



NCSM SERVICE (RAP) AMENDMENT RULES 2018

&

NCSM SERVICE (RP) AMENDMENT RULES 2018

NATIONAL COUNCIL OF SCIENCE MUSEUMS

Ministry of Culture, Government of India

Block-GN, Sector-V, Bidhan Nagar, Kolkata-700091

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National Council of Science Museums Recruitment Rules

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NATIONAL COUNCIL OF SCIENCE MUSEUMS

RECRUITMENT RULES

(Ministry of Culture, Govt. of India)

Kolkata, April 24, 2018

In exercise of the powers conferred by Rule 41(v)(b) of Rules & Regulations of National Council of Science Museums(NCSM) and with the sanction of Ministry of Culture, Government of India vide letter No.9-07/2014-M.II dated 24.4.2018 and in supersession of the existing NCSM Service (Recruitment, Assessment & Promotion) Rules, 1981 (Amended in 1992 & 1999) for Scientific & Technical categories of staff and NCSM Service (Recruitment & Promotion) Rules, 1982 (Amended in 1992 & 1999) for Administrative categories of staff, the Governing Body, NCSM hereby makes the following rules to regulate the method of recruitment and promotion to various posts in NCSM:

1. Short Title & Commencement:-

- i. These rules may be called the NCSM Service (Recruitment, Assessment & Promotion) Amendment Rules, 2018 for Scientific & Technical categories of staff and NCSM Service (Recruitment & Promotion) Amendment Rules, 2018 for Administrative categories of staff.
- ii. They shall come into force w.e.f **24.04.2018**.

2. Number of posts, classification and Pay Matrix level:-

The number of the posts, their classification and the pay matrix level shall be as specified in columns (2) to (4) of the schedule annexed to these rules.

3. Method of Recruitment, Age Limit, Qualifications etc.:-

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said schedule.

4. Disqualification - no person:-

- a. Who has entered into or contracted a marriage with a person having a spouse living or
- b. Who, having a spouse living have entered into or contracted a marriage with any person shall be eligible for appointment to the said posts:

Provided that the NCSM, may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party of the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

5. Power to relax:-

Where the Governing Body, NCSM is of the opinion that it is necessary or expedient to do so, it may by order and for reasons to be recorded in writing and with the sanction of Govt. of India, relax any of the provisions of these rules with respect to any class or category of persons.

6. Savings:-

Nothing in this rules shall affect reservations, relaxations of age limit and other concessions required to be provided for scheduled castes, scheduled tribes, other backward classes, ex-service men and other special category of persons in accordance with the orders issued by the central government from time to time in this regard.

SCHEDULE
SCIENTIFIC

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Curator B	65	Group A Gr. IV(1)	Level-10 (₹56100-177500/-)	NA	35 years	1st Class M.Sc./1st Class B.E. or B.Tech with 1 yr. experience OR 1st Class M.Sc./1st Class B.E. or B.Tech with MS/M.Tech. in Science Communication (Post M.Sc./ B.E./B.Tech. course) OR M.Tech/M.E./M.S (Engg.) / Ph.D (Science)/Ph.D (Engg)	No	2 years	Direct recruitment through advertisement on all India basis based on performance in written test and on the recommendations of Selection Committee which shall interview the eligible candidates.	N/A	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres – To be nominated by Executive Committee/Director General, NCSM 3. Three external experts- To be nominated by Executive Committee/Director General 4. A Representative from MoC not below the rank of Deputy Secretary 5. Director General, NCSM – Ex-Officio-Member 6. Director of Museum/Centre – Ex-Officio Member	NA
Curator C	-	Group A Gr. IV(2)	Level-11 (₹67700-208700/-)	NA	-	-	-	1 year	Promotion by assessment through Modified Flexible Complementing Scheme (MFCS) and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Curator B in Group IV (1) with minimum 3 years of regular service	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres – To be nominated by Executive Committee/Director General, NCSM 3. Three external experts- To be nominated by Executive Committee/Director General 4. A Representative from MoC not below the rank of Deputy Secretary 5. Director General, NCSM – Ex-Officio-Member 6. Director of Museum/ Centre – Ex-Officio Member	NA

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	(11) In case of promotion/deputation/absorption from which promotion/deputation/absorption to be made	(12) If a Departmental Promotion Committee exists, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Curator D	-	Group A Gr. IV(3)	Level-12 (₹78800-209200/-)	NA	-	-	-	1 year	Promotion by assessment through MFCS and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Curator C in Group IV (2) with minimum 4 years of regular service	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Six experts (including one member of the Governing Body and one member of the Executive Committee of the Museum/Centre concerned) - To be nominated by the Governing Body, NCSM 3. A Representative from MoC not below the rank of Director 4. Director General, NCSM 5. Director of the concerned Museum/ Centre shall be ex-officio-member of the Selection Committee where he himself is not a candidate	NA
Curator E	-	Group A Gr. IV(4)	Level-13 (₹123100-215900/-)	NA	45 years	1st Class M.Sc/1st Class B.E./B.Tech with 13 yrs experience OR M.Tech/M.E./M.S.(Engg)/Ph.D(Science) with 11 yrs. experience OR Ph.D (Engg) with 9 yrs. experience	-	1 year	Promotion by assessment through MFCS and on the recommendations of Assessment Committee which shall interview the eligible candidates /Lateral entry subject to fulfilment of stipulated conditions and approval of GB, NCSM.	Curator D in Group IV (3) with minimum 4 years of regular service	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Six experts (including one member of the Governing Body and one member of the Executive Committee of the Museum/Centre concerned) - To be nominated by the Governing Body, NCSM 3. A Representative from MoC not below the rank of Joint Secretary 4. Director General, NCSM 5. Director of the concerned Museum/ Centre shall be ex-officio-member of the Selection Committee where he himself is not a candidate	NA

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	(11) In case of promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	(12) If a Departmental Promotion Committee exists, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Curator F	-	Group A Gr. IV(5)	Level-13A (₹131100-216600/-)	NA	50 years	1st Class M.Sc/1st Class B.E./B. Tech with 15 yrs experience OR M.Tech/M.E./M.S.(Engg)/Ph.D(Science) with 14 yrs. experience OR Ph.D (Engg) with 12 yrs. experience	-	1 year	Promotion by assessment through MFCS and on the recommendations of Assessment Committee which shall interview the eligible candidates /Lateral entry subject to fulfilment of stipulated conditions and approval of GB, NCSM.	Curator E in Group IV (4) with minimum 5 years of regular service	1. Secretary of the Administrative Ministry-Chairman 2. Two Secretaries of the other scientific Ministries /Departments or their representatives of appropriate rank 3. Two eminent scientists specializing in the field of scientific activities 4. Jt. Secretary, DoPT 5. Director General, NCSM	NA
Curator G	-	Group A Gr. IV(6)	Level-14 (₹144200-218200/-)	NA	50 years	1st Class M.Sc/1st Class B.E./B. Tech with 20 yrs experience OR M.Tech/M.E./M.S.(Engg)/Ph.D(Science) with 16 yrs. experience OR Ph.D (Engg) with 14 yrs. experience	-	1 year	Promotion by assessment through MFCS and on the recommendations of Assessment Committee which shall interview the eligible candidates /Lateral entry subject to fulfilment of stipulated conditions and approval of GB, NCSM.	Curator F in Group IV (5) with minimum 5 years of regular service	1. Secretary of the Administrative Ministry-Chairman 2. Two Secretaries of the other scientific Ministries /Departments or their representatives of appropriate rank 3. Two eminent scientists specializing in the field of scientific activities 4. Addl. Secretary, DoPT 5. Director General, NCSM	NA

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and the percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption from which grades promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Director General, NCSM	1	Group A	Level-15 (₹182200-224100/-)	NA	55 years (Relaxation in age limit upto 3 years may be allowed to Departmental Scientific category Officers)	1 st Class Master Degree in Science/1 st Class Bachelor Degree in Engineering or Technology/ Ph. D in Science or Engineering with 20 years of experience relevant to the objectives of the Council	NA	--	Direct recruitment on all India basis based on the recommendations of Search-cum-Selection Committee, to be constituted by President, NCSM, which shall interview the eligible candidates / nomination by President, NCSM as per Rule 45 of Bye Laws of NCSM.	NA	1. A Chairman (Secretary, Ministry of Culture or a distinguished scientist/ Technologist/ Museologist of sufficiently high standing commensurate with the level of the DG, NCSM – to be nominated by the Administrative Ministry) 2. 5(five) members (including Chairman and at least one outside expert of eminence – to be nominated by the Administrative Ministry)	NA

Conditions for Lateral Entry

1. Lateral entry shall be made for short term vacancies on contract basis for a maximum period of five years at the level of Curator 'E', 'F' or 'G';
2. There shall be a maximum of 7 Curators (10% of the total strength of 65 Curator 'B'), to be recruited through lateral entry, as and when required, with the recommendations of DG, NCSM and approval of GB, NCSM;
3. Lateral entry shall be resorted to fill up the position(s) vacated by senior Curators in the grades of 'E', 'F' & 'G' due to retirement/resignation etc., if it is not possible to fill up the said position(s) by promotion of departmental Curators through MFCS. In case of recruitment through lateral entry, the entry level post of Curator 'B' shall not be filled up. The total strength of Curators should not exceed 65 at any time;
4. The method of recruitment through lateral entry for Curator 'E', 'F' & 'G' in scientific category shall be through advertisement in newspaper on all India basis and based on the recommendations of Selection Committee which shall interview the eligible shortlisted candidates.

SCHEDULE
TECHNICAL

Schedule

Name of the post	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Technician-A		314	Group C Gr:II(1)	Level-2 (₹19900- 63200/-)	NA	35	(i) SSC or Matriculation with certificate from ITI or equivalent in relevant discipline; (ii) Candidates must have one year experience after obtaining the certificate for course duration of two years. For candidates obtaining certificates of one year course duration, two years relevant experience after obtaining the certificate shall be required.	NA	2 years	Direct recruitment through advertisement on local basis & performance in Trade test/ Aptitude test to be conducted by involving outside expert(s). There shall be no interview for recruitment to this post.	NA	There shall be no Selection Committee for recruitment to this post.	NA
Technician-B		--	Group C Gr:II(2)	Level-4 (₹25500- 81100/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Technician A with minimum 4 years of regular service in Grade II(1)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	(11) In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	(12) If a Departmental Promotion Committee exists, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Technician-C	--	Group C Gr-II(3)	Level-5 (₹29200-92300/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Technician B with minimum 6 years of regular service in Grade II(2)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Director of Museum/Centre	NA
Technician-E	--	Group C Gr-II(5)	Level-6 (₹35400-112400/-)	NA	NA	No direct recruitment	NA	1 year	promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Technician C with minimum 7 years of regular service in Grade II(3)*	1. 1.A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Technician-F	--	Group C Gr-II(6)	Level-7 (₹44900-142400/-)	NA	NA	No direct recruitment	NA	1 year	promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Technician E with minimum 6 years of regular service in Grade II(5)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA
Technician-G	--	Group C Gr-II(7)	Level-9 (₹53100-167800/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Technician F with minimum 6 years of regular service in Grade II(6)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exits, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Cataloguer-A	3	Group C Gr:II(1)	Level-2 (₹19900-63200/-)	NA	No further recruitment in this grade.	NA	NA	NA	NA	NA	NA	NA
Cataloguer-B	--	Group C Gr:II(2)	Level-4 (₹25500-81100/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Cataloguer A with minimum 4 years of regular service in Grade II(1)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Director of Museum/Centre	NA
Cataloguer-C	--	Group C Gr:II(3)	Level-5 (₹29200-92300/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Cataloguer B with minimum 6 years of regular service in Grade II(2)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Cataloguer-E	--	Group C Gr:II(5)	Level-6 (₹35400-112400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Cataloguer C with minimum 7 years of regular service in Grade II(3)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA
Cataloguer-F	--	Group C Gr:II(6)	Level-7 (₹44900-142400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Cataloguer E with minimum 6 years of regular service in Grade II(5)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption/ percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Cataloguer-G	--	Group C Gr-II(7)	Level-9 (₹53100-167800/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Cataloguer F with minimum 6 years of regular service in Grade II(6)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Artist-A	14	Group C Gr:II(1)	Level-2 (₹19900- 63200/-)	NA	35	Diploma/certificate in fine/commercial art of at-least two year's duration after SLC. Candidates must have one year experience after obtaining the diploma/certificate for course duration of two years. For candidates obtaining diploma/certificates of one year course duration, two years relevant experience after obtaining the certificate shall be required.	No	2 years	Direct Recruitment through advertisement on local basis & performance in Trade test/ Aptitude test to be conducted by involving outside expert(s). There shall be no interview for recruitment to this post.	NA	There shall be no Selection Committee for recruitment to this post.	NA
Artist-B	--	Group C Gr:II(2)	Level-4 (₹25500- 81100/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Artist A with minimum 4 years of regular service in Grade II(1)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Artist-C	--	Group C Gr:II(3)	Level-5 (₹29200- 92300/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Artist B with minimum 6 years of regular service in Grade II(2)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Director of Museum/Centre	NA
Artist-E	--	Group C Gr:II(5)	Level-6 (₹35400- 112400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Artist C with minimum 7 years of regular service in Grade II(3)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Artist-F	--	Group C Gr:II(6)	Level-7 (₹44900- 142400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Artist E with minimum 6 years of regular service in Grade II(5)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA
Artist-G	--	Group C Gr:II(7)	Level-9 (₹53100- 167800/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Artist F with minimum 6 years of regular service in Grade II(6)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Education Assistant-A	62	Group C Gr.III(1)	Level-5 (129200-92300/-)	NA	35	Bachelor's degree in Science with Physics and combination of any two subjects viz. Chemistry, Mathematics, Electronics, Computer Science, Astronomy, Geology and Statistics OR Bachelor's degree in Science with Chemistry and combination of any two subjects viz. Zoology, Botany, Microbiology, Environmental Science, Bio-Technology and Molecular Biology from a duly recognized University.	No	2 years	Direct recruitment through advertisement on zonal basis based on performance in aptitude/skill test to be conducted by involving outside expert(s). In addition, "Communication skill test" shall also be conducted on qualifying basis. There shall be no interview for recruitment to this post.	NA	There shall be no Selection Committee for recruitment to this post.	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.7.2.3 of RAP (Amendment) Rules, 2018

Schedule

Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exits, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Education Assistant-B	--	Group B Gr.III(2)	Level-6 (₹35400-112400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Education Assistant 'A' with minimum 5 years of regular service in Grade III(1)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA
Education Officer-A	--	Group B Gr.III(3)	Level-7 (₹44900-142400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Education Assistant 'B' with minimum 6 years of regular service in Grade III(2)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Technologist from institution 3. Three Scientists from NCSM Science Museums/ Centres 4. Three external experts 5. DG, NCSM or his nominee not below the Pay Matrix Level-12 6. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Education Officer-B	--	Group B Gr.III(4)	Level-9 (₹53 100-167800/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Education Officer A with minimum 5 years of regular service in Grade III(3)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. DG, NCSM or his nominee not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA
Education Officer-C	--	Group A Gr.III(5)	Level-11 (₹67700-208700/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Education Officer B with minimum 5 years of regular service in Grade III(4)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. A representative from MoC not below the rank of Deputy Secretary 5. Director General, NCSM 6. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Education Officer-D	--	Group A Gr.III(6)	Level-12 (₹78800-209200/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Education Officer C with minimum 5 years of regular service in Grade III(5)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Six experts (including one member of the Governing Body and one member of the Executive Committee of the Museum/Centre concerned – To be nominated by the Governing Body, NCSM 3. A representative from MoC not below the rank of Director 4. Director General, NCSM 5. Director of the concerned Museum/ Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Exhibition Assistant-A	24	Group C Gr.III(1)	Level-5 (₹29200-92300/-)	NA	35	Bachelor's Degree in Visual Arts/Fine Arts/Commercial Arts	No	2 years	Direct recruitment through advertisement on zonal basis based on performance in aptitude/skill test to be conducted by involving outside expert(s) There shall be no interview for recruitment to this post.	NA	There shall be no Selection Committee for recruitment to this post.	NA
Exhibition Assistant-B	--	Group B Gr.III(2)	Level-6 (₹35400-112400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Exhibition Assistant 'A' with minimum 5 years of regular service in Grade III(1)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/ Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Exhibition Officer-A	--	Group B Gr.III(3)	Level-7 (₹44900-142400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Exhibition Assistant 'B' with minimum 6 years of regular service in Grade III(2)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. DG, NCSM or his nominee not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA
Exhibition Officer-B	--	Group B Gr.III(4)	Level-9 (₹53100-167800/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Exhibition Officer A with minimum 5 years of regular service in Grade III(3)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. DG, NCSM or his nominee not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Exhibition Officer-C	--	Group A Gr.III(5)	Level-11 (₹67700-208700/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Exhibition Officer B with minimum 5 years of regular service in Grade III(4)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. A representative from MoC not below the rank of Deputy Secretary 5. Director General, NCSM 6. Director of Museum/Centre	NA
Exhibition Officer-D	--	Group A Gr.III(6)	Level-12 (₹78800-209200/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Exhibition Officer C with minimum 5 years of regular service in Grade III(5)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Six experts (including one member of the Governing Body and one member of the Executive Committee of the Museum/Centre concerned - To be nominated by the Governing Body, NCSM 3. A representative from MoC not below the rank of Director 4. Director General, NCSM 5. Director of the concerned Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Technical Assistant-A	70	Group C Gr.III(1)	Level-5 (₹29200-92300/-)	NA	35	Diploma course (3 years) in civil/mechanical/ electrical/ electronics/ computer science / air-conditioning / automobile engineering or NIELIT 'A' (erstwhile DOEACC 'A') Level diploma / Information Technology from a duly recognized Institution OR Bachelor of Computer Application (BCA)/Computer Science.	No	2 years	Direct recruitment through advertisement on zonal basis based on performance in aptitude/skill test to be conducted by involving outside expert(s) There shall be no interview for recruitment to this post.	NA	There shall be no Selection Committee for recruitment to this post.	NA
Technical Assistant-B	--	Group B Gr.III(2)	Level-6 (₹35400-112400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Technical Assistant 'A' with minimum 5 years of regular service in Grade III(1)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Technical Officer-A	--	Group B Gr.III(3)	Level-7 (₹44900-142400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Technical Assistant 'B' with minimum 6 years of regular service in Grade III(2)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. DG, NCSM or his nominee not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA
Technical Officer-B	--	Group B Gr.III(4)	Level-9 (₹53100-167800/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Technical Officer 'A' with minimum 5 years of regular service in Grade III(3)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. DG, NCSM or his nominee not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Technical Officer-C	--	Group A Gr.III(5)	Level-11 (₹67700- 208700/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Technical Officer 'B' with minimum 5 years of regular service in Grade III(4)*	1. A Chairman (Scientist/ Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. A representative from MoC not below the rank of Deputy Secretary 5. Director General, NCSM 6. Director of Museum/ Centre	NA
Technical Officer-D	--	Group A Gr.III(6)	Level-12 (₹78800- 209200/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Technical Officer 'C' with minimum 5 years of regular service in Grade III(5)*	1. A Chairman (Scientist/ Technologist from a reputed scientific institution) 2. Six experts (including one member of the Governing Body and one member of the Executive Committee of the Museum./Centre concerned - To be nominated by the Governing Body, NCSM 3. A representative from MoC not below the rank of Director 4. Director General, NCSM 5. Director of the concerned Museum/ Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Library Assistant-A	5	Group C Gr.III(1)	Level-5 (₹29200-92300/-)	NA	35	Bachelor's degree in Library and Information Science, or diploma in librarianship after graduation in Science from a duly recognized University.	No	2 years	Direct recruitment through advertisement on zonal basis based on performance in aptitude/skill test to be conducted by involving outside expert(s) There shall be no interview for recruitment to this post.	NA	There shall be no Selection Committee for recruitment to this post.	NA
Library Assistant-B	--	Group B Gr.III(2)	Level-6 (₹35400-112400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Library Assistant 'A' with minimum 5 years of regular service in Grade III(1)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Two Project Coordinators not below the Pay Matrix Level-12 3. Three outside experts 4. Nominee of DG, NCSM not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption/ percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Library Officer-A	--	Group B Gr.III(3)	Level-7 (₹44900-142400/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Library Assistant 'B' with minimum 6 years of regular service in Grade III(2)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. DG, NCSM or his nominee not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA
Library Officer-B	--	Group B Gr.III(4)	Level-9 (₹53100-167800/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Library Officer 'A' with minimum 5 years of regular service in Grade III(3)*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. DG, NCSM or his nominee not below the Pay Matrix Level-12 5. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Library Officer-C	--	Group A Gr.III(5)	Level-11 (₹67700- 208700/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Library Officer 'B' with minimum 5 years of regular service in Grade III(4)*	1. 1A Chairman (Scientist/ Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. A representative from MoC not below the rank of Deputy Secretary 5. Director General, NCSM 6. Director of Museum/ Centre	NA
Library Officer-D	--	Group A Gr.III(6)	Level-12 (₹78800- 209200/-)	NA	NA	No direct recruitment	NA	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Library Officer 'C' with minimum 5 years of regular service in Grade III(5)*	1. A Chairman (Scientist/ Technologist from a reputed scientific institution) 2. Six experts (including one member of the Governing Body and one member of the Executive Committee of the Museum/Centre concerned - To be nominated by the Governing Body, NCSM 3. A representative from MoC not below the rank of Director 4. Director General, NCSM 5. Director of the concerned Museum/ Centre	NA

***Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018*

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Assistant Executive Engineer	05	Group A Gr.V(1)	Level-10 (₹56100-177500/-)	NA	35	First Class Bachelor's Degree in Civil Engineering or equivalent with one year experience.	NA	2 years	Direct recruitment through advertisement on all India basis based on performance in written test and on the recommendations of Selection Committee which shall interview the eligible candidates.	NA	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. A representative from MoC not below the rank of Deputy Secretary 5. Director General, NCSM 6. Director of Museum/Centre	NA
Executive Engineer	--	Group A Gr.V(2)	Level-11 (₹67700-208700/-)	Non Selection by Assessment	--	No direct recruitment	No	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Promotion by Personal Assessment from Gr.V(1) to V(2) with minimum 5 years of regular service*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. A representative from MoC not below the rank of Deputy Secretary 5. Director General, NCSM 6. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of promotion/deputation/absorption from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exits, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Superintending Engineer	--	Group A Gr.V(3)	Level-12 (₹78800- 209200/-)	Non Selection by Assessment	--	No direct recruitment	No	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Promotion by Personal Assessment from Gr.V(2) to V(3) with minimum 6 years of regular service*	1. A Chairman (Scientist/ Technologist from a reputed scientific institution) 2. Six experts (including one member of the Governing Body and one member of the Executive Committee of the Museum/ Centre concerned – To be nominated by the Governing Body, NCSM 3. A representative from MoC not below the rank of Director 4. Director General, NCSM Museum/ Centre	NA
Deputy Chief Engineer	--	Group A Gr.V(4)	Level-13 (₹123100- 215900/-)	Non Selection by Assessment	--	No direct recruitment	No	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Promotion by Personal Assessment from Gr.V(3) to V(4) with minimum 5 years of regular service*	1. A Chairman (Scientist/ Technologist from a reputed scientific institution) 2. Six experts (including one member of the Governing Body and one member of the Executive Committee of the Museum/ Centre concerned – To be nominated by the Governing Body, NCSM 3. A representative from MoC not below the rank of Joint Secretary 4. Director General, NCSM Museum/ Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of promotion/ deputation/ absorption from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Chief Engineer (only one in whole NCSM)	--	Group A Gr:V(5)	Level-13A (₹131100- 216600/-)	Non Selection by assessment	NA	NA	No	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Promotion by Personal Assessment from Gr:V(4) to V(5) with minimum 5 years of regular service*	1. A Chairman 2. Six experts (including two members of the Governing Body) 3. A representative from MoC not below the rank of Joint Secretary 4. Director General, NCSM	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/absorption from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Exhibition Officer-B	05	Group A Gr:VI(1)	Level-10 (₹56100-177500/-)	NA	35	A recognized First Class degree in Fine/Commercial Art of 4 or 5 years duration or Masters' degree in Visual Arts/ Fine Arts/Commercial Arts with at least five years creative experience in design of exhibits and exhibitions.	NA	2 years	Direct recruitment through advertisement on all India basis based on performance in written test and on the recommendations of Selection Committee which shall interview the eligible candidates.	NA	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. A representative from MoC not below the rank of Deputy Secretary 5. Director General, NCSM 6. Director of Museum/Centre	NA
Exhibition Officer-C	--	Group A Gr:VI(2)	Level-11 (₹67700-208700/-)	Non Selection by personal assessment	NA	NA	No	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Promotion by Personal Assessment from Gr:VI(1) to VI(2) with minimum 5 years of regular service*	1. A Chairman (Scientist/Technologist from a reputed scientific institution) 2. Three Scientists from NCSM Science Museums/ Centres 3. Three external experts 4. A representative from MoC not below the rank of Deputy Secretary 5. Director General, NCSM 6. Director of Museum/Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	(11) In case of promotion/ deputation/ absorption from which promotion/ deputation/ absorption to be made	(12) If a Departmental Promotion Committee exits, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Exhibition Officer-D	--	Group A Gr:VI(3)	Level-12 (₹78800-209200/-)	Non Selection by personal assessment	NA	NA	No	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Promotion by Personal Assessment from Gr:VI(2) to VI(3) with minimum 6 years of regular service*	1. A Chairman (Scientist/ Technologist from a reputed scientific institution) 2. Six experts (including one member of the Governing Body and one member of the Executive Committee of the Museum/ Centre concerned – To be nominated by the Governing Body, NCSM 3. A representative from MoC not below the rank of Director 4. Director General, NCSM 5. Director of the concerned Museum/ Centre	NA
Exhibition Officer-E	--	Group A Gr:VI(4)	Level-13 (₹123100-215900/-)	Non Selection by personal assessment	NA	NA	No	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Promotion by Personal Assessment from Gr:VI(3) to VI(4) with minimum 5 years of regular service*	1. A Chairman (Scientist/ Technologist from a reputed scientific institution) 2. Six experts (including one member of the Governing Body and one member of the Executive Committee of the Museum/ Centre concerned – To be nominated by the Governing Body, NCSM 3. A representative from MoC not below the rank of Joint Secretary of Director General, NCSM 4. Director of the concerned Museum/ Centre	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T.1.1 & Table G.T.2.3 of RAP (Amendment) Rules, 2018

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption/ percentage of the vacancies to be filled by various methods	In case of promotion/ deputation/ absorption from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Chief Exhibition Officer (only one in whole NCSM)	--	Group A Gr:VI(5)	Level-13A (₹131100-216600/-)	Non Selection by personal assessment	NA	NA	No	1 year	Promotion by personal assessment and on the recommendations of Assessment Committee which shall interview the eligible candidates.	Promotion by Personal Assessment from Gr:VI(4) to VI(5) with minimum 5 years of regular service*	1. A Chairman 2. Six experts (including two members of the Governing Body) 3. A representative from MoC not below the rank of Joint Secretary 4. Director General, NCSM	NA

*Note:- As per stipulated criteria for Assessment indicated in Table G.T1.1 & Table G.T2.3 of RAP (Amendment) Rules, 2018

TABLE G.T.1.1
Regrouping of NCSM salary grades into Three Rationalized ladders under the New Recruitment and Assessment Promotion Scheme

Group II (Technical)			Group III (Technical)			Group V & VI (Technical)		
Minimum Qualification as per Revised RR, 2018			Minimum Qualification as per Revised RR, 2018			Minimum Qualification as per Revised RR, 2018		
4 Assessment chances			4 Assessment chances			4 Assessment chances		
Grade	Pay Scale	Period of qualifying service	Grade	Pay Scale	Period of qualifying service	Grade	Pay Scale	Period of qualifying service
II(1)	Level-2 (₹19900-63200)	4 5 6 7	III(1)	Level-5 (₹29200-92300)	5 6 7 8	V(1) VI(1)	Level-10 (₹56100-177500)	5 6 7 8
II(2)	Level-4 (₹25500-81100)	6 7 8 9	III(2)	Level-6 (₹35400-112400)	6 7 8 9	V(2) VI(2)	Level-11 (₹67700-208700)	6 7 8 9
II(3)	Level-5 (₹29200-92300)	7 8 9 10	III(3)	Level-7 (₹44900-142400)	5 6 7 8	V(3) VI(3)	Level-12 (₹78800-209200)	5 6 7 8
II(5)	Level-6 (₹35400-112400)	6 7 8 9	III(4)	Level-9 (₹53100-167800)	5 6 7 8	V(4) VI(4)	Level-13 (₹123100-215900)	5 6 7 8
II(6)	Level-7 (₹44900-142400)	6 7 8 9	III(5)*	Level-11 (₹67700-208700)	5 6 7 8	V(5) VI(5)	Level-13A** (₹131100-216600)	
II(7)	Level-9 (₹53100-167800)		III(6)*	Level-12 (₹78800-209200)				

Note:-

- *Assessment from the grades III(4) to III(5) onwards as well as groups V and VI shall be done at NCSM headquarters centrally on the basis of all officers in all museums/centres taken together in the particular grade.
- **Not more than one officer to be promoted to this grade in Group V and Group VI at a given time in whole NCSM.

TABLE G.T.2.3
Criteria for assessment and minimum qualifying marks for promotion

	Gr. II(1) to Gr. II(3)	Gr. II(3) to II(4) and above & Gr. III(1) to III(2) & III(2) to III(3) & III(3) to III(4)	Gr. V(1) to V(2) & Gr. VI(1) to VI(2) & Gr. III(4) to III(5)	Gr. III(5) to III(6) & Gr. V(2) to V(3) and above & Gr. VI(2) to VI(3) and above
APAR	20	20	20	20
Aptitude test	20	20	20	--
Assessment Report:				
Sense of Responsibility	10	10	10	15
Skill in work	15	10	--	--
Leadership quality	5	5	10	15
Creative talent	--	5	10	20
Interview:				
Power of expression	10	10	10	10
Professional knowledge	20	20	20	20
Total	100	100	100	100
Minimum qualifying marks for promotion	65	70	75	80

Note:-

1. Appropriate weightage (plus or minus) be given on service records for official appreciation, warnings, censor, punishment etc.
2. Advance increments up to a maximum of three may be considered as an exception on recommendation of the Assessment Committee and on approval of the Directors' conference on the basis of individual merit and outstanding work.

SCHEDULE
ADMINISTRATIVE

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exits, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Secretary	1	Group A	Level-13A (₹131100-216600/-)	Selection by promotion/ Deputation/ Direct Recruitment	55 years	Master's Degree in Arts/Science/ Commerce with at least 55% of marks. Degree in Law will be desirable. Experience: 20 years of administrative experience of which 12 years shall be in Level-11 (₹67700-208700) and above.	No	2 years	Promotion/ Deputation/ Direct recruitment	Senior Contoller (Administration/F&A/S&P) with 2 years of regular service in Level-13 (₹123100-215900) or Contollers (Administration/F&A/S&P) with not less than 6 years of regular service in Level-12 (₹78800-209200) or Deputy Contollers (Administration/ F&A/S&P) with not less than 12 years combined regular service in the post of Deputy Contoller & Contoller in Level-11 (₹67700-208700) and Level-12 (₹78800-209200) respectively and on the recommendations of the DPC.	1. Director General, NCSM-Chairman 2. An outside expert in the field of administration not below the rank of Jt. Secretary in Level-14 3. A representative from Administrative Ministry not below the rank of Jt. Secretary 4. Dy. Director General, NCSM 5. Two Directors of NCSM not below the rank of Curator 'G' 6. One professor from Indian Institute of Management /An Officer in Administration & Legal background not below the rank of Jt. Secretary of Govt. /Semi-Govt. Department	NA

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	(11) In case of recruitment by promotion/ deputation/ from which absorption grades promotion/ deputation/ absorption to be made	(12) If a Departmental Promotion Committee exits, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Sr. Controller of Administration	1	Group A	Level-13 (₹123100-215900/-)	Selection by promotion/ Deputation	NA	NA	NA	2 years	Promotion/ Deputation	Appointment to this grade shall be made on all India basis by promotion on the basis of merit from amongst Controllers (Administration/ F&A/S&P) with not less than 5 years of regular service in Level-12 (₹78800-209200) or Deputy Controllers (Administration/ F&A/S&P) with not less than 10 years of regular service in Level-11 (₹67700-208700) and on the recommendations of the DPC.	<ol style="list-style-type: none"> Director General, NCSM- Chairman An outside expert in the field of administration not below the Level-13A A representative from Administrative Ministry not below the rank of Jt. Secretary Dy. Director General, NCSM Two Directors of NCSM not below the rank of Curator 'F' One professor from Indian Institute of Management/ An Officer in administration & Legal background not below the Level-13A of Govt. / Semi-Govt. Deptt. Secretary, NCSM 	NA

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ from which absorption grades promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exits, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Sr. Controller of Finance & Accounts	1	Group A	Level-13 (₹123100-215900/-)	Selection by promotion/ Deputation	NA	NA	NA	2 years	Promotion/ Deputation	Appointment to this grade shall be made on all India basis by promotion on the basis of merit from amongst Controllers (Administration/ F&A/S&P) with not less than 5 years of regular service in Level-12 (₹78800-209200) or Deputy Controllers (Administration/ F&A/S&P) with not less than 10 years of regular service in Level-11 (₹67700-208700) and on the recommendations of the DPC.	<ol style="list-style-type: none"> 1. Director General, NCSM- Chairman 2. An outside expert in the field of administration not below the Level-13A 3. A representative from Administrative Ministry not below the rank of Lt. Secretary 4. Dy. Director General, NCSM 5. Two Directors of NCSM not below the rank of Curator 'F' 6. One professor from Indian Institute of Management /An Officer not below the Level-13A of Govt/ Semi-Govt. Finance & Accounts Deptt. 7. Secretary, NCSM 	NA

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	(11) In case of recruitment by promotion/ deputation/ from which absorption grades promotion/ deputation/ absorption to be made	(12) If a Departmental Promotion Committee exits, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Sr. Controller of Stores & Purchase	1	Group A	Level-13 (₹123100-215900/-)	Selection by promotion/ Deputation	NA	NA	NA	2 years	Promotion/ Deputation	Appointment to this grade shall be made on all India basis by promotion on the basis of merit from amongst Controllers (Administration/ F&A/S&P) with not less than 5 years of regular service in Level-12 (₹78800-209200) or Deputy Controllers (Administration/ F&A/S&P) with not less than 10 years of regular service in Level-11 (₹67700-208700) and on the recommendations of the DPC.	1. Director General, NCSM- Chairman 2. An outside expert in the field of administration not below the Level-13A 3. A representative from Administrative Ministry not below the rank of Jt. Secretary 4. Dy. Director General, NCSM 5. Two Directors of NCSM not below the rank of Curator 'F' 6. One professor from Indian Institute of Management /An Officer not below the Level-13A of Govt. / Semi-Govt. Stores & Purchase Deptt. 7. Secretary, NCSM	NA

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct promotion or by deputation or by absorption and percentage of the vacancies to be filled by various methods	(11) In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made	(12) If a Departmental Promotion Committee exits, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Controller of Administration/ Finance & Accounts/ Stores & Purchase	4	Group A	Level-12 (₹78800-209200/-)	Selection by promotion/ Deputation	NA	NA	NA	2 years	Promotion/ Deputation	Appointment to this grade shall be made on all India basis by promotion on the basis of merit from amongst Deputy Controllers (Administration/ F&A/S&P)/Principal Private Secretary (PPS) with not less than 5 years of regular service in Level-11 (₹67700-208700) and on the recommendations of the DPC.	<ol style="list-style-type: none"> 1. Director General, NCSM-Chairman 2. Dy. Director General, NCSM 3. A representative from Administrative Ministry not below the Level-13 4. Two Directors of NCSM not below the rank of Curator 'E' from Indian Institute of Management/ Institute of Cost or Chartered Accountant/ Officer from Govt./Semi-Govt. org. not below the Level-13 5. Secretary, NCSM 	NA
Dy. Controller of Administration/ Finance & Accounts/ Stores & Purchase	6	Group A	Level-11 (₹67700-208700/-)	Selection by promotion/ Deputation	NA	NA	NA	2 years	Promotion/ Deputation	Appointment to this grade shall be made on all India basis by promotion on the basis of merit from amongst Section Officers (Administration/ F&A/S&P)/ Private Secretaries with at least a university degree and not less than 7 years of regular service in Level-7 (₹4900-142400) and on the recommendations of the DPC.	<ol style="list-style-type: none"> 1. Director General, NCSM-Chairman 2. Dy. Director General, NCSM 3. A representative from Administrative Ministry not below the Level-12 (₹78800-209200) 4. Two Directors of NCSM 5. One representative from Indian Institute of Management/ Institute of Cost or Chartered Accountant/ Officer from Govt./Semi-Govt. org. not below the Level-12 6. Secretary, NCSM 	NA

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct recruitment or by deputation/absorption and percentage of the vacancies to be filled by various methods	(11) In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	(12) If a Departmental Promotion Committee exits, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Section Officer	25	Group B	Level-7 (₹44900-142400/-)	Selection by promotion through DPC/LDCE and Direct Recruitment	30 years	University degree in any discipline and 2 years of experience from Government office/PSU/Autonomous Body/ Statutory Body in establishment, administration and finance	NA	2 years	<p>1. 50% by promotion through DPC</p> <p>2. 30% by promotion through LDCE</p> <p>3. 20% by Direct recruitment through all India basis</p>	<p>(i) For DPC:- Office Assistants (Grade-I), who have completed not less than 6 years of regular service in their respective grades.</p> <p>(ii) For LDCE:- Office Assistants (Grade-I) and Sr. Stenographers, who have a University degree in any discipline and have completed not less than 5 years regular service in their respective grades.</p> <p>(iii) For Direct Recruitment:- On the basis of written examination and recommendations of Selection Committee which shall interview the eligible candidates.</p>	<p>1. An outside expert to be nominated by Director General, NCSM- Chairman</p> <p>2. Two Directors of NCSM</p> <p>3. A representative from Administrative Ministry not below the rank of Under Secretary</p> <p>4. Secretary, NCSM</p> <p>5. A Sr. Controller/ Controller/ Dy. Controller of NCSM</p> <p>6. An Officer from Govt./ Semi-Govt. org. not below the Level-11</p>	NA

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct recruitment or by deputation/ absorption and percentage of the vacancies to be filled by various methods	(11) In case of recruitment by promotion/ deputation/ from which promotion/ deputation/ absorption to be made	(12) If a Departmental Promotion Committee exits, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Office Assistant (Grade-I)	40	Group B	Level-6 (₹35400-112400/-)	Selection by promotion through DPC/LDCE and Direct Recruitment	30 years (Relaxable upto 5 years for departmental candidates)	University degree	No	2 years	a) 50% by promotion through DPC b) 25% by promotion through LDCE c) 25% by Direct Recruitment through all India basis	i. For DPC:- Office Assistants (Grade-II), who have completed not less than 10 years of regular service in their respective grades. ii. For LDCE:- Office Assistants (Grade-II) and Jr. Stenographers, who have a University degree in any discipline and have completed not less than 5 years regular service in their respective grades. iii. For Direct Recruitment:- On the basis of written examination only. There shall be no interview for Direct Recruitment to the post.	1. An outside expert to be nominated by Director General, NCSM- Chairman 2. Two Directors of NCSM 3. A representative from Administrative Ministry not below the rank of Under Secretary 4. Secretary, NCSM 5. A Sr. Controller/ Controller/ Dy. Controller of NCSM 6. An Officer from Govt./ Semi-Govt. org. not below the Level-11	NA

Schedule

Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of promotion/ deputation/ from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exits, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Office Assistant (Grade-II)	75	Group C	Level-4 (₹25500-81100/-)	Non-Selection by promotion through DPC	NA	NA	NA	2 years	Promotion through DPC	Office Assistants (Grade-III), who have completed not less than 8 years regular service in that Grade on the basis of seniority, subject to fitness & on the recommendation of DPC which shall interview the eligible candidates.	1. Director of Museum/ Centre - Chairman 2. A Sr. Controller/ Controller/ Dy. Controller of Museum/ Centre 3. A Project Coordinator not below the Pay Matrix Level-12 4. An Officer from Govt./ Semi Govt organization not below the rank of Level-11.	NA
Office Assistant (Grade-III)	78	Group C	Level-2 (₹19900-63200/-)	NA	25 yrs.	Higher Secondary or its equivalent. The candidates must qualify in typing test of 10 minutes duration with at least 35 w.p.m. in English or 30 w.p.m. in Hindi on computer correspond to 10500/9000 Key Depression Per Hour (KDPH) respectively, duly supported by certificate from a Government recognised Institution.	NA	2 years	Recruitment shall be made on local basis by direct recruitment through competitive written examination. There will be no interview for direct recruitment to the post.	NA	There shall be no Selection Committee for direct recruitment to posts in Group C as interview has been dispensed with as per Govt. of India instructions. As such, candidates will be selected based on their performance in the Aptitude/Skill Test to be conducted involving outside experts.	NA

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	(11) In case of recruitment by promotion/ deputation/ from which absorption to be made	(12) If a Departmental Promotion Committee exits, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Principal Private Secretary	1	Group A	Level-11 (₹67700-208700/-)	Selection by promotion	NA	NA	NA	2 years	Promotion through DPC	Appointment shall be made on all India basis by promotion on the basis of merit and on the recommendations of DPC, which shall interview the eligible candidates from amongst Private Secretaries having not less than 7 years of regular service in Level-7 (₹44900-142400).	1. Director General, NCSM- Chairman 2. Dy. Director General, NCSM 3. A representative from Administrative Ministry not below the rank of Dy. Secretary 4. Two Directors of NCSM 5. Secretary, NCSM 6. An Officer from Govt./Semi Govt organization not below the Level 12	NA
Private Secretary	5	Group B	Level-7 (₹44900-142400/-)	Selection by promotion	NA	NA	NA	2 years	Promotion through DPC	Appointment shall be made on all India basis by promotion from amongst Sr. Stenographers, who have completed not less than 5 years regular service in Level-6 (₹35400-112400), on the basis of merit and on the recommendations of the DPC, which shall interview the eligible candidates.	1. An outside expert to be nominated by DG, NCSM – Chairman 2. Two Directors of NCSM 3. A representative from Administrative Ministry not below the rank of Under Secretary 4. Secretary, NCSM 5. A Sr. Controller / Controller / Dy. Controller of NCSM 6. An Officer from Govt./Semi Govt organization not below the rank of Level 11	NA

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	In case of promotion/ deputation/ from which promotion/ deputation/ absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Senior Stenographer	10	Group B	Level-6 (₹35400-112400/-)	Selection by promotion through DPC/LDCE and Direct Recruitment	30 years (Relaxable upto 5 years for departmental candidates as per Govt. of India order)	University degree in any discipline and having a minimum speed of 100 w.p.m. in Shorthand (dictation time 10 minutes and transcription time 40 minutes for English and 55 minutes for Hindi on Computer), duly supported by certificate from a Government recognised Institution.	No	2 years	i. 50% by promotion through DPC ii. 25% by promotion through LDCE iii. 25% by direct recruitment through all India basis.	i. For DPC:- Jr Stenographers with 10 years regular service. ii. For LDCE:- Jr Stenographers possessing University degree and 5 years of regular service in the Grade. iii. For Direct Recruitment:- On the basis of written examination and proficiency test on all India basis. There shall be no interview for direct recruitment to the post.	1. An outside expert to be nominated by Director General, NCSM - Chairman 2. Two Directors of NCSM 3. A representative from Administrative Ministry not below the rank of Under Secretary 4. Secretary, NCSM 5. A Sr. Controller/ Controller/ Dy. Controller of NCSM 6. An Officer from Govt. /Semi Govt organization not below the rank of Level 11	NA

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	(11) In case of recruitment by promotion/deputation/absorption from which promotion/deputation/absorption to be made	(12) If a Departmental Promotion Committee exists, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Junior Stenographer	18	Group C	Level-4 (₹25500-81100/-)	NA	25 years	Higher Secondary or its equivalent and minimum speed of 80 w.p.m. in Shorthand, duly supported by certificate from a Government recognised Institution.	NA	2 years	Direct recruitment	Recruitment to this grade shall be made on local basis by direct recruitment through competitive written examination in English, General Knowledge, Quantitative Aptitude & Reasoning to be conducted by involving outside expert(s). The candidates must qualify in proficiency test with a minimum speed of 80 w.p.m. in Shorthand (dictation time 10 minutes and transcription time 50 minutes for English or 65 minutes for Hindi on Computer).	There shall be no Selection Committee for direct recruitment to posts	NA

SCHEDULE
EXCLUDED
ADMINISTRATIVE

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of promotion/deputation/absorption from which grades from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Public Relation Officer	1	Group A	Level-11 (₹67700-208700/-)	NA	40 years	Bachelor's degree in Science from a recognized University & Diploma in Journalism & Mass Communication with 5 years' experience in content writing, editing of science magazines/established News Papers/National News Agencies/TV/Film media, books, journals and in Public Relations.	NA	2 years	Direct recruitment	On the basis of written examination on all India basis and based on recommendations of Selection Committee which shall interview the eligible candidates.	1. Director General, NCSM-Chairman 2. A representative from Administrative Ministry not below the rank of Dy. Secretary 3. Three Directors of NCSM 4. Secretary, NCSM 5. An Officer from Govt./Semi Govt organization not below the rank of Level 12	NA
Sr. Security & Maintenance Officer	2	Group A	Level-11 (₹67700-208700/-)	Selection by Promotion/Direct Recruitment	50 years	Any Graduate and must be Retired Defence Force (Army, Navy, Air Force) in the rank of Captain in Army or similar rank in Air Force and Navy or Retired Para Military / Police (CISF, CRPF, BSF, RPF, SSB, State Police) in equivalent rank. Knowledge in fire safety measures and handling of fire fighting equipment desirable.	NA	2 years	Promotion through DPC/ Direct Recruitment	Security & Maintenance Officers having not less than 7 years of regular service in Level-7 (₹44900-142400/-) and on the basis of merit and on the recommendations of the DPC, which shall interview the eligible candidates.	1. Director General, NCSM-Chairman 2. A representative from Administrative Ministry not below the rank of Dy. Secretary 3. Three Directors of NCSM 4. Secretary, NCSM 5. An Officer from Govt./Semi Govt organization not below the rank of Level 12	NA

Schedule

(1) Name of the post	(2) Number of post	(3) Classification	(4) Pay Scale	(5) Whether Selection post or Non-Selection post	(6) Age limit for direct recruits	(7) Education and other qualifications required for direct recruit	(8) Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	(9) Period of Probations, if any	(10) Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	(11) In case of recruitment by promotion/deputation/absorption from which grades from which promotion/deputation/absorption to be made	(12) If a Departmental Promotion Committee exists, what is its composition	(13) Circumstances in which Union Public Service Commission to be consulted in making recruitment
Security & Maintenance Officer	4	Group B	Level-7 (₹44900-142400/-)	NA	45 years	Any Graduate and must be Retired Defence Force (Army, Navy, Air Force) in Junior Commissioned rank in Army or similar rank in Air Force / Navy or Retired Para Military / Police (CISF, GRPF, BSF, RPF, SSB, State Police) in equivalent rank. Knowledge in fire safety measures and handling of firefighting equipment desirable.	NA	2 years	Direct recruitment	On the basis of written examination on all India basis and based on recommendations of Selection Committee which shall interview the eligible candidates.	1. An outside expert to be nominated by DG, NCSM – Chairman 2. Two Directors of NCSM 3. A representative from Administrative Ministry not below the rank of Under Secretary 4. Secretary, NCSM 5. A Sr. Controller/ Controller/ Dy. Controller of NCSM 6. An Officer from Govt./Semi Govt organization not below the rank of Level 11	NA

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of promotion/deputation/absorption from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Driver (Special Grade)	--	Group B	Level-6 (₹35400-112400/-)	Non Selection	NA	NA	NA	2 years	Promotion through DPC & performance in Driving Test.	Drivers (Grade-I) in a particular zone including satellite units, having not less than 3 years of regular service in the Level-5 (₹29200-92300/-).	1. Director of Museum/ Centre concerned -Chairman 2. An outside expert (to be nominated by the Director of Museum/Centre) 3. Secretary, NCSM 4. Controller of Administration/ Dy. Controller of Administration of Museum/Centre	NA
Driver (Grade-I)	--	Group C	Level-5 (₹29200-92300/-)	Non Selection	NA	NA	NA	2 years	Promotion through DPC & performance in Driving Test.	Drivers (Grade-II) in a particular zone including satellite units, having not less than 6 years of regular service in the Level-4 (₹25500-81100/-).	1. Director of Museum/ Centre concerned -Chairman 2. An outside expert (to be nominated by the Director of Museum/Centre) 3. Secretary, NCSM 4. Controller of Administration/ Dy. Controller of Administration of Museum/Centre	NA

Schedule

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Name of the post	Number of post	Classification	Pay Scale	Whether Selection post or Non-Selection post	Age limit for direct recruits	Education and other qualifications required for direct recruit	Whether age and education qualifications prescribed for direct recruits will apply in the case of promotees	Period of Probations, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of promotion/deputation/absorption from which promotion/deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
Driver (Grade-II)	--	Group C	Level-4 (₹2500-81100/-)	Non Selection	NA	NA	NA	2 years	Promotion through DPC & performance in Driving Test.	Drivers (Ordinary Grade) in a particular zone including satellite units, having not less than 8 years of regular service in the Grade Level-2 (₹19900-63200/-).	1. Director of Museum/Centre concerned -Chairman 2. An outside expert (to be nominated by the Director of Museum/Centre) 3. Secretary, NCSM 4. Controller of Administration/ Dy. Controller of Administration of Museum/Centre	NA
Driver (Ordinary Grade)	53	Group C	Level-2 (₹19900-63200/-)	NA	25 years	Class-VIII pass with a valid driving licence both for light and heavy vehicles with 5 years of relevant experience after obtaining the licence for heavy vehicles.	NA	2 years	Direct Recruitment on the basis of performance in Driving Test to be conducted by involving outside expert(s).	NA	There shall be no Selection Committee for direct recruitment to posts in Group C as interview has been dispensed with as per Govt. of India instructions. As such, candidates will be selected based on their performance in the Driving Test to be conducted involving outside experts.	NA

JOB DESCRIPTION
SCIENTIFIC

Job Description

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Curator 'B'	IV(1)	Level-10 (₹56100-177500)	Design and development of exhibits, audio-visual demonstrations, teaching aids etc; development of museums' section on various subjects of science & technology; organization of educational programmes for different categories; research on history of science and technology, museum techniques and evaluation of exhibits all pertaining to the developmental activities of the museum/centre. Assisting in day-to-day work and administration of the museum/centre.
Curator 'C'	IV(2)	Level-11 (₹67700-208700)	Conceptualization, design and development of participatory exhibits and new techniques in animation and presentation; development of new educational programmes and training of junior members of staff; research on history of science and technology, museum techniques and evaluation of exhibits all pertaining to the developmental activities of the museum/centre; general supervision over different sections. Assisting in day-to-day work and administration of the museum/centre.
Curator 'D'	IV(3)	Level-12 (₹78800-209200)	Generation of new ideas and techniques in museology and museography relating to science museums; creative work in conceptual development of exhibits and museums sections on various subjects of science and technology; training of junior members of staff, co-ordination of different sections. Assisting Director in day-to-day work and administration of the museum/centre.
Curator 'E'	IV(4)	Level-13 (₹123100-215900)	Intra-museum planning and co-ordination of activities; creative work and generation of new concepts and techniques in exhibits and presentation; overall administration of the museum; providing leadership in museum profession.
Curator 'F'	IV(5)	Level-13A (₹131100-216600)	Intra-museum planning and co-ordination of activities; creative work and generation of new concepts and techniques in exhibits and presentation; overall administration of the museum; providing leadership in museum profession; generation of sponsorship and new programme.
Curator 'G'	IV(6)	Level-14 (₹144200-218200)	Planning and co-ordination of activities of national level museum/centre/laboratory and all satellite units under it; creative work and generation of new concepts and techniques in exhibits and presentation; overall administration of national level museum/centre/laboratory and all satellite units under it; providing leadership in museum profession.
Director General		Level-15 (₹182200-224100)	Overall planning and co-ordination of activities of all NCSM national level museums/centres/laboratories including NCSM headquarters and all satellite units functioning under them; providing general guidance in research/development/administration; acting as the Chief Executive Officer of the Society; providing leadership in museum profession. He shall be responsible for proper administration of the affairs and funds of the Society.

JOB DESCRIPTION
TECHNICAL

Job Description

List of Technical Grades – Group-II

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Technician-A or Cataloguer-A or Artist-A	II(1)	Level-2 (₹19900-63200)	<p>Operation, repair, fabrication, handling, packing, installation and maintenance of exhibits/equipment/instruments/installations</p> <p style="text-align: center;">or</p> <p>Tracing and drawing, operation and maintenance of mechanical / electrical / electronic / computer/network / video equipment</p> <p style="text-align: center;">or</p> <p>Repair and maintenance of Buildings and Installations, helping Engineers in all work relating to constructions</p> <p style="text-align: center;">or</p> <p>Data entry, cataloguing, typing, maintenance of records/equipment/films, issue and receipt of books and films, acquisition and preservation of books, films, and documents of exhibits or</p> <p>Lettering, painting, screen printing, handling installations and exhibition materials, assisting in art layout and model making</p> <p style="text-align: center;">or</p> <p>Shooting video, capturing video in digital media, editing and composing, maintaining video equipment, creating video documentaries as per scripts provided by Curators/Project Coordinators</p> <p style="text-align: center;">or</p> <p>Operation, repair and maintenance of photo equipment, photo processing</p> <p style="text-align: center;">or</p> <p>Installation & maintenance of computers/networks/projectors/IT infrastructures etc.</p>
Technician-B or Cataloguer-B or Artist-B	II(2)	Level-4 (₹25500-81100)	<p>Same as mentioned for Technician 'A'/Cataloguer 'A'/Artist 'A' and working in groups with other Technicians to accomplish design & functional purposes</p> <p style="text-align: center;">or</p> <p>Working in groups with other technicians to accomplish design and functional purposes and shooting and editing of short video presentations.</p> <p style="text-align: center;">or</p> <p>Same as mentioned for Technician 'B'/Cataloguer 'B'/Artist 'B'. Working in teams for project installations.</p>
Technician-C or Cataloguer-C or Artist-C	II(3)	Level-5 (₹29200-92300)	<p>Same as mentioned for Technician 'B'/Cataloguer 'B'/Artist 'B'. Working in teams for project installations.</p>

Job Description

Designation		Grade	Pay Scale	Brief job requirement	
1		2	3	4	
Technician-E or Cataloguer-E or Artist-E	II(5)	Level-6 (₹35400-112400)	Same as mentioned for Technician 'C'/Cataloguer 'C'/Artist 'C'. Preservation and restoration of books/documents/films, issue and receipt of books and films. Liaison with Technical Officers/Curators/Exhibition Officers to understand design/ fabrication ideas and achieving tangible output forms.		
Technician-F or Cataloguer-F Artist-F	II(6)	Level-7 (₹44900-142400)	Same as mentioned for Technician 'E'/Cataloguer 'E'/Artist 'E'; Preservation and restoration of books/documents/films, issue and receipt of books and films and creating new mechanisms (mechanical, electrical, electronics)/artistic designs.		
Technician-G or Cataloguer-G or Artist-G	II(7)	Level-9 (₹53100-167800)	Same as mentioned for Technician 'F'/Cataloguer 'F'/Artist 'F', development of precision working models, animated exhibits, repair & maintenance of exhibits / machines /equipment / installations and active participation with fabrication group to accomplish fabrication and design objectives or Preservation and restoration of books/documents/films, issue and receipt of books and films or Art layout of exhibition display, organizing display of exhibits, exhibitions, screen printing, Modeling, diorama making, photography, painting etc.		

Job Description

List of Technical Grades – Group-III

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Technical Assistant-A	III(1)	Level-5 (₹29200-92300)	<p>Development of models and exhibits and/or major repair, operation and maintenance of exhibits/equipments/installations; costing and estimating for exhibits/works; maintenance of records; supervision over subordinate staff; design and drawing of exhibits, models, equipments, installations. Helping Curators and Technical Officers in their work</p> <p style="text-align: center;">or</p> <p>Repair and maintenance of buildings and installations and/or development of landscape and maintenance of science parks including all exhibits; over-viewing of monitoring work, upkeeping work and general caretaking of the campus; preparation of estimates and tender papers, supervision of the construction/installation work, minor design work</p> <p style="text-align: center;">or</p> <p>Operation and programming in computers and accessories, maintenance of records in computers, development of software, conducting computer training classes. Development of computer and hardware interfaces. Interactive digital graphic development</p> <p style="text-align: center;">or</p> <p>Printing work of publications, maintaining publication records and controlling publication despatch, liaison with press and media.</p>
Library Assistant-A	III(1)	Level-5 (₹29200-92300)	Cataloguing, preservation and restoration of books/documents/films, documentation, entry and maintenance of computer records. Creation of Metadata to be presented in digital system. Planning and building digital corpus of library data.
Exhibition Assistant-A	III(1)	Level-5 (₹29200-92300)	Preparation of art layout, creative photography, exhibition display, making of dummies, models, dioramas, photographic layouts; helping Exhibition Officers in display work. Creating 2D & 3D digital graphic artwork for exhibition, publication and multimedia. Creation of 3D digital dummy models and visual walkthroughs.
Education Assistant-A	III(1)	Level-5 (₹29200-92300)	Conducting educational programmes including demonstration/lecture in and outside museum; helping Curators and Education Officers in development of teaching aids, visitors' research, publicity, public relations and other programmes, programming for mobile science exhibition.

Job Description

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Technical Assistant-B	III(2)	Level-6 (₹35400-112400)	<p>Design and development of precision working models, audiovisual demonstration, teaching aids etc. and supervision over junior staff for fabrication, repair, maintenance of exhibits/machines/equipment/installations</p> <p style="text-align: center;">or</p> <p>Major repair and construction of buildings and installations and/or design, layout, development and maintenance of landscape/ greenhouse/ gardens/ outdoor exhibits/ live exhibit corners; preparation of estimates and tender papers and supervision over the work; design and drawing relating to work; supervision over junior members of staff</p> <p style="text-align: center;">or</p> <p>Design and development of computer software, conducting and organising computer related educational programmes, coordination and supervision of programming, data entry and developmental work in computer section. Preparing hardware procurement specifications, looking after all hardware maintenance jobs. Creating presentations, interactive presentations/interfaces etc.</p> <p style="text-align: center;">or</p> <p>Coordination of printing work of publications, maintaining publication records and controlling publication despatch. Liaison with press and media.</p>
Library Assistant-B	III(2)	Level-6 (₹35400-112400)	<p>Cataloguing, preservation and restoration of books/documents/films, documentation, supervision over junior members of staff in all work relating to Library. Data entry, maintenance and coordination of computer records. Documentation of source material required by other scientific and technical officers; supervision over the library staff, computer documentation. Planning & implementation of digital library system.</p>
Exhibition Assistant-B	III(2)	Level-6 (₹35400-112400)	<p>Design and art layout of exhibition display including all kinds of exhibits; supervision over junior members of staff in execution of display work including layout, painting, screen printing, modeling, diorama making, photography etc. Organizing display of exhibits and exhibitions. Planning & creation of 2D/3D digital content.</p>
Education Assistant-B	III(2)	Level-6 (₹35400-112400)	<p>Organizing educational programmes in and outside museum/centre, conducting visitors' research, publicity, public relations and other programmes, organizing mobile science exhibitions. Looking after publicity and procurement relating to educational programmes. Design & development of themes and gadgets for demo and popular lectures.</p>

Job Description

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Technical Officer-A	III(3)	Level-7 (₹44900-142400)	<p>Design and development of precision working models, animated exhibits, audio-visual demonstrations, teaching aids and kits and supervision over junior members of staff for fabrication, repair and maintenance of exhibits / machines / equipment / installations. Interaction designing using mechanical / electrical / electronic / computer contrivance</p> <p style="text-align: center;">or</p> <p>Design and development of precision working models, animated exhibits, audio-visual demonstration</p> <p style="text-align: center;">or</p> <p>Major repair and construction of buildings and installations and/or design, layout, development and maintenance of landscape / greenhouse /gardens/ outdoor exhibits/live exhibit corners; preparation of estimates and tender papers and supervision over the work; design and drawing relating to work; supervision over the junior members of staff</p> <p style="text-align: center;">or</p> <p>Design and development of computer software, conducting and organising computer related educational programmes, coordination and supervision of programming, data entry and developmental work in computer section</p> <p style="text-align: center;">or</p> <p>Coordination of printing work of publications, maintaining publication records and controlling publication despatch. Liaison with press and media</p> <p style="text-align: center;">or</p> <p>Handling all IT related issues relating to projects and installations, development of equipment of fully functional IT systems.</p>
Library Officer-A	III(3)	Level-7 (₹44900-142400)	<p>Documentation of source materials and other relevant information as required by other scientific and technical officers; supervision over the library staff, computer documentation, general supervision over the library and the Archive. Identifying learning needs of learning community and developing information Architecture accordingly. Content preparation for exhibition, presentation and publication.</p>
Exhibition Officer-A	III(3)	Level-7 (₹44900-142400)	<p>Design and art layout of exhibition display including all kinds of exhibits; supervision over junior members of staff in execution of display work including layout, painting, screen printing, modeling, diorama making, photography etc. Organizing display of exhibits and exhibitions. Planning & creation of 2D/3D digital content.</p>
Education Officer-A	III(3)	Level-7 (₹44900-142400)	<p>Organizing educational programmes in and outside museum/centre, conducting visitors' research, publicity, public relations and other programmes, organizing mobile science exhibitions: Looking after publicity and procurement relating to educational programmes. Design & development of themes and gadgets for demo and popular lectures.</p>

Job Description

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Technical Officer-B	III(4)	Level-9 (₹53100-167800)	Same as Technical Officer 'A' and liaison with Directors and Project Coordinators in seeking and archiving project documents in actual and digital formats for future reference and use. Maintaining organizational library interface in the intranet and internet.
Library Officer-B	III(4)	Level-9 (₹53100-167800)	Same as Library Officer 'A' and liaison with Directors and Project Coordinators in seeking and archiving project documents in actual and digital formats for future reference and use. Maintaining organizational library interface in the intranet and internet.
Exhibition Officer-B	III(4)	Level-9 (₹53100-167800)	Same as Exhibition Officer 'A' and preparing design specifications. Overseeing artwork productions by in-house artists or outside agencies. Looking after project installations.
Education Officer-B	III(4)	Level-9 (₹53100-167800)	Same as Education Officer 'A' and designing travelling exhibitions, coordination of education & publicity programmes.
Technical Officer-C	III(5)	Level-11 (₹67700-208700)	Same as Technical Officer 'B' and preparing new designs and infusing new techniques in respective fields. Looking after all projects and installation works.
Library Officer-C	III(5)	Level-11 (₹67700-208700)	Same as Library Officer 'B' and liaison with Directors and Project Coordinators in seeking and archiving project documents in actual and digital formats for future reference and use. Maintaining organizational library interface in the intranet and internet.
Exhibition Officer-C	III(5)	Level-11 (₹67700-208700)	Same as Exhibition Officer 'B' and taking up all planning and design works relating to Science Centres/Museums/Theme Park/Publication/Digital presentation projects in collaboration with Project Coordinators.
Education Officer-C	III(5)	Level-11 (₹67700-208700)	Same as Education Officer 'B' and planning & preparing new education & outreach programmes. Developing new content for all museum activities.
Technical Officer-D	III(6)	Level-12 (₹78800-209200)	Same as Technical Officer 'C' and supervision & review of all installation & fabrication jobs. Planning & Maintaining budget and production schedule. Submission of progress report and technical proposals. Coordination between planning & fabrication team. Taking part in Management Reviews. Project documentation.

Job Description

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Library Officer-D	III(6)	Level-12 (₹78800-209200)	Same as Library Officer 'C' and supervision & review of all Project Archival jobs. Planning & Maintaining budget and timing schedule for archives. Submission of progress report and technical proposals. Taking part in Management Reviews. Project documentation.
Exhibition Officer-D	III(6)	Level-12 (₹78800-209200)	Same as Exhibition Officer 'C' and supervision & review of all planning, installation & fabrication jobs. Planning & Maintaining budget and production schedule for artworks. Submission of progress report and technical proposals. Coordination between planning & fabrication team. Taking part in Management Reviews. Project documentation.
Education Officer-D	III(6)	Level-12 (₹78800-209200)	Same as Education Officer 'C' and supervision & review of all publicity and editorial jobs. Planning & Maintaining budget and time schedule for educational programmes. Creating schemes for visitor footfall enhancement. Submission of progress report and Technical proposals. Taking part in Management Reviews. Project documentation for Regional and National level educational programmes.

Job Description

List of Technical Grades – Group-V

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Assistant Executive Engineer	V(1)	Level-10 (₹56100-177500)	Major repair and construction of buildings and installations and/or design, layout, development and maintenance of landscape greenhouse/gardens/outdoor exhibits/live exhibit corners; preparation of estimates and tender papers and supervision over the work; design and drawing relating to work; supervision over the junior members of staff.
Executive Engineer	V(2)	Level-11 (₹67700-208700)	Design of structures and civil construction; scrutiny of drawings and estimates, adoption of new techniques and training of junior members of staff; supervision over large construction programme; liaison with architect, exercise control over construction target, cost and quality, examining tender documents as per CPWD norms.
Superintending Engineer	V(3)	Level-12 (₹78800-209200)	Co-ordination of Council's civil construction programme; design of indoor and outdoor structures and civil construction; scrutiny of drawings and estimates; adoption of new construction techniques; providing guidance and training to junior members of staff; liaison with architects; exercise control over construction target, cost and quality, examining tender documents as per CPWD norms.
Deputy Chief Engineer	V(4)	Level-13 (₹123100-215900)	Planning and co-ordination of Council's civil construction programme; design of indoor and outdoor structures and civil construction; scrutiny of drawings and estimates; adoption of new construction techniques; providing guidance and training of junior members of staff; liaison with architects; exercise control over construction target, cost and quality, examining and finalizing the tenders for civil works as per CPWD norms, effective implementation of quality control of civil work and providing technical inputs for defending Arbitration Proceedings in whole NCSM.
Chief Engineer	V(5)	Level-13A (₹131100-216600)	Same as mentioned for Deputy Chief Engineer and finalizing the tenders for civil works as per CPWD norms; shall monitor all major civil works of the Council and ensure implementation of best practices in the field of civil engineering, compliance of all statutory regulations applicable for public buildings across all buildings of the Council etc.; monitoring compliance of all requirements for security and safety of visitors, employees, assets of the Council etc. like fire detection, prevention & protection systems, disaster preparedness & mitigation policy of the Govt. & other agencies.

Job Description

List of Technical Grades – Group-VI

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Exhibition Officer-B	VI(1)	Level-10 (₹56100-177500)	Design and art layout of exhibition display including all kinds of exhibits; supervision over junior members of staff in execution of display work including layout, painting, screen printing, modeling, diorama making photography, fibre glass work etc.
Exhibition Officer-C	VI(2)	Level-11 (₹67700-208700)	Design and creative work in the areas of exhibition display, model making, development of new techniques, general supervision over the art and display work in installation and fabrication.
Exhibition Officer-D	VI(3)	Level-12 (₹78800-209200)	Determine design specification, methods, materials and display techniques for museum/centre works; planning design aspects of cabinets, walls. Partitions, fixtures, lighting etc. for all installation designing digital contents for multimedia and publications. Supervision of printing works.
Exhibition Officer-E	VI(4)	Level-13 (₹123100-215900)	Co-ordination and administration of art and display functions, generation of new ideas and techniques in exhibition display, audio-visual and model making; conceptual development of exhibits and activities; training of junior members of staff and co-ordination between exhibition, design and fabrication sections; finalizing publication designs and aesthetics in multimedia planning illumination in exposition.
Chief Exhibition Officer	VI(5)	Level-13A (₹131100-216600)	Generation of new ideas and techniques in exhibition display and model making, conceptual development of exhibits and activities; overseeing all activities of exhibition departments; creation of general themes of design and display for implementing Science Centre/Panoramas/Theme Parks/Travelling Exhibitions and all other exposition undertaken by the Council. Final validation of all artworks and actual exposition; identifying training areas, finalizing lighting & illumination; vetting of all artwork, design, plan documents and lighting plans for national level projects.

JOB DESCRIPTION
ADMINISTRATIVE

Job Description

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Office Assistant	III	Level-2 (₹19900-63200)	Typing; dispatch of daks, issue of tickets, photocopying, maintenance of files, preparation and processing of bills; making entries in various registers, ledgers etc.; handling purchase and stores; compilation of facts & figures for reports, statements etc. in computer; cash handling & cheque writing whenever required; any other work entrusted by superiors from time to time.
Office Assistant	II	Level-4 (₹25500-81100)	(i) In addition to whatever is required of an Office Assistant (Grade-III), case work in administration, accounts, stores and purchase; (ii) Attending to enquiries from visitors; maintenance of public relations; receiving important guests and coordinating visits of group in the museum; survey of visitors whenever necessary; operation of telephone service and issue of tickets and handling cash whenever necessary; (iii) Receiving, issuing and accounting of stores; making entries in various registers, ledgers, cardex cards etc. and upkeep thereof; case work relating to stores and purchase; typing whenever necessary and any other work entrusted by superiors from time to time.
Junior Stenographer	-	Level-4 (₹25500-81100)	Stenographic service; typing; photocopying; sending/receiving emails/fax messages; maintenance of files, ledgers, records etc. in computer; attending to telephone calls and any other work assigned by superiors from time to time;
Senior Stenographer	-	Level-6 (₹35400-112400)	Stenographic service; typing; maintenance of files, ledgers and records; attending to telephone calls; sending/receiving emails/fax messages; public relations and receiving dignitaries; maintenance of appointment schedule for officers and attending to secretarial services and any other work entrusted by superiors from time to time.
Office Assistant	I	Level-6 (₹35400-112400)	Initiation and processing of cases relating to case work thereof; compilation of facts and figures for reports, statements etc; periodic checking of registers, ledgers and other documents; handling of recruitment, assessment, promotion cases and all establishment matters; committee work; initiation and processing of cases relating to Finance & Accounts and case work thereof; preparation of Bank Reconciliation Statement, checking of bills, vouchers etc; preparation of reports, statements of accounts, budget etc.; making entries and upkeep of classified abstract register and monitoring of expenditure; periodic checking of registers; initiation and processing of cases relating to Stores & Purchase and case work thereof; handling of all purchase work including foreign import; periodic checking of registers, ledgers and other documents and monitoring of budget; maintenance of inventories of assets; non-consumable stores and exhibits; verification of stores; compilation of facts and figures for periodic reports, statements etc.; supervision to the extent necessary over groups of subordinate staff and any other work entrusted by superiors from time to time.

Job Description

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Section Officer (Administration/ Finance & Accounts/ Stores & Purchase)	-	Level-7 (₹44900-142400)	Supervision over establishment and administration; handling disciplinary, vigilance and court cases; handling recruitment, assessment and promotion cases, committee work etc.; maintenance of reservation roster; supervision over Finance & Accounts Section; checking and passing of bills before payment; preparation of Annual Accounts, balance sheet and submission of periodic progressive expenditure statements; monitoring and control of funds under different budget sub-heads; prompt clearance of O.B. items and audit objections, ensuring timely procurement of materials for different sections and observance of purchase procedures; supervision over Stores & Purchase Section; ensuring regular physical verification of stores; control of funds for purchase and answering to audit; acting as Head of Office, Drawing & Disbursing Officer (DDO), CPIO & Vigilance Officer as and when required and any other work entrusted by superiors from time to time.
Private Secretary	-	Level-7 (₹44900-142400)	Supervision over the work of Sr. Stenographers/Ir. Stenographers, initiating and processing of cases and case work thereof for foreign deputation, passport, visa etc., stenographic services and typing; maintenance of files, ledgers and records; public relations and receiving dignitaries; maintenance of appointment schedule of officers; secretarial services including drafting of letters, reports etc; committee work and any other work entrusted by superiors from time to time.
Principal Private Secretary	-	Level-11 (₹67700-208700)	In addition to whatever is required from a Private Secretary – attending to duties of Dy. Controller whenever so required and supervision over establishment and administration and any other work entrusted by superiors from time to time. He will be attached to Director General and look after his office.
Deputy Controller/ Controller of Administration/ Finance & Accounts/ Stores & Purchase	-	Level-11 (₹67700-208700) & Level-12 (₹78800-209200/-)	Exercising all administrative and financial powers vested on him; supervision over establishment, administration, vigilance, legal matters, security and stores and purchase sections and strict observance of rules, regulations and Bye-laws; discharging duties as non-member Secretary of the Executive Committee and co-ordinating the activities of all divisions. Acting as head of office and holding independent charge of affairs whenever entrusted by head of Museum/Centre. Acting as CPIO, Vigilance Officer, Secretary of SWF, Rajbhasha Adhikari, implementation of Reservation Roster of Govt. of India; supervision over the entire Finance & Accounts Section; ensuring strict observance of rules, regulations and Bye laws, passing of bills, preparation of budget, annual accounts, balance sheet and periodic progressive expenditure statements; management & controlling of funds; answering to audit and clearance of audit objections and O.B. items, monitoring over physical verification of stores; supervision over the entire Stores & Purchase Section; acting as Head of Office, Drawing & Disbursing Officer (DDO) as and when required and any other work entrusted by superiors from time to time.

Job Description

Designation	Grade	Pay Scale	Brief job requirement
1	2	3	4
Senior Controller of Administration / Finance & Accounts / Stores & Purchase	-	Level-13 (₹ 123100-215900)	In addition to whatever is required from a Controller, he will be responsible for overall coordination, monitoring and control of Finance & Accounts, Stores & Purchase and Administration, as the case may be, preparation and consolidation of accounts, preparation of budget, enforcing budgetary control and meeting CAG Audit requirements. Discharging the duties & responsibilities as Member Secretary of Financial Advisory Committee (FAC) of NCSM. He is responsible for ensuring strict compliance of rules, regulations as per GFR and Bye laws of NCSM for procurement of materials, award of contracts for civil works and other contracts, handling matters relating to income tax, GST etc., and exemptions, ensuring physical verification of stores; responsible for import/export, control of funds, discharging duties as NonMember Secretary of the Executive Committee and coordinating the activities of all divisions, handling legal matters, vigilance matters, acting as CPIO, Vigilance Officer as and when required and advising DG, NCSM & Directors on various matters relating to finance & accounts and stores & purchase and any other work entrusted by superiors from time to time.
Secretary	-	Level-13A (₹131100-216600)	He is the Principal Secretary of NCSM Society in terms of the Societies Registration Act; Secretary of Society and Governing Body of NCSM; has multi-dimensional functions and has to provide guidance in respect of all administrative matters including legal, contracts, personnel, establishment etc. and has to coordinate all administrative activities and implementation of Govt. of India Rules in NCSM; advises DG, NCSM on various administrative/legal matters and interpretation of Rules; He is the Chief Vigilance Officer (CVO) and First Appellate Authority under RTI Act in NCSM(Hqrs.).

JOB DESCRIPTION
EXCLUDED
ADMINISTRATIVE

Job Description

Brief job requirement	
1	4
2	3
Grade	Pay Scale
2	3
Ordinary Grade	Level-2 (₹19900-63200)
II	Level-4 (₹25500-81100)
I	Level-5 (₹29200-92300)
Special Grade	Level-6 (₹35400-112400)
Level-7 (₹44900-142400)	
Level-11 (₹67700-208700)	
Level-11 (₹67700-208700)	
Designation	Pay Scale
1	3
Driver	Level-2 (₹19900-63200)
Driver	Level-4 (₹25500-81100)
Driver	Level-5 (₹29200-92300)
Driver	Level-6 (₹35400-112400)
Security & Maintenance Officer	Level-7 (₹44900-142400)
Sr. Security & Maintenance Officer	Level-11 (₹67700-208700)
Public Relation Officer	Level-11 (₹67700-208700)
<p>He shall be responsible for driving office vehicles and Mobile Science Exhibition bus, attending to minor repairs of the office vehicles and ensure proper upkeep and maintenance of the same, arranging for timely servicing/repairing of vehicles and any other work entrusted by superiors from time to time.</p> <p>He shall be responsible for exercise of control over security, conservancy, firefighting and gardening of the museum/centre; plans, coordinates, supervise and evaluates Fire and EMS operations; reviews departmental performance and effectiveness; responsible for the inspection of buildings and other properties for fire hazards and enforces local and direct activities at the time of emergencies as required; responds to alarms, administers initial emergency (care or response and or service) when necessary and directs activities at the time of emergencies as required; ensure proper deployment & alertness of security personnel at all security points; ensure proper monitoring of movement of visitors and materials; monitor performance of upkeep/monitoring agencies and ensuring proper upkeep and maintenance of the premises including garden, guest house/dormitory etc.; conduct periodical checks/mock drills for security and fire-fighting alertness, ensuring timely refilling of fire extinguishers, maintenance of fire hydrant/alarm system and any other work entrusted by superiors from time to time.</p> <p>He shall be responsible for timely release of all publications of NCSM (Hqrs.) including the Annual Reports, maintenance and quarterly updating of the official website of NCSM, uploading of all advertisement and information on NCSM website, coordination of all satellite linked programmes to be beamed through EDUSAT system from all the units of NCSM, collecting information from units of NCSM, networking for compilation and dispatch of reports of various ministries and any other work entrusted by superiors from time to time.</p>	

