

राष्ट्रीय विज्ञान संग्रहालय परिषद
National Council of Science Museums
संस्कृति मंत्रालय, भारत सरकार
Ministry of Culture, Govt. of India
कोलकाता/Kolkata-700091

Ref no:- I-13016/36 /1072

12.08.2022

कार्यालय जापन /OFFICE MEMORANDUM

On review of the profile of Ms Rumaisha Alam, and further discussions held with her, it has been decided to engage Ms Rumaisha Alam, 206, Abul Fazal Enclave, Part-II Shaheen Bagh, New Delhi-110025 as Junior Research Fellow on a consolidated remuneration of ₹31,000.00 [Rupees thirty one thousand] only for an initial period of three months in NCSM for conducting research on the scientific aspects of the exhibition topics, preparation of labels etc. for the travelling exhibition 'Vaccines Injecting Hope', being developed by NCSM in collaboration with the Science Museums Group, London.

The following terms and conditions shall govern the engagement of Ms. Rumaisha Alam as Junior Research Fellow: -

- a) The engagement will be purely on contract basis in NCSM Hqrs., Kolkata for an initial period of three months which may be extended for a further period as per requirement on satisfactory performance & requirement of the project. However, she may be required to render research assistance to Science Museums/Centres under NCSM, on day to day basis;
- b) She will not be entitled to any other allowance/fee apart from the consolidated monthly remuneration of ₹31,000.00;
- c) During the period of three months, the contract is liable to be terminated with 15 days' notice from either side without assigning any reason. However, the engagement of Ms Rumaisha Alam can be terminated at any point of time for breach of any condition of non-disclosure undertaking and can be proceeded against relevant law in force without any notice or/and without assigning any reason thereof;
- d) She shall attend office according to the working hours of NCSM Hqrs., Kolkata or/and of the centre where she is deputed;
- e) She will be allowed paid leave of absence at the rate of 1.5(one & half) day for each completed month of service. She will not be entitled for any other kind of leave;
- f) She will be entitled for TA/DA in case she is required to travel outstation on official duty during her contractual engagement;
- g) She will not be eligible for any other facility or/and benefit applicable for the regular employees of NCSM;

- h) The Income Tax or any other tax as applicable will be deducted at source from the fee payable as per Government Guidelines/Instructions from Ms Rumaisha Alam;
- i) She is required to submit a non-disclosure undertaking as per the attached format;
- j) She is not eligible for NCSM Qtrs. facility. However, she may avail guest house (non-ac) accommodation facility of NCSM subject to its availability @ ₹30.00 per day;

If terms and conditions as mentioned above are acceptable to Ms Rumaisha Alam, she may communicate her acceptance to this office within 3 (three) days of issue of this Memorandum and join her duty on or before 22nd August 2022, failing which this offer shall stand cancelled & withdrawn on expiry of the stipulated period.

This issues with the approval of Competent Authority.

Rw 12/08/2022
(शैबाल बोस/Saibal Bose)

नियंत्रक (प्रशासन)/CoA, NCSM Hqrs.

Encls.: As stated

Ms. Rumaisha Alam
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New Delhi-110025
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Copy to: -

1. Directors of all NCSM units
2. PPS to DG, NCSM
3. Sr. CoFA, NCSM
4. CoA, NCSM Hqrs.
5. PRO & Hindi cell, NCSM Hqrs.
6. Bill Section, NCSM
7. Office copy