer :
- (i) Result of the Assessment shall be communicated to individual members of staff by the Administrative Officer or the Museum/Centre in approved forms. Persons who are selected for promotion shall be informed through form given in Annexure 'T'. Persons who are rejected by the Assessment Committee in form given in Annexure 'U'.
- (ii) It shall be primary responsibility of the Administrative Officer of the Museum/Centre (or of Secretary for processing cases in headquarters) to see that the provisions of the new rules are strictly adhered to. The Administrative Officers shall send copies of the table showing details of eligible candidates, prepared as per instructions above, to the Secretary, NCSM by 31st October every year. The Secretary, NCSM may be co-opted in the Assessment Committees to ensure uniformity and to proper observance of rule. In case of any confusion the Secretary, NCSM shall be written immediately for necessary clarification.
- (iii) After the assessment process is over, the Administrative Officer shall record the results against the names of the employees in the Establishment Register. This is necessary for preparing the table as per Annexure 'P' for subsequent assessments.
- 8.13 **Counting of ad hoc service for the purpose of Assessment** :
Rule G.4.2 of the NCSM (Recruitment, Assessment & Promotion) Rules 1982 for Scientific and Technical categories of staff as which deals with the computation of the total number of years of service for eligibility for assessment does not spell out adequately as to whether the period of service rendered by an individual on ad hoc basis, followed by his regular appointment to that grade, shall be taken into account for the purpose of commuting the number of clearance for assessment. It is clarified that the ad hoc service rendered by an official in a particular grade prior to his appointment on regular basis to that grade shall also be taken into account for the purpose of eligibility for assessment subject to the fulfillment of the conditions enumerated below :
- (i) The ad hoc appointment is made on the recommendations of a Committee duly constituted in accordance with the provisions of NCSM (RAP) Rules, 1982.
- (ii) The ad hoc service in a grade is followed immediately by regular appointment to that grade without break.
- (iii) The ad hoc service qualifies for increment and the incumbent is allowed the benefit of pay accordingly on his initial appointment on regular basis.
- 9.0 DESIGNATION ON PROMOTION THROUGH ASSESSMENT ;
- 9.1 Persons belonging to Group 1 after assessment promotion to the Grades I(4) and I(5) shall be designated as Helper 'D' and Helper 'E' respectively and not as Technician/Artist/Cataloguer 'A' or "b".
- 9.2 Persons belonging to Group II on assessment promotion to Grade II(4) and II(5) shall be designated as Technician/Artist/Cataloguer 'D' and Technician/Artist/Cataloguer 'E' respectively and not as Technical Assistant/Education Assistant/Exhibition Assistant/Library Assistant 'A' or 'B'.
- 9.3 Persons belonging to Group III on promotion to Grades III(4) and III(5) shall be designated as Technical Officer/Education Officer/Exhibition Officer/Library Officer "b" and 'C' respectively and shall not be designated as Curator.
- 9.4 Technical Assistants (Civil) in Group III on assessment promotion to Grade III(4) and III(5) shall similarly be designated as Technical Officer 'A' and Technical Officer 'B' respectively and shall not be designated as Assistant Executive Engineer or Executive Engineer.
- 9.5 Officers who are directly recruited in Group IV with requisite entry level qualifications suitable for Group IV shall be designated as Curator, Exhibition Officer, Assistant Executive Engineer or the Executive Engineer as the case may be.

NOTE : It may be noted that the above designations on assessment promotion shall not be applicable to the employees who joined NCSM prior to 22.10.1982. In their case the designations shall be as under:

- (i) Persons on assessment promotion from I(3) to I(4) and from I(4) to I(5) shall be designated as Technician 'A' and Technician 'B' respectively but shall continue to be in Group I.
- (ii) Persons on assessment promotion from II(3) to II(4) and from II(4) to II(5) shall be designated as Technical Assistant 'A'/ Exhibition Assistant 'B' respectively but shall continue to be under Group II.

10.0 OPTION FOR NOT APPEARING IN ASSESSMENT :

If for any justifiable reason a staff member eligible for Assessment Promotion applies to exercise his option for not appearing in the assessment in a particular year his chance for assessment may be allowed to be carried over to the next assessment year(s). The assessment promotion, if selected in a subsequent year, would however be given effect only from the anniversary date in the year when the assessment takes place and will have no retrospective effect.

An example is given below:

- (a) A Technical Assistant 'A' after completing 5 years of service in grade III(I) becomes eligible for assessment on 8.12.87.
- (b) He applies to his appointing authority that it will not be possible for him to appear for assessment in that particular assessment year i.e. 1987-88 due to justifiable reasons. The appointing authority accepts the grounds for his inability to attend the assessment in that particular assessment year i.e. 1987-88. In such a case he does not lose his first chance of assessment. This means that next year i.e. in 1988-89 after completion of six years of service, he will avail his first chance of assessment alongwith others who shall be eligible for assessment in the same grade in 1988-89 and shall be governed by the prescribed percentage limitation by considering all candidates together appearing in the same grade in the same year i.e. in 1988-89. In this way, as per RAP Rules, he will have 3 chances of assessment before reaching top of his scale.
- (c) His next anniversary date will be 8.12.1988. If he appears in assessment in that assessment year i.e. 1988-89 and gets selected then he will be promoted to the next grade with effect from 8.12.1988 and not from 8.12.1987.
- (d) However, if some one does not appear either in aptitude test or in interview or for both for the assessment without obtaining prior approval of his appointing authority he shall be considered to have failed in the assessment in that year and would therefore lose a chance.

11.0 PROMOTION FOR ADMINISTRATIVE CATEGORIES :

There being no such scheme as assessment for promotion in respect of administrative categories of employees, appointment on promotion in their cases shall be based on specific vacancies and strictly in accordance with the provisions of the recruitment and promotion rules for them.

12.0 PROTEMPORE OFFICIATING PROMOTIONS :

12.1 Scientific & Technical Category :

There shall be no protempore officiating appointments in this category as all posts are assessable (ref.O.O.5/84-annexure)

12.2 Administrative Category :

Protempore officiating promotions may be made subject to the following conditions :

- 12.2.1 The post shall be supervisory and managerial involving administrative duties.
- 12.2.2 The post must have been sanctioned on regular basis and held at least once by a regular incumbent.
- 12.2.3 Persons in the same line of work should be considered on seniority and satisfactory service record basis.
- 12.2.4 Such appointment may be terminated at any time without assigning any reason and shall not confer on the appointee any right to seniority over others. This must be clearly spelt out in the order of appointment.
- 12.2.5 The minimum qualification and experience required for protempore officiating promotion in different grades shall normally be as indicated in service R&P rules of NCSM. However minimum qualification can be relaxed in exceptional cases reason for which must be kept on record by the Director of museum/centre. In cases where such exceptions are made, the minimum experience vis-à-vis the reduced minimum qualification, must conform to the following table:

	Grade to which appointment shall be made	Minimum qualification after relaxation	Minimum experience required
a)	Section officer (Admn./F&A)	Matriculation/SSLC or equivalent	5 years Assistant (Admn/(F&A)
b)	Stores & Purchase Officer	Matriculation/SSLC or equivalent	5 years as Asst.(S&P)
c)	Asst.(Admn/F&A)	Matriculation/SSLC or equivalent	3 years as U.D.C.
d)	Assistant (S&P)	Matriculation/SSLC or equivalent	3 Years as storekeeper

12.2.6 The lower chain of vacancies following officiating promotion should not be filled up through protempore promotion. Order of protempore officiating appointment shall be made in the format at Annexure 'W'.

Note: For regular promotion orders shall be issued in the format at Annexure 'X'.

13.0 DEPARTMENTAL PROMOTION COMMITTEES (for administrative categories of posts) :

- a) Post below the scale of Rs.1,400-2,600/=.
 - i) Director of Museum/Centre as the Chairman Director of the Museum/Centre.
 - ii) Three officers from amongst A.O, F.A.O and Project Coordinators.
- b) Posts in the scale of Rs.1,400-2,600/= :
 - i) An outside expert as Chairman Director General, NCSM
 - iii) Director of Museum/Centre
 - iv) An outside expert.
 - v) Two departmental officer.
- c) Posts above the scale of Rs.1,400-2,600/= :
 - i) An outside expert as Chairman Director General, NCSM
 - ii) One of the Directors of Museums/Centres.
 - iii) An outside expert
 - iv) Two departmental Officers.
 - v) Such other members as nominated by the Director General.

14.0 REVIEW AT 50/55 YEARS OF AGE :

14.1 The age of superannuation for scientific and technical categories of staff and for Group D administrative staff is 60 years. For other administrative staff it is 58 years. With a view to determine his continuance or otherwise in service in public interest all employees in administrative, scientific and technical categories shall be reviewed as per guide lines provided under F.R.56 which is to be read with Rule 48 of Central Civil Services Pension Rules including Appendix 9.

14.2 Committees shall be constituted for such review as per guidelines given in item B-4. General procedures as given in item B-5 shall also apply for cases of review.

14.3 Officers in the pay scale of Rs.2,000-3,200 and above who joined in service before attaining 35 years of age shall be reviewed on attaining 50 years of age or after completing 30 years of service whichever occurs earlier.

14.4 Group D administrative staff who joined service before 23.6.1966 shall be reviewed after completion of 30 years of service.

- 14.5 All other categories of staff shall be reviewed on attaining 55 years of age or on completion of 30 years of service whichever occurs earlier.
- 14.6 The Committee constituted for the purpose as indicated in item 1 shall consider the self appraisal report (for such staff as indicated in item B.4.2), confidential reports, and relevant service records if any.
- 14.7 The criteria to be followed by the Committee in making their recommendations shall be as follows:
- i) doubtful integrity.
 - ii) Fitness and competence (both professional and physical of the employee to continue in post. If the committee finds an employee unfit or incompetent for the post he is holding the Committee shall consider his fitness and competence for the lower post from which he was promoted, in lieu of taking a decision on his retirement.
- 14.8 If the Committee considers his record of work for the last 5 years unsatisfactory, it shall consider the service record for the entire period of service before taking a decision on retirement.
- 14.9 No employee shall ordinarily be retired on ground of ineffectiveness, if in any event, he was retiring on superannuation within a period of one year from the date of consideration of his case.
- 15.0 **EFFICIENCY BAR :**
- 15.1 Procedure for consideration of E.B. cases :
Cases of employees who are due to cross efficiency bar stage in a time-scale of pay are to be considered well in advance of the due dates, as per the time schedule by a Departmental Promotion Committee on the basis of records of performance of the employees concerned up to the date available at the time of such consideration. The Committee should record its findings as to the suitability or otherwise of an employee to cross the efficiency bar and the competent authority should on the basis of the findings of the committee issue orders either permitting or stopping the employee to cross the efficiency bar.
- 15.2 When disciplinary proceedings are pending :
On the date of actual D.P.C., the concerned employee is under suspension or disciplinary/criminal court proceedings against him are contemplated or pending he should not be allowed to cross the E.B. stage but the findings of the D.P.C. in regard to the crossing the E.B. stage should be placed in a sealed cover which will be opened after conclusion of the disciplinary proceedings.
- 15.3 Council servant should be informed when he is not allowed to cross the E.B. :
He may prefer an appeal to higher authorities against the decision. Subsequent review(s) – Cases of all employees held up at the efficiency bar should be reviewed annually with a view to determine their suitability or otherwise to cross the efficiency bar.
- 15.4 Fixation of pay on being allowed to cross the E.B. :
If, as a result of a subsequent review, an employee is allowed to cross the E.B., the increment above the E.B. should be allowed to him from the date of such order to cross the E.B. With approval of the next higher authority his pay may be fixed at the stage which he would have reached in the normal course if the E.B. has not been enforced on him. However, no arrears of pay and allowances would be admissible for the past period. An employee not allowed to cross E.B. due to pendency of disciplinary proceedings, may be allowed to cross E.B. retrospectively from the due date if he is ultimately exonerated. In such cases, arrears of pay and allowances for the past period will be admissible.
- 15.5 Restoration of normal date of increment :
Once the stage at which the employee should draw his pay from the date he is allowed to cross the E.B. is determined, the next increment above that stage will accrue to him on the usual date of drawal of increment and not after rendering one year's service.
- 16.0 **CONSTITUTION OF COMMITTEES :**
- 16.1 Constitution of Committees for completion of Probationary Period, crossing of efficiency bar and review at 50/55 years shall be as follows :
- 16.1.1 For all posts below the scale of Rs.1400-2300 (pre-revised scale Rs.425-700) or Rs.1400-2600 (pre-revised scale of Rs.425-800) the following Committee shall be constituted by the Director of Museum/Centre for consideration of the above cases:
- i) A senior level Project Co-ordinator of the Museum/Centre Chairman
 - ii&iii) Two departmental officers of which one shall be the Sectional Head of the concerned employee.
 - iii) Administrative Officer.
- For posts in NCSM Headquarters the Committee shall be constituted by the Director General, or by such officers as have been declared as appointing authority by taking officers either from NCSM Headquarters or from any other constituent unit as indicated above. The Secretary, NCSM shall be a member of such Committees in place of the Administrative Officer.
- 16.1.2 For all posts in the scale of Rs.1400-2300 (pre-revised scale Rs.425-700) or above but below Rs.2200-4000 (pre-revised scale Rs.700-1300) the following Committee shall be constituted by the Director of Museum/Centre for processing the above case:
- i) Director of Museum/Centre Chairman
 - ii) Sectional Head/Project Coordinator
 - iii) An outside subject expert
 - iv) Administrative Officer
- For posts in NCSM Headquarters the Committee shall be constituted by Director General, NCSM by taking officers either from NCSM Headquarters or from any other constituent unit as indicated above. The Secretary, NCSM shall be a Member of the Committee in place of the Administrative Officer. The Director General, NCSM may himself act as the Chairman or nominate any head of Museum/Centre for that purpose.
- 16.1.3 For all posts in the scale of Rs.2200-4000 (pre-revised scale Rs.700-1300) and above but below Rs.3700-5000 (pre-revised scale Rs.1500-1800) the following Committee shall be constituted by the Chairman, Executive Committee of the respective Museum/Centre for consideration of the above cases.
- i) An outside Member of Executive Committee.
 - ii) An outside subject expert.
 - iii) Director General, NCSM or his nominee.
 - iv) Director of Museum/Centre.
- In prolonged absence of Chairman, Executive Committee the Committee may be constituted by the Director General, NCSM. For all posts in NCSM Headquarters the Committee shall be constituted by the Director General, NCSM in the following manner:
- i) An outside expert Chairman
 - ii) An outside subject expert
 - iii) Director General, NCSM or his nominee

iv) One Director of Museum/Centre.

16.1.4 For all posts in the scale of Rs.3700-5000 (pre-revised scale Rs.1500-1800) and above the following committee shall be constituted by the Chairman of the Governing Body of NCSM for processing the above cases:

- i) A non-official Member of Governing Body Chairman
- ii) An outside subject expert
- iii) Director General, NCSM
- iv) Director of Museum/Centre

17.0 GENERAL PROCEDURES FOR PROCESSING CASES OF REVIEW/EFFICIENCY BAR/PROBATION :

17.1 Action for constituting committees by appropriate authorities as indicated above shall be initiated at least 6 months before the date of completion of the probationary period, confirmation, crossing of Efficiency Bar or review at 50/55 years and acceptance of Membership shall be obtained at least two months in advance.

17.2 Self appraisal reports in the form given in Annexure 'Q' are to be obtained from the concerned employees for Group III and Group IV posts in the scale of Rs.1400-2300 (pre-revised scale Rs.425-700) and above and for administrative posts in the scale of Rs.1400-2600 (pre-revised scale Rs.425-800) and above. The reports are to be assessed by higher officers as per provisions given in the form. These exercises shall be initiated at least 3 months before and completed 2 months before the date of completion of probationary period or confirmation or crossing of Efficiency Bar or review.

17.3 For all posts below the pay scale of Rs.3700-5000 (pre-revised scale Rs.1500-1800) the Committee shall meet to consider the cases at least 1 month before the expiry of the relevant date. The Committee shall consider the self appraisal reports (wherever necessary), confidential reports and other service records that may be necessary and record its decision in writing. In case the Committee feels it necessary it can ask the concerned employee to appear for a personal discussion before the Committee and for this purpose the concerned employees to appear for a personal discussion before the Committee and for this purpose the concerned employees shall be directed in advance by writing to make themselves available for personal discussion if it is felt necessary by the Committee. Calling the employees for personal discussion is not mandatory and is to be decided by the Committee on the merit of the case.

17.4 For posts in the scale of Rs.3700-5000 (pre-revised scale Rs.1500-1800) and above, the self appraisal report alongwith the observations of superior officer(s), confidential report and relevant service records shall be sent to the members at least two months before the date of completion of probationary period or confirmation of crossing of Efficiency Bar or review, for consideration of the Committee and for sending their recommendations in writing to the Director of Museum/Centre or the Director General, NCSM as the case may be. It is not mandatory to call a meeting of this Committee or to ask the concerned employee to appear for a personal discussion but if the Chairman or any other member of the Committee so desires the Committee may hold a meeting and ask the concerned employee to appear for a personal discussion.

17.5 The Appointing Authority shall act on the recommendations of the Committee. If he agrees with the recommendations he shall pass on necessary orders without any further reference to the Executive Committee or so. If he does not agree with the recommendations he shall refer back the matter to the Executive Committee in a meeting at the earliest or by circulation. For posts in NCSM headquarters if the Director General, NCSM does not agree with the recommendations of the Committee he shall refer the matter to the Governing Body in a meeting at the earliest or by circulation. The decision of the Executive Committee/Governing Body shall be final in such cases.

17.6 The decision of the Appointing Authority shall be communicated to the concerned employee, except in cases of review at 50/55 years, before the completion of probation period or crossing of efficiency bar. For any exceptional reason if the decision cannot be communicated before the scheduled date, the probation shall be extended for a short period by which the final decision shall be communicated.

18.0 TRAINEESHIP :

18.1 Creation of traineeships in different areas in the Constituent museums/centres of NCSM :

Attention of all concerned is drawn to the fact that the traineeship is not a post and should not be mixed in any manner with the procedure followed for the purpose of creation and filling up of regular posts. Accordingly as per this Office Order No.I-11011/8, dated 24.1.1983, the following norms and procedure should be adopted in the matter of traineeship :

18.2 Traineeship may be adopted in the various disciplines on the following terms and conditions:

	Area	Minimum requirements	Stipend
i)	Trainee (Crafts)	ITI certificate in relevant discipline after SSLC or equivalent	Rs.800.00
ii)	Trainee (Cataloguing)	Certificate in Librarianship of one year duration after SSLC or equivalent	Rs.800.00
iii)	Trainee (Art)	Certificate in Art or SSLC with two years relevant experience	Rs.800.00
iv)	Trainee (Education)	B.Sc. or 3 years Diploma in Engineering in relevant discipline	Rs.1000.00
v)	Trainee (Technical)	B.Sc. or 3 years Diploma in Engineering in relevant discipline	Rs.1000.00
vi)	Trainee (Exhibition)	4/5 years Diploma or degree in Fine Art/Commercial Art	Rs.1000.00
vii)	Trainee (Library)	Diploma in Librarianship after graduation	Rs.1000.00

18.3 Stipend stated above is for full time duties and the amount is consolidated without any allowances. In case it is necessary to recruit half time trainee for a particular job, the same can be done with the approval of the E.C. and in that case the stipend shall be fixed on pro-rata basis. The benefits of CPF/GPF or pension or any other similar benefits are not admissible.

18.4 The duration of the traineeship shall be normally one year extendable by another year under special circumstances with the approval of the Director of Museum. In no case traineeship shall be continued beyond a maximum total period of two years. The traineeship may however be terminated at any time without any notice and without assigning any reason.

18.5 The minimum requirements stipulate no experience. Fresh students after obtaining the requisite qualifications shall be recruited as far as possible.

18.6 There is absolutely no job guarantee for trainees after completion of the traineeship. Trainees can however apply against notified vacant posts if any, and may be considered alongwith others.

18.7 It should be specially noted that in case of regular appointment of such trainees against the notified vacant posts the service period shall be counted from the date of the regular appointment and not from the date of the commencement of the traineeship. It is suggested that in order to avoid possible administrative complications, there shall be a break for at least a week before taking such trainees for regular appointment, if considered at all.

18.8 Number of trainees shall be determined by the Executive Committee of the respective units/centres exactly in the same manner as fresh posts are created. In case of urgent requirements in between two Executive Committee meetings approval

must be taken for the creation of new traineeships from the Director General, NCSM subject to ratification by the E.C. on the next meeting.

- 18.9 All traineeships, must be notified to all relevant institutions and/or Employment Exchange or through newspaper advertisement. Selection shall be made on the basis of the aptitude test and interview by a Selection Committee which shall be constituted by the Head of the museum with himself as Chairman, one external member, two technical officers including the respective Project Co-ordinator and Administrative Officers/Secretary or in his absence Finance Officer of the museum/centre.
- 18.10 Leave: Grant of leave during traineeship will be governed as under:
- a) On medical certificate leave salary equivalent to half pay for a period not exceeding one month in any year of traineeship under Rule 33(3) of the revised leave rules 1972.
 - b) Casual leave will be available as in the case of other staff.
 - c) Extra ordinary leave (without pay) under rule 32 of the CCS (Leave) Rules 1972.
- 18.11 Travelling allowance: No travelling allowance will be allowed either for joining the course for traineeship or at its termination. For journey on tour during the currency of the traineeship, TA/DA are admissible as applicable to regular staff members having basic pay of Rs.800/= and Rs.1,000/= per month respectively.
- 18.12 Every trainee must deposit a sum of Rs.100/= in cash as caution money as security against tools etc., issued to him. This money is refundable after satisfactory completion of the training period. The candidate will be entitled to draw his/her stipend only after the deposit of the caution money.
- 18.13 The trainees shall be required to attend to all types of work that may be allotted to him from time to time by his superior and may be required to undertake extensive tours.
- 18.14 No arrangement for residential accommodation is available for traineeship.
- 18.15 If the work and the conduct of the trainee is found unsatisfactory during the period of traineeship, his services will be liable to be terminated without notice and he/she will be required to refund the whole amount drawn by him/her.
- 18.16 The offer of traineeship may be issued to trainees as per the enclosed draft. In all such memos, correspondence etc., the terms like 'appointment' 'pay' 'post' etc., shall be scrupulously avoided.
- 19.0 MAINTENANCE OF SERVICE BOOK ;
- 19.1 In all cases without exception the service book of a Council servant shall be maintained from the very first day of his appointment under the Council. It should be kept in the custody of the Administrative Officers in case of Museums and Centres and of the Secretary or any other officer authorised to this effect, for NCSM Headquarters and CRTL.
- 19.2 Every step in the Council servant's official life should be recorded in his service book and each entry should be attested by the Administrative Officer/Secretary/or any other officer authorised to that effect as the case may be. If entries are required to be made in the service books of the attesting officers, the same should be attested by their immediate superior and not by themselves.
- 19.3 There should not be any erasing or over-writing in the service book and all corrections should be neatly made and properly attested.
- 19.4 It should be ensured that the following documents are securely pasted in the service book of each individual council servant:
- a) Declarations regarding family for the purpose of LTC and medical benefits, home town for the purpose of LTC, and options for revised scales of pay, if any.
 - b) Pay fixation statement in support of the entries made to this effect in the service book.
 - c) Nominations for GPF, Group Insurance etc.
- 19.5 The GPF A/C No. of a council servant should be entered on the right top of page no.1 of his service book by means of a Rubber Stamp as soon as he is admitted to the Provident Fund and an a/c. number is allotted to him.
- 19.6 Immediately on expiry of the 31st of March every year all Service Books shall be taken up for verification by the concerned Administrative Officer/Secretary/Other officer authorised to that effect, and he should record in each case, after satisfying himself that the services of the council servant concerned are correctly recorded, a certificate in the following format over his signature:
"Service verified upto 31.3. from the Acquittance Roll/Any other document".
- 19.7 Since verification of character and antecedents and certificate of fitness by the appropriate medical authorities are pre-requisite for consideration of the case for completion of probation and confirmation of a council servant, it should be ensured that the same are received well in advance and if necessary, reminders should be issued to the concerned authorities for time submission of the same.
- 19.8 The leave account should be meticulously maintained and every entries therein should be immediately attested by the concerned Administrative Officer/Secretary/Officer authorised to that effect.
- 19.9 The date of birth declaration by the Council servant (supported with confirmatory documents such as High School/Higher Secondary/Secondary School Certificate/extracts from birth register and accepted by the appropriate authorities shall not be subject to any alteration except under the following circumstances:
- a) Request in this regard is made within 5 years of his entry into service.
 - b) It is clearly established that a genuine bonafide mistake has occurred.
 - c) The date of birth so altered would not make him ineligible to appear in any school or university or other public service examinations in which he had appeared or for entry into Council service on the date on which he first appeared the Council service.
 - d) In case of Group 'C' and Group 'D' employees such alterations of date of birth can be approved by the concerned Directors of Museums/Centres.
 - e) In all other cases, except his own, the Director General, NCSM shall be the authority competent to approve alteration of date of birth.

ANNEXURE 'A'

Proposal for the creation of the fresh posts

1. Approved designation/grade and scale of pay :
2. No. of posts required in 19 :
3. Projects for which posts are required :
4. Approved duration of the projects :
5. Sanctioned strength of this category of posts in the Museums/Centres :
6. Distribution of existing posts in this category, in different departments/projects :
7. Justification for additional staff asked for with reference to the project :

ANNEXURE 'B'OPTIMUM STRENGTH OF PERSONNEL IN RSCs/DSCsName & Address of the centre

1.	Curators	:	2	
2.	Technical Asst. 'A' (Mechanical or Electronics)	:	1	
3.	Exhibition Asst. 'A'	:	1	
4.	Education Asst. 'A'	:	2	
	Physical Science	:	1	
	Life Science	:	1	(1 for MSE)
5.	Trainee (Education) (Physical Science)	:	2	
6.	Technical Asst. 'A' (Civil)	:	1	
7.	Technician 'A'	:	12	
	Carpentry		2	
	Sheet Metal		1	
	Fitting		2	
	Welding		1	
	Electrical		1	
	Electronics		2	
	Painter		1	
	Artist		1	
	Horticulture		1	
8.	Trainee (Crafts)	:	8	
9.	Section Officer	:	1	
10.	Asst. (Finance & Accounts)	:	1	
11.	Upper Division Clerk	:	2	
12.	Lower Division Clerk	:	2	
13.	Junior Stenographer	:	1	
14.	Driver	:	2	(1 for MSE)
		Total :	<u>38</u>	

On Contractual Basis

	<u>Lucknow</u>	<u>Guwahati</u>	<u>Bhubaneswar</u>
Security Guard	7	6	8
Safaiwala	2	1	2
Animal Keeper	-	-	1
Mali	3	2	5

DISTRICT SCIENCE CENTRES

1.	District Science Officer	:	1	
2.	Education Asst. 'A'	:		
	Physical Science – 1	:	2)
	Rural Science – 1	:	2) (1 for MSE)
3.	Trainee (Education) (Physical Science)	:	6	(1 for MSE)
4.	Technician 'A'	:		
	Fitter		2	
	Electronics		1	
	MSE (Fitter/Electrical/Electronics)		1	
	Artist		1	
	Horticulture		1	
5.	Trainee (Crafts)	:	2	
6.	Upper Division Clerk	:	1	
7.	Lower Division Cler	:	1	
8.	Driver	:	2	(1 for MSE)
		Total :	<u>17</u>	

On Contractual Basis

	Patna	Purulia	Dharampur	Nagpur	Tirunelveli	Gulbarga
Security Guard	9	8	7*	6	8	7*
Safaiwala	2	2	2	1	2	2
Animal Keeper	-	1	1	1	1	-
Mali	1	2	1	5	4	2

- The strength will increase by 1 (one) with the opening of the new gallery.

MODEL ROSTER
(100 Points)

Posts filled by Recruitment on a Local/Regional Basis

(G.I., Dept.of Per.& A.R., O.M.No.1/3/72-Est.(SCT), dated 15-5-1974, Dept.of Per.& Trg., O.M.No.36013/4/85-Est.(SCT), dated 24-5-1985 and 12-2-1986).

Based on 1981 Census except in the case of Assam.

Sl. No. (1)	Name of State/Union Territory Percentage of reservation (2)	Actual points to be reserved (3)
1	Andhra Pradesh 15 SC/6 ST	SC 1, 8, 14, 20, 27, 33, 38, 44, 51, 57, 64, 70, 77, 84, 90. ST 4, 23, 40, 60, 79, 96.
2	Arunachal Pradesh 1 SC/44 ST	SC 4. ST 1,6,9,11,13,15,18,20,22,24,27,29,31,33,36,38,40,42,45,47,49,51,53,56,61, 63, 65, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98.
3	Assam 6 SC/11 ST	SC 4, 19, 38, 54, 73, 89. ST 1, 10, 21, 30, 40, 49, 58, 67, 76, 85, 94.
4	Bihar 15 SC/9 ST	SC 1, 8, 14, 20, 27, 33, 39, 44, 51, 57, 64, 70, 77, 84, 90. ST 4, 16, 25, 37, 48, 59, 68, 80, 93.
5	Gujarat 7 SC/14 ST	SC 4, 18, 32, 46, 60, 74, 88. ST 1, 8, 15, 22, 29, 36, 43, 50, 57, 64, 71, 78, 85, 92.
6	Haryana 19 SC/Nil ST	SC 1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91. ST Nil
7	Himachal Pradesh 25 SC/5 ST	SC 1, 6, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89, 93, 97. ST 4, 23, 43, 63, 83.
8	Jammu & Kashmir 9 SC/Nil ST	SC 1, 12, 23, 34, 45, 56, 67, 78, 89. ST Nil
9	Karnataka 15 SC/5 ST	SC 1, 8, 14, 20, 27, 33, 39, 45, 51, 57, 64, 70, 77, 84, 90. ST 4, 29, 54, 79, 94.
10	Kerala 10 SC/1 ST	SC 1, 10, 20, 30, 40, 50, 60, 70, 80, 90. ST 4.
11	Madhya Pradesh 14 SC/23 ST	SC 4, 11, 19, 23, 31, 35, 43, 51, 59, 63, 71, 75, 83, 87, ST 1, 6, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 90,
12	Maharashtra 7 SC/9 ST	SC 4, 18, 32, 46, 60, 74, 88. ST 1, 12, 23, 34, 44, 56, 67, 79, 91.
13	Manipur 1 SC/27 ST	SC 4. ST 1,6,10,14,17,20,23,26,29,33,37,41,46,50,54, 58, 62, 67, 71, 75, 79, 83, 86, 89, 92, 95, 98.
14	Meghalaya 1 SC/44 ST	SC 4 ST 1,6,9,11,13,15,18,20,22,24,27,29,31,33,36,38,40,42,45,47,49,51,53,56,59,61,63,65,68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98.
15	Mizoram Nil SC/45 ST	SC Nil ST 1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 53, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99.
16	Nagaland Nil SC/45 ST	SC Nil ST 1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 53, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99.
17	Orissa 15 SC/23 ST	SC 4, 11, 19, 23, 31, 35, 43, 51, 59, 63, 71, 75, 83, 87, 89. ST 1, 6, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 90.
18	Punjab 27 SC/Nil ST	SC 1, 6, 10, 14, 17, 20, 23, 26, 29, 33, 37, 41, 46, 50, 54, 58, 62, 67, 71, 75, 79, 83, 86, 89, 92, 95, 98. ST Nil
19	Rajasthan 17 SC/12 ST	SC 1, 7, 13, 19, 26, 32, 38, 43, 50, 56, 62, 67, 74, 80, 86, 92, 98. ST 4, 11, 21, 28, 35, 45, 52, 59, 69, 76, 83, 94.
20	Sikkim 6 SC/23 ST	SC 4, 24, 42, 59, 77, 93. ST 1, 6, 10, 14, 18, 22, 27, 31, 35, 40, 45, 49, 53, 57, 61, 66, 70, 75, 79, 83, 87, 91, 95.
21	Tamil Nadu 19 SC/1 ST	SC 1, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 91. ST 4.
22	Tripura 15 SC/29 ST	SC 4, 11, 18, 24, 31, 38, 45, 53, 59, 65, 72, 78, 84, 90, 96. ST 1,6,9,13,15,20,22,27,29,33,36,40,42,47,49,51,56,61,63,68,70,74,76,80,82,86,88,92,94.
23	Uttar Pradesh 21 SC/1 ST	SC 2, 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61, 66, 71, 76, 81, 86, 90, 95, 99. ST 4
24	West Bengal 22 SC/6 ST	SC 1,6,10,14,18,22,27,31,35,40,45,49,53,57,61,65,70,75,79,83,87,92. ST 4, 24, 43, 63, 85, 98.
25	Goa, Daman & Diu 2 SC/1 ST	SC 1, 50 ST 4
	Union Territories	
1	Andaman & Nicobar Islands Nil SC/12 ST	SC Nil ST 1, 9, 17, 26, 34, 43, 51, 59, 67, 75, 83, 94.
2	Chandigarh 14 SC/Nil ST	SC 1, 8, 15, 22, 29, 36, 43, 50, 57, 64, 71, 78, 85, 92. ST Nil

3	Dadra & Nagar Haveli 2 SC/43 ST	SC 4, 54. ST 1,7,10,12,14,16,18,20,22,24,26,28,30,32,34,36,38,40,42,44,46,48,50,53,56,59,62,64, 66, 68,70,72,74,76,78,80,82,84,86,88,90,92,95,98.
4	Delhi	Rosters as prescribed for recruitment on All India basis to be followed.
5	Lakshadweep Nil SC/45 ST	SC Nil ST 1,4,7,10,12,14,16,18,20,22,24,26,28,30,32,34,36,38,40,42,44,46,48,50,53,56,59,62,64, 66,68,70,72,74,76,78,80,82,84,86,88,90,93,96,99.
6	Pondicherry 16 SC/Nil ST	SC 1, 7, 12, 20, 26, 32, 38, 45, 51, 57, 63, 69, 75, 81, 87, 93. ST Nil.

ANNEXURE 'E'

Model roster for posts filled by direct recruitment on All-India basis by open competition
(for reservation of 15% for Scheduled Castes and 7.5% for Scheduled Tribes)

(A separate roster on this patten, will be maintained for posts filled by promotion to which reservation orders apply)

Point in the Roster	Whether unreserved or reserved	Point in the Roster	Whether unreserved or reserved
1	Scheduled Caste	21	Unreserved
2	Unreserved	22	Scheduled Caste
3	Unreserved	23	Unreserved
4	Scheduled Tribe	24	Unreserved
5	Unreserved	25	Unreserved
6	Unreserved	26	Unreserved
7	Unreserved	27	Unreserved
8	Scheduled Caste	28	Scheduled Caste
9	Unreserved	29	Unreserved
10	Unreserved	30	Unreserved
11	Unreserved	31	Scheduled Tribe
12	Unreserved	32	Unreserved
13	Unreserved	33	Unreserved
14	Scheduled Caste	34	Unreserved
15	Unreserved	35	Unreserved
16	Unreserved	36	Scheduled Caste
17	Scheduled Tribe	37	Unreserved
18	Unreserved	38	Unreserved
19	Unreserved	39	Unreserved
20	Unreserved	40	Unreserved

NOTE:If there be only one vacancy in a particular year which falls on a reserved point in the roster, it will be treated as unreserved in the first instance and filled accordingly but the reservation should be carried forward to subsequent year(s). In the subsequent year(s) of recruitment the reservation should be applied by treating the vacancy arising in that year as reserved even though there might be only a single vacancy in that subsequent year(s).

(Name of the Museum/Centre)
(NATIONAL COUNCIL OF SCIENCE MUSEUMS)
Govt. of India
Full address with Pin

Details of Advertisement No.

Following vacancy(ies) exist(s) in (Name of the Museum/Centre) under National Council of Science Museums :

- i) Designation and No. of posts vacant indicating the No. of posts reserved for SC/ST.
- ii) Scale of pay and total emoluments at start against each post.
- iii) Essential Qualifications, Experience and Job Description.

General Terms and Conditions

The post(s) carry(ies) usual allowances as admissible to Central Govt. employees and are transferable to any science museum/centre under National Council of Science Museums in India. The post(s) is/are temporary but likely to continue. Higher initial start may be considered to deserving candidates possessing longer experience in the field.

Educational Qualifications are in no case relaxable. In case of SC/ST candidates, a lower standard of suitability consistent with efficiency of administration will be applied. Persons working in Govt./Semi-Govt. departments, Public Sector undertakings and Autonomous organisations should apply through proper channel.

Complete applications in the prescribed format together with the non-refundable fee of Rs.8/= (no fee for SC/ST candidates) in the form of crossed Indian Postal Order drawn in favour of "Name of the museum/centre" should reach the above address latest by _____ .

Candidates called for test/interview will be paid single 2nd class railway fare by the shortest route from their normal place of residence to the place of test/interview and back on production of relevant documents of travel. The qualifications prescribed in this advertisement are minimum and mere possession of the same does not entitle a candidate to be called for test/interview. Canvassing in any form or bringing in any influence, political or otherwise, shall be treated as a disqualification. Interim enquiries will not be entertained.

NOTE:For posts below the scale of Rs.1400-2300/= the above form shall be amended to the following extent:

- a) Application fee is not to be charged as no fee is payable by candidates for these posts.
- b) Single 2nd class railway fare (both ways) is admissible only to the outstation SC/ST candidates on production of documents of travel.

No. of advertisement
Post applied for

I.P.O.No.
Amount
Closing date

Name of the Centre
(NATIONAL COUNCIL OF SCIENCE MUSEUMS)
Full Address

Form of application for the use of candidates for appointment by selection (To be filled in candidates' 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 –
- 4. Post for which you are a candidate
- 4. Date and place of birth. 1. Date
2. Place
- 5. Are you* a) a citizen of India by birth and/or by domicile?
b) a person having migrated from Pakistan or other countries with the intention of permanently setting in India? Or subject of Nepal or Sikkim? 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 Name
Address*
Occupation*

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

8. Is (or was) your father :
- (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 setting in India of a subject of Nepal?
- * Answer 'Yes' or 'No' and cancel the words which are not applicable.
9. State your
- a) Religion
- b) Are you a member of Schedule 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 India?
- 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 technical education (commencing with the Secondary or equivalent examination. Attach testimonials.

Examination/ Degree/Diploma	Name of Board/University	Percentage 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 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 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 Languages) an you read, write or speak. Give particulars and state any examinations passed in each.

Read only	Speak only	Read and Speak	Read, write and speak	Examination passed

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

Name of Organisation	Date of joining	Date of leaving	Designation & Nature of work	Salary & Grade

16. Are you employed in a Govt./autonomous organisation at present? (Answer 'Yes' or 'No'.

If yes, state whether your appointment is temporary or permanent.

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.

18. If selected what notice would you require before joining – Immediate/one month/two months/three months.

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

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 :
(i) Number, date and amount of the Postal Order enclosed
(ii)
(iii)

Date

Candidate's Signature

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

ENDORSEMENT BY THE HEAD OR THE DEPARTMENT OR OFFICE

No.

Date
Full Signature
Designation

ANNEXURE 'H'

Name of the centre
(NATIONAL COUNCIL OF SCIENCE MUSEUMS)
full address of the centre

Application for the post of _____ in the Scale of Rs. _____ vide Advt. No. _____ Closing date _____

1. Name in full (in block letters)
2. Address in full
 - a) Present :
 - b) Permanent :
3. Date of birth & age
4. Father's Name
Address
Occupation
(if dead, give last address)
5. Do you belong to Scheduled Caste/Tribe? State year OR no and indicate caste.
6. Educational qualifications
7. Professional/Technical Qualification
8. Experience (give details of all employments)

Nature of employment 1	Name of employers 2	Date of joining 3	Date of leaving 4	Salary drawn and grade 5

9. Are you a Govt. servant at Present? If so, please state whether your appointment is temporary or permanent.
10. Are you willing to accept minimum initial pay offered? If not, state the lowest initial pay that you would accept in the prescribed scale.
11. Have you any relative working in the NCSM? If so, please give details.

- Note: 1. Information in respect of Cols. 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:

Signature of the Candidate

Endorsement by the Present Employer (if he is a Govt./Semi Govt. servant).

No. _____ Date _____ Signature _____

Forwarded

Designation

NOTE: This format is to be used only in case of direct recruitment to Group II(I) posts in the Technical Category and all posts upto the scale of Rs.1200-2000 in the Administrative category.

Name of the Centre
NATIONAL COUNCIL OF SCIENCE MUSEUMS
(Govt. of India)
Full address

No.

Date :

PROCEEDINGS OF THE SELECTION COMMITTEE MEETING

1. Date and time of meeting of the Committee
2. Place of meeting
3. Designation, Grade and Scale of pay of the posts to be filled up
4. Advt./Notification No. and date
5. No. of posts to be filled up
6. Total number of candidates eligible
7. Number of candidates considered by the Committee
8. Number of candidates appeared for aptitude test/interview

The Selection Committee examined the particulars of the candidates and recorded above and in consideration of the performances of the candidates present at the aptitude test and/or interview recommend the following candidates in order of merit, for appointment against the notified posts.

	<u>Names of the Candidates selected</u>	<u>Pay recommended</u>	<u>Remarks</u>
1.			
2.			
3.			
	Panel		
1.			
2.			
3.			

Names of the members of the Selection Committee

(Chairman)

Approved.

(Appointing Authority)

- Encls: 1. Copy of notification/Advertisement
2. List of Selection Committee Members
 3. List of candidates called for aptitude test/interview – with * against the names who did not appear for test/interview
 4. Declaration from Selection Committee Members that no candidate is related to them.
 5. Mark Sheet of the aptitude test.
 6. Copy of the synopsis
 7. Details of advertisement
 8. Original application of those called for interview
 9. Question & Answer papers.

(Name of museum/centre)
NATIONAL COUNCIL OF SCIENCE MUSEUMS
Govt. of India
Full address

No.

Date :

Office Memorandum

With reference to his/her application against advertisement No. _____ the (appointing authority) on the recommendation of the Selection Committee which met on (date) has been pleased to offer an appointment as (designation) to Shri/Smt _____
On the following terms and conditions:

1. His/her initial pay will be Rs. _____ in the scale of Rs. _____ plus usual allowances as are admissible to other NCSM employees on the same pay and status.
2. His/her appointment is under the National Council of Science Museums which is an autonomous body.
3. His/her appointment is temporary and likely to continue.
4. His/her present posting is in _____ and he is liable to be transferred to any Science Museums/Centres under the control of NCSM in India.
5. He/she will be treated on trial/probation for a period of two years from the date of assumption of charges to the above post which may be extended or curtailed at the discretion of the appointing authority. On satisfactory completion of the period of probation he/she will be eligible for appointment on contract for a period of six years including the probationary period.
6. He/she will be eligible to subscribe to the NCSM Contributory Provident Fund the minimum rate for which is 8.1/3% of the basic pay. He/she will become entitled to the Council's share of contribution at 8.1/3% as per rules.
7. His/her services may be terminated as follows:
 - (i) During the probationary period extended or otherwise by either side without notice or without any reason being assigned.
 - (ii) At any time on 3 calendar months' notice in writing given to him/her by the Council if in the opinion of the council he/she proves unsuitable for the efficient performance of his/her duties.
 - (iii) By 6 calendar months' notice in writing given at any time during his service, (except during the probationary period) by either party.
The Council may, however, in view of the notice provided for in clauses (ii) and (iii) above give him/her a sum equivalent to the amount of his/her pay for the period of notice. The Council may also give shorter notice on the payment of a sum equivalent to the amount of his/her pay for the duration by which the notice falls short of the period prescribed.
8. No travelling allowance will be paid for reporting for duty.
9. He/ she will have to make his/her own arrangements for residential accommodation.
10. His/her appointment will be subject to the production of the following documents at his expense at the time of his/her reporting for duty;
 - (*a) Medical certificate of health and physical fitness for service issued by the Medical Board in the prescribed form, if not already so medically examined. In the latter case a certified copy of the relevant medical certificate should be furnished.
 - (b) Documentary proof in respect of his/her date of birth.
- *11. He/she will have to take an oath of allegiance to the Constitution of India in the prescribed form.
- *12. If married he/she will sign a declaration that he/she has not more than one living spouse and if unmarried, he/she will not marry a second time while his/her first spouse is alive save with the permission of the competent authority.
- *13. He/she will have to sign a declaration in form 'D' as required under the Official Secrets Act XIX of 1923 in the prescribed form.
- 14.a) He/she will disclose fully to the Council or to any person the Council may direct him/her, the progress of any investigation made by him/her from time to time.
 - b) He/she will hold the results of all investigations made by him/her while in service and all results obtained by him/her in any research connected with these investigations within three years of the termination of his/her service in trust for the Council and disclose a full and complete description of the nature of his inventions and the mode of performing the same.
 - c) He/she may publish results of any investigation entrusted to him/her with the prior approval of his/her appointing authority.
 - d) The inventions shall, until a period of three years from the date of the termination of his/her service be the property of the Council and he/she will whenever required, at the expense of the Council join the Council or any person the Council may direct to join in applying for letters patent in India and/or all other countries for the invention and/or any such improvements. He/she shall assign the inventions and improvements and execute all documents necessary to vest in its absolute discretion.
15. The provisions of the Central Civil Services (Classification, Control and Appeal) Rules, Central Civil Services (Conduct) Rules and such other rules or executive orders of Govt. of India as may from time to time, be applicable to the employees of the Council and all NCSM Rules and Bye-laws as formulated and amended from time to time shall apply to the extent to which they are applicable to the appointment hereby offered, and the decision of the Council as to their applicability shall be final.
16. In regard to any matter not specifically covered in the foregoing paragraphs he/she will be governed by the rules and orders applicable to other employees of the NCSM.
17. If Shri/Smt _____ is willing to accept the offer of appointment on the aforesaid terms and conditions, he/she is requested to send his/her acceptance within 10 days from the receipt of this memorandum and thereafter to report for duty within 30 days from receipt of this memorandum to (place of reporting) along with the following documents:
 - (i) Proof regarding date of birth.
 - (ii) Certificates/Diplomas regarding educational qualifications.
 - (iii) Certificates regarding Scheduled Caste/Tribes from District Magistrate (where applicable).
 - (iv) Citizenship Certificate : In case of migrants from Pakistan/Bangladesh or other countries.
 - (v) Attestation Form (sent herewith in triplicate) duly completed.

Encl: Forms as per items marked with asterisks.

Secretary/Administrative Officer

To :

Copy to: 1. Personal file of Shri/Smt.....
2. Accounts Section.
3. Dealing Asstt.
4. Bill Section.
5. Office copy.

ANNEXURE 'K

NATIONAL COUNCIL OF SCIENCE MUSEUMS
BLOCK-GN, SECTOR-V, BIDHAN NAGAR
CALCUTTA-700091

No.I-

Date :

MEMORANDUM

Sub: Appointment of
In the

Ref: Your application for the above post/communication from the Employment Exchange,
_____, sponsoring candidates for the above post.

On the recommendation of the Selection Committee which met on _____, the _____ has been pleased to offer an appointment of _____ to Shri/Smt. _____ Son/daughter of _____ on the following terms and conditions.

1. His/her initial pay will be Rs. _____ Per month in the scale of Rs. _____ Plus the usual allowances as are admissible to other NCSM employees on the same pay and status.
2. The appointment is under the National Council of Science Museums which is an autonomous body.
3. His/her present posting is in _____ and he/she is liable to be transferred to any science museums/centres under the control of NCSM.
4. His/her appointment is temporary and likely to continue.
5. He/She will be treated on trial/probation for a period of two years from the date of his/her assumption of duties of the above post which may be extended or curtailed at the discretion of the appointing authority. During the trial/probation period, extended or otherwise, the appointment may be terminated at any time without any notice or without any reason being assigned.
6. The appointment of a temporary employee beyond the period of _____ probation is liable to termination at any time by one month's notice given by either side, viz. The appointee or the appointing authority. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiration of the stipulated period of notice by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof, without assigning any reasons thereto.
7. The Government of India Pension Rules as amended from time to time and adopted by the NCSM shall apply.
8. Under the rules subscription to the non-contributory Provident Fund of the NCSM is compulsory.
9. He/she will be required to furnish a medical certificate of fitness for service in the prescribed form appended hereto from a Civil Surgeon or a District Medical Officer at his/her own expenses before his/her joining duty at the museum. If he/she is already medically examined the original health certificate may be submitted.
10. If married, he/she is required to sign a declaration that he/she has not more than one living spouse and if unmarried, he/she shall note that so long he/she remains in service, he/she will not marry a second time while his/her first spouse is alive, save with the permission of the competent authority.
11. He/She will have to make his/her own arrangements for residential accommodation.
12. He/She will not be entitled to travelling expenses for joining duty on his/her appointment or on its termination.
13. He/She will have to take an oath of Allegiance to the Constitution of India.
14. He/She will have to sign a declaration in form 'D' as required under the Official Secrets Act XIX of 1923 in the prescribed form appended hereto.
15. He/She shall not be permitted to apply for any post outside the NCSM during the probationary period of his/her service in the museum. He/She will have to withdraw his/her applications for appointment elsewhere made prior to the issue of these orders and will not be permitted either to appear for interview or accept employment offered. Beyond the probationary period his applications for jobs outside NCSM shall be dealt with as per NCSM rules and practices.

16. As required under F.R.48-A of the Fundamental and Supplementary Rules, he/she will not apply for or obtain, or cause or permit any other person to apply for or obtain a patent for or an invention made by him/her if any, save with the prior permission of his appointing authority.
17. The provisions of the Central Civil Services (Classification, Control and Appeal) Rules, Central Civil Services (Conduct) Rules and such other rules or executive orders as may from time to time be applicable to the servants of the NCSM and NCSM Rules & Bye-Laws as framed and amended from time to time shall apply to the extent to which they are applicable to the appointment hereby offered and the decision of the NCSM as to their applicability shall be final.
18. In regard to any matter not specially covered in the foregoing paragraphs he/she will be governed by the rules and orders applicable to other employees of the NCSM.
19. If Shri/Smt. _____ Is willing to accept the offer of appointment on the aforesaid terms and conditions, he/she is requested to send his/her acceptance within 10 days from the receipt of this memorandum and thereafter to report for duty within 30 days from the receipt of this memorandum to _____ along with the following documents:
 - (i) Proof regarding date of birth.
 - (ii) Certificate/Diplomas regarding Educational Qualifications.
 - (iii) Certificate regarding Scheduled Caste/Tribe from District Magistrate (Where applicable).
 - (iv) Citizenship Certificate – In case of migrants from Pakistan/Bangladesh or other countries.
 - (v) Attestation form (sent herewith in triplicate) duly completed.
 - (vi) No objection certificate from the present employer, if any.

Encls: As above

To Shri/Smt./Miss _____

Copy to :

1. Personal File of Shri
2. Accounts Section, NCSM, Calcutta
3. Dealing Assistant, NCSM, Calcutta
4. Bill Section, NCSM, Calcutta
5. Estb. Section, NCSM, Calcutta
6. Spare Copy
7. Office Copy

ANNEXURE 'L'

REGD. WITH A/D.

(Name of the Museum/Centre)
(National Council of Science Museums)
Govt. of India
Full address with Pin

No.I-

Date :

MEMORANDUM

Sub : Appointment of _____
In the National Council of Science Museums

With reference to his application dated _____ and on the recommendation of the Selection Committee which met on _____, the _____ has been pleased to offer an appointment of _____ to Shri /Smt. _____ on the following terms and conditions:

1. His/her initial pay will be Rs. _____ Per month in the scale of pay Rs. _____ plus the usual allowances as are admissible to other NCSM employees on the same pay and status and employed in Calcutta.
2. The appointment is under the National Council of Science Museums which is an autonomous body.
3. His/Her present posting is in _____ and he/she is liable to be transferred to any science museums/centres under the control of NCSM.
4. His/Her appointment is temporary but likely to continue.
5. He/She will be treated on trial/probation for a period of two years from the date of his/her assumption of duties of the above post which may be extended or curtailed at the discretion of the appointing authority. During the trial/probation period, extended or otherwise, the appointment may be terminated at any time without any notice or without any reason being assigned.
6. The appointment of a temporary employee beyond the period of probation is liable to termination at any time by one month's notice given by either side, viz. The appointee or the appointing authority. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiration of the stipulated period of notice by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof, without assigning any reasons thereto.
7. The Government of India Pension Rules as amended from time to time and adopted by the NCSM shall apply.
8. Under the rules subscription to the non-contributory Provident Fund of the NCSM is compulsory.
9. His/Her appointment will be subject to the production of Medical Certificate of health and physical fitness for service issued by the Medical Board in the prescribed form at his own expense at the time of his/her reporting for duty, if not already so medically examined. In the latter case a Certified copy of the relevant medical certificate shall be furnished.
10. If married, he/she is required to sign a declaration that he/she has not more than one living spouse and if unmarried, he/she shall note that so long he/she remains in service, he/she will not marry a second time while his/her first spouse is alive, save with the permission of the competent authority.
11. He/She will have to make his/her own arrangements for residential accommodation.
12. He/She will not be entitled to travelling expenses for joining duty on his/her appointment or on its termination.
13. He/She will have to take an oath of Allegiance to the Constitution of India.
14. He/She will have to sign a declaration in form 'D' as required under the Official Secrets Act XIX of 1923 in the prescribed form appended hereto.
15. He/She shall not be permitted to apply for any post outside the NCSM during the probationary period of his/her service in the museum. He/she will have to withdraw his/her applications for appointment elsewhere made prior to the issue of these orders and will not be permitted either to appear for interview or accept employment offered. Beyond the probationary period his applications for jobs outside NCSM shall be dealt with as per NCSM rules and practices.
16. As required under F.R.48-A of the Fundamental and Supplementary Rules, he/she will not apply for or obtain, or cause or permit any other person to apply for or obtain a patent for or an invention made by him/her if any, save with the prior permission of his appointing authority.
17. The provisions of the Central Civil Services (Classification, Control and Appeal) Rules, Central Civil Services (Conduct) Rules and such other rules or executive orders as may from time to time be applicable to the servants of the NCSM and NCSM Rules & Bye-Laws as framed and amended from time to time shall apply to the extent to which they are applicable to the appointment hereby offered and the decision of the NCSM as to their applicability shall be final.
18. In regard to any matter not specially covered in the foregoing paragraphs he/she will be governed by the rules and orders applicable to other employees of the NCSM.
19. If Shri/Smt. _____ is willing to accept the offer of appointment on the aforesaid terms and conditions, he/she is requested to send his/her acceptance within 10 days from the receipt of this memorandum and thereafter to report for duty within 30 days from the receipt of this memorandum to _____ along with the following documents:
 - i) Proof regarding date of birth.
 - ii) Certificate/Diplomas regarding Educational Qualifications.
 - iii) Certificate regarding Scheduled Caste/Tribe from District Magistrate (Where applicable).
 - iv) Citizenship Certificate – In case of migrants from Pakistan/Bangladesh or other countries.
 - v) Attestation form (sent herewith in triplicate) duly completed.
 - vi) No objection certificate from the present employer, if any.

Encl: As above

To
Shri/Smt./Miss _____

Copy to:

- 1 Personal File of Shri
- 2 Accounts Section, NCSM, Calcutta
- 3 Dealing Assistant, NCSM, Calcutta
- 4 Bill Section, NCSM, Calcutta
- 5 Estb. Section, NCSM, Calcutta
- 6 Spare Copy
- 7 Office Copy.

(Name of the Museum/Centre)
(National Council of Science Museums)
Govt. of India
Full address with Pin

No.I-

Date :

MEMORANDUM

Sub : Appointment of _____
In the National Council of Science Museums

With reference to his application dated _____ and on the recommendation of the Selection Committee which met on _____, the _____ has been pleased to offer an appointment of _____ to Shri /Smt. _____ on the following terms and conditions:

1. His/her initial pay will be Rs. _____ Per month in the scale of pay Rs. _____ plus the usual allowances as are admissible to other NCSM employees on the same pay and status and employed in Calcutta.
2. The appointment is under the National Council of Science Museums which is an autonomous body.
3. His/Her present posting is in _____ and he/she is liable to be transferred to any science museums/centres under the control of NCSM.
4. His/Her appointment is temporary but likely to continue.
5. He/She will be treated on trial/probation for a period of two years from the date of his/her assumption of duties of the above post which may be extended or curtailed at the discretion of the appointing authority. During the trial/probation period, extended or otherwise, the appointment may be terminated at any time without any notice or without any reason being assigned.
6. The appointment of a temporary employee beyond the period of probation is liable to termination at any time by one month's notice given by either side, viz. The appointee or the appointing authority. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiration of the stipulated period of notice by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof, without assigning any reasons thereto.
7. The Government of India Pension Rules as amended from time to time and adopted by the NCSM shall apply.
8. Under the rules subscription to the non-contributory Provident Fund of the NCSM is compulsory.
9. He/She will be required to furnish a medical certificate of fitness for service in the prescribed form appended hereto from a Civil Surgeon or a District Medical Officer at his/her own expense before his/her joining duty at the museum. If he/she is already medically examined the original health certificate may be submitted .
10. If married, he/she is required to sign a declaration that he/she has not more than one living spouse and if unmarried, he/she shall note that so long he/she remains in service, he/she will not marry a second time while his/her first spouse is alive, save with the permission of the competent authority.
11. He/She will have to make his/her own arrangements for residential accommodation.
12. He/She will not be entitled to travelling expenses for joining duty on his/her appointment or on its termination.
13. He/She will have to take an oath of Allegiance to the Constitution of India.
14. He/She will have to sign a declaration in form 'D' as required under the Official Secrets Act XIX of 1923 in the prescribed form appended hereto.
15. He/She shall not be permitted to apply for any post outside the NCSM during the probationary period of his/her service in the museum. He/she will have to withdraw his/her applications for appointment elsewhere made prior to the issue of these orders and will not be permitted either to appear for interview or accept employment offered. Beyond the probationary period his applications for jobs outside NCSM shall be dealt with as per NCSM rules and practices.
16. As required under F.R.48-A of the Fundamental and Supplementary Rules, he/she will not apply for or obtain, or cause or permit any other person to apply for or obtain a patent for or an invention made by him/her if any, save with the prior permission of his appointing authority.
17. The provisions of the Central Civil Services (Classification, Control and Appeal) Rules, Central Civil Services (Conduct) Rules and such other rules or executive orders as may from time to time be applicable to the servants of the NCSM and NCSM Rules & Bye-Laws as framed and amended from time to time shall apply to the extent to which they are applicable to the appointment hereby offered and the decision of the NCSM as to there applicability shall be final.
18. In regard to any matter not specially covered in the foregoing paragraphs he/she will be governed by the rules and orders applicable to other employees of the NCSM.
19. If Shri/Smt. _____ is willing to accept the offer of appointment on the aforesaid terms and conditions, he/she is requested to send his/her acceptance within 10 days from the receipt of this memorandum and thereafter to report for duty within 30 days from the receipt of this memorandum to _____ along with the following documents:
 - vii) Proof regarding date of birth.
 - viii) Certificate/Diplomas regarding Educational Qualifications.
 - ix) Certificate regarding Scheduled Caste/Tribe from District Magistrate (Where applicable).
 - x) Citizenship Certificate – In case of migrants from Pakistan/Bangladesh or other countries.
 - xi) Attestation form (sent herewith in triplicate) duly completed.
 - xii) No objection certificate from the present employer, if any.

Encl: As above

To
Shri/Smt./Miss _____

Copy to:

1. Personal File of Shri
2. Accounts Section, NCSM, Calcutta
3. Dealing Assistant, NCSM, Calcutta
4. Bill Section, NCSM, Calcutta
5. Estb. Section, NCSM, Calcutta
6. Spare Copy

ANNEXURE 'N'
CONFIDENTIAL

NATIONAL COUNCIL OF SCIENCE MUSEUMS
Sector-V, Block-GN, Bidhan Nagar
CALCUTTA : 700091

Special report in connection with completion of probationary period of Shri/Smt. _____ in the post of _____:

- a) Date of appointment :
- b) Period of probation : TWO YEARS
- c) Date on which probation period will expire :

Shri/Smt. _____ is requested kindly to furnish his/her observations about Shri/Smt. _____
Working as _____ on the following issues mentioned hereunder. In this connection it may be pointed out that during
period from _____ till date the official under review was reprimanded for indifferent work on the following occasions:

Brief particulars

Ref. No. and date

Administrative Officer

To,
Shri/Smt. _____

Comments by the Sectional Head

1. Whether his/her work & conduct have been satisfactory during the period of probation?
2. If not, please mention his/her shortcomings so that he/she may be informed officially.
3. Do you recommend for curtailment of his probation period? If so, please indicate the reason and period of such curtailment.

Signature of Sectional Head with date

(Name of the Museum/Centre)
(NATIONAL COUNCIL OF SCIENCE MUSEUMS)
Govt. of India
Full address with Pin

SELF ASSESSMENT REPORT

(to be submitted by Officer and Staff in the scale of Rs.425-700 and above in Group III and IV for completion of probation, confirmation and assessment and to be submitted by all technical staff in Groups I and II for assessment only)

(Use separate sheet wherever necessary)

1. Name of the Officer/Employee :
2. Present Designation :
3. Scale of pay and date of appointment in the grade :
4. Present pay and date from which drawn :
5. Purpose for which this form is submitted
(Strike out which are not applicable) : Completion of probation/assessment for promotion/confirmation.
6. Period of Consideration :
(Mention the probationary period or period for which he/she will be assessed or period for which he is working in temporary capacity for consideration for confirmation – (indicate dates from ___ to ___))
7. Academic Qualification, University degree and diploma from Matric onwards along with class and year :

Degree/Diploma	Name of the University	Year of Passing	Class

8. Membership of learned Societies :
9. Details of special and/or outstanding work done by the Officer/Employee during the period of consideration:

Name of the Project	Exact nature and extent of your personal involvement	Indicate how your involvement reflected sense of responsibility, skill in work, leadership quality & Creative talent, wherever applicable	Date of start and date of completion of work (Indicate Office Order No. and date entrusting the work, if any)

10. Record details of all posts held since joining the Science Museum:

Sl. No.	Date of joining	Post held	Scale of pay

11. List of publications in important journals or books. (Only those published during the period of probation).
12. Any other information not covered by the above:

(Signature of the candidate)

ANNEXURE 'S.1'

MARK SHEET FOR GROUP IV (2) AND ABOVE CANDIDATES

Full Marks : 100
Date :

Sl.No	Name	Designation	Confidential Report, (Full Marks-20)	Assessment Report (Full marks 50)			Interview (Full Marks 30)		Total Marks obtained (Full Marks 100)	Remarks
				Sense of Responsibility (Full Marks-15)	Leadership Quality (Full Marks-15)	Creative talent (Full Marks-20)	Power of Expression (Full Marks-10)	Professional knowledge (Full Marks-20)		

ANNEXURE 'S.2'

MARK SHEET FOR GROUP-III CANDIDATES

FULL MARKS : 100

Dt.

Sl. No	Name	Designation	Confidential Report Full Marks:20	Aptitude Test Full Marks:20	Assessment Report (Full Marks-30)				Interview (Full Marks-30)		Total marks obtained
					Sense of responsibility Full Marks:10	Skill in work Full Marks :10	Leadership Quality Full Marks:5	Creative talent Full Marks:5	Power of expression Full Marks:10	Professional knowledge Full Marks:20	

ANNEXURE 'S.3'

Place of meeting :

NATIONAL COUNCIL OF SCIENCE MUSEUMS
SECTOR-V, BLOCK-GN, BIDHAN NAGAR
CALCUTTA-700091

Assessment for promotion from Gr. _____ to Gr. _____

Date and time of the meeting:

Report of the Assessment Committee for Assessment of Merit for Promotion of Candidate to the next higher grade under NCSM Service (RAP) Rules, 1982 for S & T Staff

After interviewing and considering the qualifications, experience, aptitude test, confidential report etc. of the candidates, the committee recommend as under:											
Sl.No	Name & Designation of the candidates	Present scale of pay and basic pay as on the anniversary date	Date from which holding the present post	In case failed in earlier assessments record here all anniversary dates for which he has been assessed earlier	Date of eligibility for the present assessment	Recommended or not recommended to the higher grade	Whether fast Track or not (F.T)	Effective date of promotion	Scale to which recommended	Increments recommended if any and stage at which pay is to be fixed	Remarks

Signature of Members of the Assessment Committee

Approved

_____ Chairman

(Appointing Authority)

MARKS SHEET FOR GROUP-II CANDIDATES

FULL MARKS : 100

Dt.

Sl. No	Name	Designation	Confidential Report Full Marks:20	Aptitude Test Full Marks:20	Assessment Report Full Marks-30			Interview Full Marks-30		Total marks obtained
					Sense of responsibility Full Marks:10	Skill in work Full Marks:15	Leadership Quality Full Marks:5	Power of expression Full Marks:10	Professional knowledge Full Marks:20	

ANNEXURE 'T'

(Name of the centre)
(National Council of Science Museums)
Govt. of India
(Full address)

No.

Date :

MEMORANDUM

Sub: Promotion to the next higher grade by Assessment

On the recommendations of the Assessment Committee which met at (place) on (date) the (appointing authority) has been pleased to accord approval to the appointment on promotion of the following members of staff as per NCSM Service (Recruitment Assessment and Promotion) Rules, 1982, for Scientific & Technical categories of staff :

Sl. No.	Name and present designation	Designation and grade to which now promoted	Scale of the post	Effective date of promotion

Their pay will be fixed in accordance with the prevailing rules. The above incumbents will be on probation for a period of two years from the date of issue of this Memorandum which may be extended or curtailed at the discretion of the competent authority. During the period of probation, the appointment may be terminated and incumbent concerned may be reverted to his earlier post. On satisfactory completion of the period of probation they will be eligible for continued appointment with above grade till further orders.

Other conditions of their first appointment letter with this museum/centre and/or NCSM shall remain in force.

The incumbents are liable to be transferred to any other museum under NCSM.

Administrative Officer

To : All staff members concerned.

- Copy to:
- I) All Officers
 - ii) Accounts Section (5 copies)
 - iii) Bill Section
 - iv) Reception
 - v) Watch & Ward Asstt.
 - vi) Cashier
 - vii) NCSM Hqrs. (along with the copy of the proceedings)
 - viii) P.A. to Head of Museum/Centre
 - ix) Personal file of incumbents concerned
 - x) Estt. Sec. (5 copies)
 - xi) O/C.

(Name of the Museum/Centre)
(National Council of Science Museums)
Govt. of India
(Address of the museum/centre)

No.

Date :

MEMORANDUM

With reference to his assessment on _____ by the Assessment Committee at this museum/centre Shri/Smt. _____ is informed that the Assessment Committee considered his/her case for promotion to the next higher grade and did not recommend his/her for promotion.

Administrative Officer

To:

National Council of Science Museums
Information for the Assessment Committee members

The new Service Rules in NCSM provides for Assessment opportunities to all Scientific and Technical (including erstwhile Class IV Technical) staff members for promotion to the next higher grade after serving for a minimum number of years (varying from 5 years to 9 years) and subject to a maximum percentage (varying from 25% to 75%) of promotion, Persons, so promoted, Carry the lower post along with them and hence there is no necessity for creating any regular or supernumerary post for accommodating the promoted persons. Following information may be useful to the Chairman and members of the Assessment Committees while assessing the employees for promotion:

- 1) In application of percentages of eligible persons who could be promoted from one grade to the next higher grade, fractions less than 1.5 shall be treated as 1. 1.5 to less than 2.5 as 2.2.5 to less than 3.5 as 3 and so on (rule G.4.3).
- 2) The percentage indicated above is the upper limit. It is not obligatory to promote upto the approved limit. The Assessment Committee will have to exercise a measure of judgement to maintain high standards to consider only meritorious employees for promotion (rule G.4.4).
- 3) All eligible employees shall be assessed base on their confidential report, service record if any, aptitude test and personal interview – the distribution marks, shall be communicated to the Assessment Committee before the assessment starts (rule G.4.4).
- 4) On promotion, pay shall be fixed normally as per rules. In exceptional cases, where candidates score more than 80% marks before the assessment committee, higher increments may be recommended subject to observations appearing in notes below table G.4.4 (rule G.4.5).
- 5) Assessment for each financial year (i.e. April to March) shall be completed within the same financial year. Promotion will take effect from the date when he/she becomes eligible and not from the date of interview or any other date. If the assessment is however delayed for reasons attributable to the employee himself, the promotion will take effect from date he/she is found fit by the Assessment Committee (rule G.4.6).
- 6) Initially a person may be eligible for Assessment as on 1.2.81, again upto 31.3.82 and then upto 31.8.82. A person may be found unfit for promotion as on 1.2.81 but fit as on say 31.3.82 or 31.3.83. In such as case the Assessment Committee will simply reject him for promotion as on 1.2.81 and make no further recommendation. The employee will again be assessed within a month or so, by giving a notice, by the same or some other Committee as to be decided by the competent authority (rule G.4.7).
- 7) Suitable weightage may be given at the time of assessment so that the ratio of scheduled caste/tribe employee is not unduly disturbed (rule G.4.10).
- 8) If a person is rejected for promotion he/she stands a chance to appear before the Assessment Committee usually after two years (for officers in Group-IV after one year).
- 9) Persons possessing higher educational qualification as prescribed for entry level of the higher group of grades are eligible for assessment under Faster Track Promotion scheme. There is no percentage limit for such assessments (Rule in Sub-section G.5).

(Name of the Museum/Centre)
(NATIONAL COUNCIL OF SCIENCE MUSEUM)
Govt of India
Full address with Pin

Table G.4.4.

Criteria	Full marks				
	Gr.I	Gr.II	Gr.III	IV(1) to IV(2)	IV(2) and above
Confidential Report	20	20	20	20	20
Aptitude Test	20	20	20	20	-
Assessment Report :					
Sense of Responsibility	10	10	10	10	15
Skill of Work	20	15	10	-	-
Leadership Quality	-	5	5	10	15
Creative Talent	-	-	5	10	20
Interview :					
Power of Expression	10	10	10	10	10
Professional knowledge	20	20	20	20	20
Total	100	100	100	100	100

Minimum qualifying mark for promotion without advance increment : 50% for Group I; 60% for others

Minimum qualifying mark with one or two advance increments : 80%

Minimum qualifying mark with 3 advance increments : 90%

Minimum qualifying mark for promotion for IV(2) to IV(3) after completion of 8 year : 80%

NOTE:1. Appropriate weightage (plus or minus) be given on service records, if there is any, for instance official appreciation of service, recurrent warnings, censor, punishment etc.

2. Suitable consideration be given to the length of service for which the employee has been working in the lower scale and the period, if any, for which he had been stagnating at the maximum of the lower particularly for the employees in Group I & II.

3. In equally meritorious cases it shall be ensured that the senior employees do not draw less pay than their junior colleagues.

4. Advance increments shall be considered as an exception and not as a Rule.

The minimum qualifying marks for promotion and advance increments as given in Table G.4.4 shall remain unchanged except that minimum qualifying marks for advance increments for promotion from IV(2) to IV(3) and upwards shall be 90%. Procedure for marking shall be as follows:

- i) Confidential Report : Marking system as explained in item II(viii) in Office Order No.3/83 dated 21.2.83 shall remain unchanged except that the average mark (out of 10) from the Confidential Reports shall be multiplied by 2 to get marks out of 20 in all cases.
- ii) Aptitude Test : As agreed to by the heads of Museum/Centres question paper for the aptitude test shall be set confidentially by an officer belonging to some other Unit of NCSM. The job shall be marked by the officer who is assigned to conduct the aptitude test in the Museum/Centre where it is held and the marking shall be subject to approval of the Assessment Committee.
- iii) Assessment Report : The markings on the Assessment Report shall be done by the respective head of Museum/Centre in the revised Assessment Report format which is enclosed. These markings shall be subject to approval by the Assessment Committee.
- iv) Self Assessment Report in the enclosed revised format shall be submitted by scientific and technical categories of staff in all groups I, II, III and IV. Such members of staff in groups I and II who find it difficult to fill in the requisite self Assessment Report shall be helped by the Sectional Incharge who may write down the report as dictated by the employee, explain the contents to him and thereafter get his signature on the report. For such members of staff whose assessment reports have been filled in by the Sectional Incharge the Assessment Committee at the time of assessment will read out the contents of the assessment report to the concerned employee and get this confirmed by him.
- v) Markings at the interview shall be made by the Assessment Committee Members.

The Director, NCSM, has further been pleased to clarify note 1 in Table G.4.4. that minus weightage upto a maximum 20 marks may be given by the head of Museum/Centre in the markings of the Assessment Report for any of the following deficiencies:

- i) Lack of integrity
- ii) Lack of devotion to duty
- iii) Gross insubordination/misdemeanour
- iv) Extreme irregularity in attendance

The Director has also approved that plus weightage upto 10 marks may be given by the respective head of Museum/Centre in his marking on the Assessment Report for outstanding work done by the employee for which written appreciation of work by the head of Museum/Centre had been issued to the employee earlier.

Extract from NCSM (Recruitment, Assessment and Promotion Rules
for Scientific & Technical Category of Staff, 1982 in G.4.4

G.4.4 The percentage indicated for assessment promotion from one grade to the next higher grade in each group is the upper limit in each case. It is not obligatory to promote upto the approved limit. All eligible employees shall be assessed based on their confidential report; service record if any, aptitude test, and personal interview. The different criteria for assessment and the minimum marks required for eligibility for promotion shall be guided by Table G.4.4. It is upto the assessment committee to recommend (based upon the relative performance of the staff), the maximum number of people who are found fit for promotion subject to upper limit prescribed. The Assessment Committee will have to exercise a measure of judgement to maintain high standards, as the staff are promoted from one grade to the next higher grade based upon assessment. On promotion to the higher grade the post shall be carried with the incumbent and the post held by him/her shall revert to the lowest grade in the group to which he/she belongs on his/her vacating the post on transfer, resignation, retirement etc. In the new scheme the question of creating regular or supernumerary post does not therefore arise.

Extract from NCSM (Recruitment, Assessment and Promotion Rules
for Scientific & Technical Category of Staff, 1982 – G.5.1 & G.5.2.

Faster Track Promotion

G.5.1 The staff members working in a particular group of grades and having higher qualifications as prescribed for entry level to the higher group of grades shall be assessed immediately after issue of these orders, for promotion to the next higher grade in the same group of grade. Persons working in groups I, II & III shall have four assessment chances, the first one immediately, the second one one year thereafter (if they did not succeed in the first assessment), the third one again after one year at the top of the grade, if they did not succeed in the earlier chances.

G.5.2 If on such internal assessment promotion, their pay when fixed is equal to or higher than the entry level pay of the next group of grade, they shall be deemed to have crossed over to the next group of grades. If their pay on such promotions is less than the entry level pay for the next group of grades, they shall remain in the newly promoted grade till such time their pay reaches the entry level pay of the next group of grades or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grades and be permitted to cross over to the next group of grades if their pay reaches the entry level pay for the next group of grades. For these special cases, to quickly reduce the existing anomalies, 100% of the eligible persons may be promoted each time, if found suitable.

Name of the Centre
NATIONAL COUNCIL OF SCIENCE MUSEUMS
(Full Address with Pin)

No.

Date :

OFFICE MEMORANDUM

Sub: Pro-tempore Officiating (Appointment of _____)

In accordance with the NCSM Service (Recruitment and Promotion) Rules for administrative categories of staff and based on the recommendations of the Departmental Promotion Committee which met at (place of meeting) on (date) at (time), the (appointing authority) has been pleased to approve Pro-tempore officiating appointment of Shri/Smt. (Name of the promotee) as (designation of the post) in the grade _____ of _____ cadre, in the pay scale of Rs. _____ for (Name of the Centre for which appointed).

- (2) The promotion shall take effect from the date of his/her taking charge of the post at (Name of the Centre where posted on promotion). His/Her pay will be fixed as per normal rules.
- (3) The appointment is pro-tempore officiating and may be terminated at any time without notice and without assigning any reason and shall not confer any right of seniority to Shri/Smt. _____ over others.
- (4) All other terms and conditions as specified during his/her first appointment shall remain in force.
- (5) The above appointment being in the public interest, he/she shall be entitled to joining time, transfer TA/DA etc. as admissible under Rules.
- (6) If the above terms and conditions are acceptable to Shri/Smt. _____, he/she shall communicate his/her acceptance within one week of the receipt of this memorandum and shall assume charge of the post immediately.

(_____)

To

- c.c.to
- 1) All heads of Museums/Centres:
 - 2) PS to DG, NCSM
 - 3) Project Coordinators NSCB/NCSM/CRTL
 - 4) Secretary, NCSM
 - 5) All AOs and F&AOs of Museum/Centre
 - 6) Personal File of Shri/Smt.

(Name of Museum/Centre)
(National Council of Science Museums)
Govt of India
(Full Address of Museum/Centre)

No.

Date :

OFFICE MEMORANDUM

On the recommendation of the Selection Committee/Departmental Promotion Committee which met on (date) at (time) in the (place of interview) as per NCSM Service (Recruitment, Assessment and Promotion) Rules for Scientific & Technical categories of staff/NCSM Service (Recruitment and Promotion) Rules for Administrative categories of staff, 1982 (strike out whichever is not applicable) the (appointing authority) has been pleased to approve the appointment of Sri/Smt (name) as (designation) in the grade of _____ in the pay scale of Rs. _____ with effect from (date).

Sri/Smt _____ will be on probation for a period of two years with effect from the date of his/her promotion or the date of issue of this letter whichever is later. The probationary period may be extended or curtailed at the discretion of the competent authority. During the probationary period the present appointment may be terminated at any time without notice and without assigning any reason whatsoever and in that event he/she shall be reverted to the post held by him/her prior to this appointment.

His/her pay will be fixed as per normal rules.

All other terms and conditions as specified during his/her first appointment with this museum/centre and/or NCSM shall remain in force.

The above mentioned appointment being in public interest he/she shall be entitled to joining time, joining time pay and transferable etc. as admissible under rules. *

He/she shall communicate his/her acceptance or otherwise within one week of the receipt of this order and take over charge of the above post within a month from date.

Secretary/Administrative Officer

To :

Copy to: 1. Estt. Section
2. Bill Section
3. Accounts Section
4. Personal file
5. Secretary, NCSM (two copies)
6. Heads of museums/centres.

* This clause shall be included only when the person is appointed on transfer to some other station.

ANNEXURE 'Y'

Name of the Centre
NATIONAL COUNCIL OF SCIENCE MUSEUMS
Govt. of India
Full address with Pin

No.

Date:

MEMORANDUM

Sub: Traineeship in the aread of _____

Shri/Smt. _____ S/O _____ is informed that on the recommendations of the Selection Committee which met on _____, the (name of the authority) has been pleased to offer him/her Traineeship in the area of _____ on a fixed conditions:-

Duration of Traineeship

The course of traineeship will be one year only. The traineeship may, however, be terminated at any time without any notice and without assigning any reason.

Stipend

A fixed consolidated stipend as indicated above will be paid during the period of training. No other allowance or any GPF/CPF benefit or pension etc. is admissible.

Leave

Grant of leave during Traineeship will be governed by Supplementary Rule 292 which reads as under:-

- On medical certificate, leave salary equivalent to half-pay for a period not exceeding one month in one year or Traineeship.
- Extraordinary leave (without pay) under rule 14 of the Revised leave Rules, 1933.
- Casual leave will be admissible to him/her at the rate of one day per month.

Travelling Allowance

- No T.A. will be admissible either for joining the Traineeship or at its termination.

- b) For journey on tour during the currency of the traineeship TA/DA as per rules will be admissible.

Conditions of Service

1. He/She will have to produce a certificate of medical fitness from a Government/State Medical Officer not lower than a Sub-Assistant Surgeon or a Registered Medical Practitioner.
2. A sum of Rs.100/= will be deposited in cash as caution money by his/her as security against tools, etc. issued to him/her. This money is refundable after satisfactory completion of the training period. The candidate is entitled to draw the stipend after he/she has deposited the caution money.
3. His/Her General conduct and behaviours during the period of Traineeship should be satisfactory and he/she should always abide by the Rules & Regulations as prescribed from time to time by this office.
4. He/She should be punctual and regular in attendance and co-operative to all.
5. He/She shall have to attend to all types of work which are allotted to him/her by the persons under whom he/she is required to work and shall have to do it to the complete satisfaction of his/her superiors.
6. In case of need and emergency, he/she may be called to do job which in the usual course may be quite different from his/her allotted duties.
7. He/She will have to make his/her own arrangement for residential accommodations.
8. There is absolutely no job guarantee for the trainees after completion of the traineeship.
9. If his/her work and conduct is found unsatisfactory during the period of traineeship, his/her traineeship will be liable to be terminated without notice and he/she will be required to refund whole of the amount of stipend drawn by him till that time.
10. On successful completion of the training course, he/she will be given a certificate.
11. The above conditions of traineeship etc. are subject to revision as and when required.
12. During the period of training he/she may be required to undergo extensive touring duties in different parts of the country.

If the above terms and conditions of traineeship are acceptable to him/her, he/she should report for duty immediately at this office and in any case not later than one month from the date of issue of the letter, failing which the offer of traineeship is liable to be treated as cancelled. He/She should communicate acceptance of this offer of traineeship and probable date of his/her joining to this office.

Administrative Officer

To

1. Accounts Section, NCSM
2. Estb. Section/Bill Section, NCSM
3. Office copy.