

राष्ट्रीय विज्ञान संग्रहालय परिसर  
NATIONAL COUNCIL OF SCIENCE MUSEUMS  
ब्लॉक -जी. एन., सेक्टर-5, बिदधान नगर  
BLOCK-GN, SECTOR-V, BIDHAN NAGAR  
कोलकाता/KOLKATA-700091

No. I-13022/4 / 2318

Date : 05/07/2023

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

Sub: **Traineeship in the area of Library.**

Ms. **Sania Pal** is informed that based on the aptitude test held on 28.06.2023 at NCSM(Hqrs.), the Director(Hqrs.), NCSM, Kolkata has been pleased to offer traineeship in the area of Library to ~~him~~/her on a fixed consolidated stipend of ₹16,500/- (Rupees sixteen thousand & five hundred) only per month on the following terms and conditions:-

**Duration of traineeship**

The duration of traineeship will be one year only which may be extended for one more year subject to satisfactory performance. The traineeship may, however, be terminated at any time without any notice and without assigning any reason.

**Stipend**

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

**Leave**

Casual leave will be admissible to her for 8 days per year. No other type of leave will be admissible.

**Travelling allowances**

- a) No TA will be admissible either for joining the traineeship or at its termination.
- b) For journey on tour during the tenure of the traineeship TA/DA as per rules will be admissible.

**Conditions of traineeship**

- 1) He /She will have to produce a certificate of medical fitness from a Government/State Medical Officer not lower than a Sub-Assistant surgeon or a Registered Medical Practitioner.
- 2) A sum of ₹1,000/- (Rupees One thousand) only will be deposited in cash as caution money by ~~him~~/her as security against tools, books etc. issued to ~~him~~/her. This money is refundable after satisfactory completion of the training period. The candidate is entitled to draw the stipend after depositing the caution money.
- 3) His/Her general conduct and behavior during the period of traineeship should be satisfactory and he/she should always abide by the Rules & Regulations as prescribed from time to time by this office.

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- 4) In case of need and emergency, he/she may be called to do job which in the usual course may be quite different from his/her-allotted assignments.
- 5) He/She will have to make his/her own arrangement for residential accommodation.
- 6) There is absolutely no job guarantee for the trainee after completion of the traineeship.
- 7) If his/her work and conduct is found unsatisfactory during the period of traineeship, his/her traineeship will be liable to be terminated without notice.
- 8) On the successful completion of the training course, he/she will be given a certificate.
- 9) The above conditions of traineeship etc. are subject to revision as and when required.
- 10) During the period of training, he/she may be required to undergo extensive touring assignments in different parts of the country.

If the above terms and conditions of traineeship are acceptable to him/her, he/she should report for duty immediately to the Director (Hqrs.), National Council of Science Museums(NCSM), 33-Block-GN, Sector-V, Salt Lake, Kolkata - 700091 but in any case **not later than one month from the date of issue of the letter failing which**, the offer of traineeship is liable to be treated as cancelled. He / She should communicate acceptance of this offer of traineeship and the probable date of his/her joining to the Director (Hqrs.), NCSM, Kolkata.

  
(Abhijit Pal)  
Section Officer

To,

Ms. Sania Pal  
Village - Seuli  
P.O -Bibarda, P.S.- Taldangra  
District - Bankura  
Pin -722152  
Mob : 8509449766  
e-mail : saniapal1996@gmail.com

Copy to :

1. Director(Hqrs.)
2. Secretary, NCSM
3. Sr.CoF&A, NCSM
- 4: Curator D, NCSM(Hqrs.)
5. PRO, NCSM(Hqrs.)
6. Accounts/ Bill Section
7. Personal file
8. Office copy

Note : Original & photocopies of documents in support of his/her age, qualification and caste, if SC/ST/OBC are required to be produced at the time of joining.