

**National Council of Science Museums  
(Ministry of Culture, Government of India)**

Block-GN, Sector-V, Bidhan Nagar  
Kolkata-700 091

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No. :I-13016/34/2469

Date :24.07.2023

**M-E-M-O-R-A-N-D-U-M**

**Sub : Offer of appointment as Office Assistant (Grade-III) at National Council of Science Museums (Headquarters)**

With reference to his application dated **15.06.2021** against Advertisement No. 03/21 and based on his performance in the Written Test which was held on 15.05.2022 at Bidhan Nagar College, Kolkata and Typing Test held on 02.09.2022 at NCSM Hqrs. respectively, the Director, NCSM Hqrs has been pleased to offer appointment to **Shri Kumar Rahul**, son of Shri Sanjeeb Kumar as Office Assistant (Gr. III) in the Pay Matrix Level 2 (Rs.19,900-63,200/-) on the following terms and conditions :

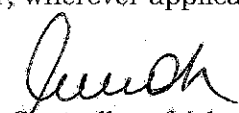
1. His initial basic pay will be Rs.19,900/- per month at Level 2 in the Pay Matrix of **Rs.19,900-63,200/-** and usual allowances as are admissible to other NCSM employees on the same pay and status.
2. His appointment is under the National Council of Science Museums (NCSM), which is an autonomous body.
3. His appointment is temporary but likely to continue.
4. His present posting is at **National Council of Science Museums (Headquarters)** and he is liable to be transferred to any Science Museum/Centre under the control of NCSM in India.
5. He will be on probation for a period of two years from the date of his assumption of the duties of the above post which may be extended at the discretion of the appointing authority. During the probationary period, extended or otherwise, the appointment offered herein may be terminated at any time without any notice or without any reasons being assigned.
6. He shall not be permitted to apply for any post outside NCSM during the probationary period of his service in the Museum/Centre. He will have to withdraw his applications for appointment elsewhere made prior to the issue of this orders and will not be permitted either to appear for aptitude test/written test/typing test/proficiency test in shorthand/interview or accept employment offered. Beyond the probationary period, his applications for jobs outside NCSM shall be dealt with as per NCSM rules and practices.
7. He is required to serve one month notice in case he desires to resign from the service during the probation period.
8. The appointment of a temporary employee beyond the period of probation is liable to termination at any time by one month's notice given by either side, viz. the appointee or the appointing authority. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith on or before the expiration of the stipulated period of notice by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof, without assigning any reasons thereto.
9. The Government of India New (Contributory) Pension Scheme, 2004, as amended from time to time, shall be applicable to the extent they are made applicable by NCSM to the employment herein offered.
10. His appointment will be subject to the production of the Medical certificate of health and physical fitness for service issued by a competent Civil Surgeon or a District Medical Officer or a Medical Officer of equivalent status (in case of male candidates) and in case of female candidates, the Assistant Surgeon, Grade I (women) under CHS (for Delhi only) / A registered female medical practitioner possessing a medical qualification included in one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956), Indian Medical Central Act, 1970 and Homeopathy Central Council Act, 1973, as per prescribed format.
11. If married, he is required to sign a declaration that he has not more than one living spouse and if unmarried, he shall note that so long he remains in service, he will not marry a second time while his first spouse is alive, save with the permission of the competent authority.

**Contd.....P/2**

12. He will have to make his own arrangements for residential accommodation.
13. He will not be entitled to travelling expenses for joining duty on his appointment or on its termination.
14. He will have to take an oath of Allegiance to the Constitution of India.
15. He will have to sign a declaration in Form 'D' as required under the Official Secrets Act XIX of 1923 in the prescribed form appended hereto.
16. The provisions of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 and Central Civil Services (Conduct) Rules, 1964, and such other rules or executive orders as may from time to time be applicable to the employees of NCSM and NCSM Rules, RAP/RP Rules of NCSM and Bye-Laws as framed and amended from time to time shall apply to the extent to which they are applicable to the appointment hereby offered and the decision of the NCSM as to their applicability shall be final.
17. His appointment is provisional and is subject to the verification of his Character and Antecedents, Caste/ Tribe /EWS Certificate/ Income and asset certificate through the proper channels and if the verification reveals that his claim belonging to SC/ST/OBC/EWS as the case may be is false, his service from NCSM will be terminated forthwith without assigning any further reasons and without prejudice to such further action may be taken under the provisions of the Indian Penal Code for production of false certificate. Moreover, any false information is given by **Shri Kumar Rahul**, son of Shri Sanjeeb Kumar in his self-declaration, this provisional appointment will be cancelled forthwith and other criminal/legal action will also be taken, as a consequence.
18. In regard to any matter not specially covered in the foregoing paragraphs, he will be governed by the rules and orders applicable to other employees of the NCSM.

If **Shri Kumar Rahul**, is willing to accept the offer of appointment on the aforesaid terms and conditions, he is requested to communicate his acceptance to the undersigned within 10 days from the date of issue of this Memorandum and thereafter report for duty at the earliest but not later than 30 days from the date of issue of the Memorandum to the Director, National Council of Science Museums (Headquarters) along with the *following original documents for verification at the time of joining together with self-attested copies of the said documents failing which this offer shall be stand cancelled and withdrawn :*

- a. Proof regarding date of birth;
- b. Certificates/Diploma regarding educational/technical qualifications, etc.;
- c. Certificate regarding SC/ST/OBC/EWS from the appropriate authority and creamy layer certificate in the case of OBC as per norms;
- d. Disability certificate from the appropriate authority as per norms;
- e. Pension Payment Order for Ex-Serviceman;
- f. Citizenship certificate – in case of migrants from Pakistan/Bangladesh or other countries;
- g. Attestation form (sent herewith in triplicate) together with the prescribed enclosed forms, duly completed;
- h. All forms enclosed herewith duly completed;
- i. No Objection certificate/Relieving letter from the present employer, wherever applicable;
- j. Medical certificate of fitness in the prescribed form;
- k. Discharge certificate from \_\_\_\_\_ ( in case of ex-serviceman).

  
Dy. Controller of Administration

Encl: As stated above

To,  
**Shri Kumar Rahul**,  
S/o. Sanjeeb Kumar  
Village-Pakaura, post-Natul,  
P.S- Kadrigunj, Anchal- Dhanarua  
Patna, Bihar, 804451

Copy to :

1. DDG & Director, NCSM Hqrs.
2. Secretary, NCSM
3. PPS to DG, NCSM
4. Dy. CoA, NCSM Hqrs.
5. SO (S&P), CRTL
6. Establishment Section/Accounts Section/Bill Section
7. Monitoring Cell, NCSM
8. Office copy