

**RECRUITMENT, ASSESSMENT &
PROMOTION RULES FOR
SCIENTIFIC, TECHNICAL &
ADMINISTRATIVE CATEGORIES
OF STAFF IN THE
NATIONAL COUNCIL OF SCIENCE MUSEUMS**

1.4.1999

**National Council of Science Museums
Sector V, Block G-N,
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NATIONAL COUNCIL OF SCIENCE MUSEUMS
SERVICE (RECRUITMENT, ASSESSMENT AND PROMOTION) AMENDMENT
RULES, 1999 FOR SCIENTIFIC & TECHNICAL CATEGORIES OF STAFF

INTRODUCTION

G.I.1 Title, Application and Commencement

G.I.1.1 These rules shall be called "The National Council of Science Museums Service (Recruitment, Assessment and Promotion) Amendment Rules, 1999, for Scientific & Technical categories of staff".

In abbreviation these shall be referred to as "Service (RAP) Amendment Rules, 1999 for S&T staff".

G.I.1.2 These rules shall apply to all posts classified as scientific and technical under NCSM Bye-law 43, unless any post is excluded from the operation of the rules.

G.I.1.3 These rules supercede the NCSM Service (Recruitment, Assessment & Promotion) Amendment Rules, 1992 and shall be effective from 1.4.1999.

G.I.2 Grades

G.I.2.1 The officers and staff of NCSM are grouped in the following categories as per Bye-law 43 of NCSM:

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

All scientific and technical grades (including Group `D'/Class IV posts) shall be brought into 6 groups with revised designations as detailed in the annexure *Table G.2.1*. The Roman numeral refers to the Group and the Arabic numeral refers to the Grade. Thus, I(2) refers to the second grade of Rs.2650-4000 in Group I and III(4) refers to the fourth grade of Rs.8000-13500 in Group III.

G.I.2.2 The brief job requirement for each post is indicated in *Table G.2.1*. The job requirement can be elaborated from time to time as per requirements by the appointing authority. In exceptional cases where designations and/or job requirements for any post have to be different from those given in Col. 1 and 4 of *Table G.2.1* for specific reasons to be recorded with full justification, such designations and/or job requirements are to be approved by the respective Executive Committees from time to time and it shall be the responsibility of the Director General, NCSM to ensure uniformity in this regard before creation of such posts. The present rules shall be valid for the specified grades in the particular group irrespective of the designations. Persons could move up the ladder on the basis of years of service put in the particular grade and their performance in the grade as specified in these rules.

SCIENTIFIC CATEGORY

SECTION - GENERAL - SCIENTIFIC

G.S.1. Scientific Grades

G.S.1.1. Scientific Grades are those grades the incumbents of which are engaged in generation, advancement, dissemination and application of scientific knowledge in scientific and creative activities.

G.S.1.2. Details of (i) the revised grades in Group IV - Scientific - with pay range, (ii) minimum qualifications prescribed for future recruitment to different grades, (iii) minimum number of years of service needed in the grades and minimum percentage of marks in the ACRs to be eligible for promotion to the next higher grade shall be governed under the provisions of the rules in Section 4 read with *Table 4.3.1*.

G.S.2. Direct Recruitment

G.S.2.1 In group IV Scientific grades, which call for creative work, high academic qualifications, experience and responsibilities, direct recruitment can be made to any of the grades.

G.S.2.2 Advertisement for direct recruitment to Group IV Scientific grades shall be published in newspaper on *all India basis*.

G.S.2.3 All vacant posts in all Museums/Centres in this group shall be clubbed together and recruitment shall be made through a common advertisement and common Selection Committee as applicable to posts of NCSM Hqrs., so as to maintain uniformity in standards at the highest levels of management. Such Selection Committees shall include the Directors of Museums/Centres under which appointments are to be made.

Selection Committees

G.S.2.4 The Selection Committees and Screening Committees shall be set up as per provisions of the existing NCSM bye-laws 45, 46, 47, 52 & 53. Additional outside subject experts may be included in the Committee as co-opted member to cover disciplines of all candidates, if qualifications advertised are in different disciplines.

Minimum qualifications/experience

G.S.2.5 Minimum qualifications and experience required for recruitment of fresh talent at the entry level grade in Group IV have been specified in Rule 4.3.2. Minimum qualifications and experience for recruitment to higher grades in the group are given in *Table 4.3.1*.

Relevant Disciplines

G.S.2.6 Relevant disciplines for the purpose of recruitment in group IV shall be as shown below:

- i) 1st Class Bachelor's degree in Engineering or Technology in mechanical / electrical / electronics / information technology/ telecommunication / instrumentation / computer / metallurgy /chemical engineering /production engineering.
- ii) 1st Class M.Sc. degree in the following subjects :
Physics, Chemistry, Bio-Science, Environmental Science.

G.S.2.7 Such other disciplines as decided upon by the Director General in consultation with the Directors from time to time may be added to the list of relevant disciplines for the purpose of direct recruitment in this group. Such additions shall be made by issuing proper office orders only when exhibition galleries and activities of NCSM are organised on new subjects not earlier covered. Disciplines, which do not have direct bearing on the exhibits, galleries and activities of NCSM, shall not be considered.

G.S.2.8 NCSM employees desiring to acquire higher qualification, while in service for direct recruitment to group IV, must follow the list of relevant disciplines as approved above before taking on such courses. Recognition of disciplines not directly relevant to the exhibits, galleries and activities of NCSM only to provide promotional opportunities to departmental candidates is not permissible.

G.S.2.9 Post Graduate degree in Museology, Education and History of Science are recognised only as desirable qualification at the entry level in addition to the essential qualification in relevant disciplines as indicated in Rule G.S.2.6. Research and study on museology, education and history of science, while in service in this Group shall be recognised for career development only when such research and study have direct bearing on substantial development and interpretation of exhibits, galleries and activities of NCSM and academic degrees, if acquired, are awarded by faculties of science and engineering of recognised universities.

Probation

G.S.2.10 All members of staff recruited in a grade shall be placed on probation for a period of two years from the date of joining, provided that

- i) this period may be extended at the discretion of the appointing authority on the recommendation of a committee duly formed by the appointing authority for this purpose, if the work and / or conduct of an incumbent is not found satisfactory during the probation period but there seems to be possibilities of improvement, if given further chance.

ii) extension of probation period on the above ground shall not be considered for the purpose of assessment but shall be counted for the purpose of leave, increment, pension and service matters other than assessment.

iii) work and conduct of all persons under probation shall be reviewed by the immediate superior officer and then by the appointing authority at the end of 12 months, 18 months and 22 months.

iv) if the work and / or conduct of a person under probation is found unsatisfactory and no improvement is foreseen or if the extension of probation of a person appears to be detrimental to the interest of the Council, the person's service, on the recommendation of a committee constituted by the appointing authority for this purpose, shall be terminated without any notice or without assigning any reason.

G.S.2.11 Addition to Qualifying Service

The benefit of addition to qualifying service as provided under Rule 30 of the Central Civil Services (Pension) Rules, 1972, as adopted by NCSM, shall be applicable only to the officers in the Group IV Scientific category under the following circumstances:

- a) Where appointment is made directly to a scientific grade where the minimum essential requirement of qualifications and/or experience are such that candidates of more than 25 years of age only can be appointed.
- b) Where for some special reasons longer experience beyond the prescribed minimum or qualifications like Ph.D/M.Tech/MS have been/are advertised as essential experience or qualifications necessitating appointment of candidates of more than 25 years of age.

G.S.3 Assessment Procedure

G.S.3.1 The assessment year shall be the financial year and the number of persons to be promoted in an assessment year from 1st April to 31st March shall be worked out strictly as per rule 4.4.

G.S.3.2 Period of eligibility

The following periods will count towards minimum residency period:

- i) The entire service rendered from the date of appointment to the regular grade in the group including the number of years of service rendered in a special grade post, if any, and including service rendered in sponsored projects/schemes.

- ii) The period spent on deputation/foreign service to another scientific post, which helps the officer to acquire scientific experience in a diversified set up and the necessary field experience which is mandatory for promotion to senior scientific posts.
- iii) Earned leave sanctioned for a period not exceeding 180 days at a time (the ceiling under Leave Rules).
- iv) Study leave/any other leave sanctioned for improving academic accomplishment.
- v) Maternity leave sanctioned as per Leave Rules
- vi) Leave of maximum period of one year sanctioned in continuation of maternity leave as per Leave Rules.

The following periods will not count towards minimum residency period:

- i) The period spent on deputation/foreign service to a non-scientific post.
- ii) The period of other kinds of leave including leave on medical grounds, Extra Ordinary Leave etc., availed on personal grounds.
- iii) The periods of probation extended for unsatisfactory work and/or conduct shall not be counted for the purpose of assessment but shall be considered for the purpose of leave, increment, pension etc., as per existing rules. However, the probation period extended on account of routine technical reasons/administrative reasons attributable to office shall be counted for the purpose of assessment.

Fixation of Pay

G.S.3.3 On assessment promotion to the next higher grade, the pay of the incumbent will be fixed in accordance with the provisions under FR 22(1)(a)(i).

Effective Date of Promotion

G.S.3.4 If assessment is made during the same financial/assessment year when an incumbent becomes eligible for assessment and if he/she is recommended for promotion, the benefit of promotion shall be given to him/her from the date when he/she completes the requisite period of service in the same assessment year and not from the date of assessment. For example, if a person has completed requisite period of service on 1.5.1999 and is assessed on 23.03.2000 as per rule G.S.3.2, his/her promotion, if recommended, will take effect from 1.5.1999. If however, he/she is not found fit, but is found fit on a subsequent assessment, then the promotion would take effect only from the date he/she becomes eligible on such subsequent assessment. However, if the delay in assessing his case is entirely due to the employee himself e.g. due to his failure/refusal to submit his assessment forms or failure/refusal to appear in the interview/aptitude test etc., the benefit of promotion cannot be given retrospectively, as the delay is entirely on the

employee's account. In such cases the promotion would take effect from the date he/she is found fit by the Assessment Committee.

G.S.3.5 If for any administrative reason, for which the employee concerned is not responsible, the assessment process is delayed and the Assessment Committee meets in a subsequent year(s) after the expiry of the assessment year, the promotion, if the employee is recommended, shall take effect from the date in the previous year(s) when he/she has completed the requisite years of service and become eligible for assessment. If however, the employee concerned is responsible for the delay as explained in G.S.3.4, the promotion, if recommended, shall take effect from the date of the meeting of the Assessment Committee. In such delayed assessments if the candidate is found unsuitable for promotion as on the date when he/she became eligible for assessment in previous year(s) but the Assessment Committee finds that he/she is suitable for promotion on the next anniversary date, the Committee shall simply reject him for promotion on the scheduled date of eligibility and shall make no recommendation for his promotion on subsequent dates. In such cases either the same Assessment Committee or a different Assessment Committee shall meet again after giving a reasonable notice to the employee concerned to assess his/her suitability for promotion on subsequent anniversary date and such assessments shall take place every time for a particular year only. However, sufficient care shall be taken to avoid administrative delays in processing the assessment cases and to complete all assessments during the month of March of each assessment year.

Assessment Committee.

G.S.3.6 NCSM headquarters shall conduct assessment for all grades in Group IV. The Assessment Committees may be different but there shall be sufficient number of common members. Such Assessment Committees constituted under NCSM Bye-Laws 45, 46 & 52 may be supplemented with additional experts as Co-opted members from various disciplines so that disciplines of all candidates appearing for assessment are broadly covered.

Number of chances

G.S.3.7 As indicated in table under Rule 4.4.4, a person can avail of 5 assessment chances in grade IV (1), IV (2) and IV (3) and 4 assessment chances in grade IV (4) and IV (5) with effect from 1.4.1999.

Reservation

G.S.3.8 Reservation quota for Scheduled Caste and Scheduled Tribe candidates as per Government of India directives shall be adhered to at the entry level in this group.

Probation

G.S.3.9 All members of staff promoted to any grade shall be placed on probation for a period of two years from the date of issue of appointment order, provided that

- i) this period may be extended at the discretion of the appointing authority on the recommendation of a committee duly formed by the appointing authority for this purpose, if the work and / or conduct of an incumbent is not found satisfactory during the probation period but there seems to be possibilities of improvement, if given further chance.
- ii) extension of probation period on the above ground shall not be considered for the purpose of assessment but shall be counted for the purpose of leave, increment, pension and service matters other than assessment.
- iii) work and conduct of all persons under probation shall be reviewed by the immediate superior officer and then by the appointing authority at the end of 12 months, 18 months and 22 months.
- iv) if the work and / or conduct of a person under probation is found unsatisfactory and no improvement is foreseen or if the extension of probation of a person appears to be detrimental to the interest of the Council, the said person, on the recommendation of a Committee duly constituted by the appointing authority for the purpose, shall be reverted to the grade form where he/she was promoted and his / her pay shall be fixed at the previous level from which he/she was promoted.
- v) for further assessment, after such a reversion, the person will have to wait for two years from the date of reversion and shall then be eligible for assessment to the next higher grade for the number of unavailed chances in the relevant grade on completion of a period of two years of qualifying service in the grade to which he/she was reverted. For instance, if a person in grade IV (2) is reverted to grade IV (1), he/she shall be eligible for promotion to grade IV (2) on completion of two years in the reverted grade of IV(1).

G.S.4 General Principles

G.S.4.1 In case of a disciplinary/court case pending at the time of assessment, the assessment of the officers concerned shall be kept in abeyance until the disposal of the case.

G.S.4.2 Recruitment shall be made according to the approved distribution of staff, discipline-wise. In case, it is necessary to change this distribution pattern in view of changes in the areas of activities in future, the Executive Committee or the Director General, as the case may be, shall consider such changes and approve the re-distribution accordingly. The subjects on which new galleries and activities shall be organised in

different units of NCSM shall be decided upon by the respective Executive Committees or the Director General NCSM in consideration of national priorities and relevant needs of the community. Distribution of staff according to different disciplines shall be made according to the above consideration. The recruitment and distribution of staff shall not be subjectively controlled in consideration of the availability of existing staff members qualified and trained in a particular discipline.

G.S.4.3 The assessment of the present incumbents in service would be done for promotion to the next higher grade in Group IV in accordance with the prescribed procedure. On such internal assessment promotion, it would be obligatory on the part of all individuals:

- i) To continue to perform the same duties if so stipulated by the competent authority;
- ii) To perform such other and higher duties as may be assigned by the competent authority.

G.S.4.4 It shall be the primary responsibility of the Administrative Officer of the Museum/Centre to see that these guidelines are strictly adhered to.

G.S.4.5 Director General, NCSM shall have the right to make exceptions to these rules, if he is satisfied that there are unusual or special situations warranting such exceptions. He shall also have the right to interpret or clarify the rules, as and when necessary.

G.S.4.6 The present system of superannuation at the age of 60 years shall continue.

SECTION 4

4.1 The general rules stated in Section General Scientific shall be applicable to all scientific staff in Group IV. The scientific staff shall be designated as Curators. The rules stated under Section 4 shall also be applicable to Group IV of scientific categories of staff.

4.2 Grades

4.2.1 A group of grades for scientific staff hereinafter called Group IV grades will consist of the following grades:

Group IV(1) :	Rs.8000-275-13500
IV(2) :	Rs.10000-325-15200
IV(3) :	Rs.12000-375-16500
IV(4) :	Rs.14300-400-18300
IV(5) :	Rs.16400-450-20000
* IV(6) :	Rs.18400-500-22400
* Limited to one post for each national level museum / centre / laboratory	

4.3 Direct Recruitment

4.3.1 Lateral entry by direct recruitment to intermediate grades in this group is permissible. In Group-IV grades where recruitment is primarily for professionally trained manpower in Science, Engineering and Technology, doing creative work, entry is permissible at all levels for recruitment of fresh talent in science and technology. Qualifications and experiences for entry to different grades in Group-IV are given in *Table 4.3.1*. For posts in Group IV, common recruitment shall be made for all posts in all Museums/Centres taken together as stated in rule G.S.2.3.

4.3.2 The minimum qualification needed for fresh recruitment in Grade IV(1) shall be a Master's Degree in Science or Bachelor's Degree in Engineering or equivalent. All degrees shall be first class and in disciplines relevant to the activities of Museum/Centre as indicated in rule G.S.2.6. All candidates shall have one year relevant experience after obtaining the degree. For candidates having M.Tech/M.E./Ph.D., the requirement of 1st class in their B.E./M.Sc. degree is exempted. If there is any special requirement for any other equivalent professional degree for a particular post, approval from the Director General, NCSM shall be obtained before issuing advertisement so that uniformity in policy is maintained in the Council.

4.3.3 In the new assessment promotion scheme a person carries the post with him and when he vacates, the post that falls vacant is the one at the entry level grade that is Grade IV(1). However, if there is need to fill the vacancy at the level at which it has become available due to any special reason, specific approval of the Executive Committee is needed to create a position at the required level. When the Executive Committee gives its approval, the entry level position previously held by the person stands abolished. Wherever a post has been specifically created at a particular level and falls vacant, it should normally be filled at the level. [But where, for example, a Curator in Grade IV(1) has reached the level of say Grade IV(3) by assessment promotion and now vacates the post due to, say, retirement/resignation, the vacancy should be deemed to have occurred at the level of Grade IV(1)]. The above procedure should be used by the Museum/Centre more as an exception than as a rule and persons should be trained so that nobody becomes indispensable. The rule is applicable to Group-IV grades only. In other groups, the vacancy occurs at the entry level of the group concerned and should be filled at that level only.

4.4 Assessment Procedure

4.4.1 The Scientific Officers (Group IV) shall be assessed in accordance with the provisions of Flexible Complementing Scheme in terms of O.M. No. 2/41/97-PIC, dated 9.11.98 of Ministry of Personnel & Training, Govt. of India, as approved by GB NCSM vide NCSM Office Order No. 17/2001, dated 14th May, 2001.

4.4.2 The assessment of present eligible curators, that is, those with first class M.Sc. or B.E. or equivalent qualifications in appropriate disciplines would be done by

NCSM headquarters for all posts in a particular grade in all Museums/Centres taken together in accordance with the prescribed procedure laid down under the Section-General and hereunder.

4.4.3 Under the Flexible Complementing Scheme, all eligible incumbents in different grades in Group IV - Scientific - will be first screened on the basis of gradings in the Annual Confidential Reports (ACRs) for consideration for promotion to the next higher grade. The ACRs shall be assessed on a 10-point scale giving 10 marks for 'outstanding', 8 marks for 'very good', 6 marks for 'good', 4 marks for 'average' and 0 for 'poor'. Appropriate weightage (plus or minus) may be given in the ACR for official appreciation of service, recurrent warnings, censure, punishment etc.

4.4.4. Only those incumbents who satisfy the minimum period of qualifying service for assessment linked to their performance as indicated in the table below shall be screened in:

Grades	Number of years in the grade					
	3	4	5	6	7	8
	Minimum percentage for eligibility					
Curator B to Curator C - {IV(1) to IV(2)}	85%	80%	70%	65%	60%	-
Curator C to Curator D - {IV(2) to IV(3)}	-	85%	80%	75%	70%	60%
Curator D to Curator E - {IV(3) to IV(4)}	-	85%	80%	75%	70%	60%
Curator E to Curator F - {IV(4) to IV(5)}	-	-	85%	80%	75%	70%
Curator F to Curator G- {IV(5) to IV(6)}	-	-	85%	80%	75%	70%

4.4.5 Exceptionally meritorious candidates with all outstanding gradings may be granted relaxation in the minimum period of qualifying service for assessment, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.

4.4.6 All officers who are screened-in will be called for an interview. The performance in the interview will also be graded similarly on a 10-point scale and eligibility for promotion will be based on the same norms as in the table at 4.4.3 & 4.4.4

Note :

- a) in equally meritorious cases, it shall be ensured that the senior officers do not draw less pay than their junior colleagues do.
- b) advance increments up to a maximum number 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. Advance increments shall be considered only as exception and not as a rule.

4.4.7 The incumbents should have field experience in development/expansion/improvement of science museums/centres or have conceptualised and generated new concepts and techniques in exhibits and presentation or organised significant events concerning science popularisation benefiting large cross-section of population or have shown outstanding abilities in promoting science museum/centre movement and successfully administering such institutions, for promotion to Curator 'F' and Curator 'G' grades. However, during the transitional period, this requirement may be relaxed to the extent necessary, with specific approval of Director General, in case of meritorious candidates.

4.4.8 Details of the revised grades in group IV with pay range and minimum period of qualifying service for assessment linked to performance are shown in the table below:

	Scales of pay	Designation	Minimum qualifying service linked to performance
(a)	Rs. 8,000-13,500	Curator 'B'	3 years
(b)	Rs. 10,000-15,200	Curator 'C'	4 years
(c)	Rs. 12,000-16,500	Curator 'D'	4 years
(d)	Rs. 14,300-18,300	Curator 'E'	5 years
(e)	Rs. 16,400-20,000	Curator 'F'	5 years
(f)	Rs 18,400-22,400	Curator 'G'	-

4.4.9 The existing incumbents in different grades, who have completed the prescribed minimum period of qualifying service for assessment prior to 1.4.1999, shall be assessed for promotion to the next higher grade. The Assessment Committee may recommend them for promotion to the next higher grade w.e.f. 1.4.1999 subject to their securing the requisite minimum marks depending upon the number of completed years of qualifying service rendered by them in the relevant grade. For example, if a person was appointed in Grade IV (2) on 29.5.1993, the Assessment Committee may recommend him/her for promotion to Grade IV(3) w.e.f. 1.4.1999, if he/she has secured 80% marks. If, however, he/she has secured less than 80% marks but 75% marks or above, the Assessment Committee may recommend him/her for promotion to Grade IV(3) w.e.f. 29.5.1999.

4.4.10 Those incumbents who have been assessed as per the existing rules but not recommended for promotion are eligible for promotion to the next higher grade w.e.f. 1.4.1999 subject to their securing the requisite minimum marks in the relevant ACRs plus the number of completed years of qualifying service rendered by them in the particular grade. For example, if a person was appointed to Grade IV(2) on 1.5.1992 and not recommended for promotion to Grade IV(3) on 1.5.1998, he/she will become eligible for promotion to the next higher grade w.e.f. 1.4.1999 and the Assessment Committee may recommend him/her for promotion to the next higher-grade w.e.f. 1.4.1999 provided he/she has secured 75% marks. If, however, he/she is not recommended again for promotion to Grade IV(3), he/she will be eligible for promotion to the said grade w.e.f. 1.5.1999 on completion of 7 years of qualifying service and the Assessment Committee may recommend him/her for promotion to Grade IV(3) w.e.f. 1.5.1999, provided he/she has secured 70% marks as per rules 4.4.4 & 4.4.6

4.4.11 The average minimum qualifying percentage of marks as recorded in the respective Annual Confidential Reports for the relevant period(s) of the existing incumbents in different grades may be converted into a 10 point scale as per rules 4.4.3.

4.4.12 The Assessment Committees shall be constituted as per rule G.S.3.6.

4.5 General Principles

4.5.1 A Curator in the grade of IV(3) or above and holding the charge of a national level museum/centre/laboratory having its own Executive Council as well as of NCSM Headquarters may be declared as Director by the Director General. Such a Curator shall hold the designation of Curator as substantive to him/her and shall continue to be declared as a Director as long as he/she will hold the charge of a national level museum/centre. Officers other than Curators shall not hold the charge of a museum/centre except on pro-tempore basis in absence of the Director on leave or on deputation abroad or in short vacancies.

4.5.3 The post of Director General, which is a scientific post, shall be filled in by direct recruitment as per rule 60 of the Rules of the National Council of Science Museums. The candidates shall have high academic qualification in science or engineering with at least 20 years experience relevant to the objectives of the Council as summarised below:

- (i) design, development and fabrication of interactive exhibits, demonstrations and teaching aids for science education and popularisation of science;
- (ii) portrayal of the growth of science and technology and their applications in industry and human welfare with a view to develop scientific temper and to create, inculcate and sustain science awareness amongst the people;
- (iii) popularisation of science and technology in cities, urban and rural areas by organising exhibitions, seminars, lectures, science camps and various other programmes;
- (iv) supplementing science education by organising various out-of-school educational activities to foster a spirit of scientific enquiry and creativity amongst the students;
- (v) Conducting research in science and technology in areas pertaining to the activities of the Council.

Age shall not exceed 55 years.

TECHNICAL CATEGORY

SECTION - GENERAL - TECHNICAL

G.T.1 Direct Recruitment

G.T.1.1 Details of (i) the revised grades in groups I, II, III, V & VI with pay range (ii) minimum qualifications prescribed for future recruitment at the entry point level in each group (iii) minimum number of years of service needed for the different chances of assessment at different stages (iv) the limitations in chances of assessment and (v) maximum percentage for eligible persons who could be promoted from one grade to the next higher grade in the same group in a particular assessment year shall be governed by *Table G.T.1.1.*

G.T.1.2 In the first three groups, I, II and III, fresh recruitment shall be made only at the entry level in each group; the higher grades in any of the above groups being reserved for internal assessment promotion. All positions vacated by the incumbents will automatically revert to the entry level grade. As long as the NCSM continues its present policy of not creating any new post in Group I and not making any fresh appointment in Group I, all posts in Group I vacated due to resignation, retirement, death, termination, dismissal or otherwise, shall stand abolished and no fresh appointment shall be made in Group I.

G.T.1.3 For direct recruitment, all posts shall be adequately notified through newspaper advertisements and circulation among all constituent museums. For recruitment in Group V and Group VI (Rs.8000-13500 and above) the advertisements shall be published in newspaper on *All India basis*. For recruitment in groups II and III local advertisement is sufficient.

G.T.1.4 Entry level posts in groups I, II and III shall be filled up at the unit level by respective Museums/Centres. For posts in Groups V and VI, all vacant posts in all Museums/Centres shall be clubbed together and recruitment shall be made through a common advertisement and common Selection Committee as applicable to posts of NCSM Headquarters so as to maintain uniformity in standards at the highest levels of management. Such Selection Committees shall include the Directors under whom appointments are to be made.

Selection Committees

G.T.1.5 For posts in or above the scale of Rs.4500-7000 in Group II, and for all posts in Group III, Group V and Group VI the Selection Committees and Screening Committees shall be set up as per provisions of the existing NCSM bye-laws 46, 47 52, 53 and 56. Additional outside subject experts may be included in the Committee as

co-opted members, if required to cover disciplines of all candidates if qualifications advertised are in different disciplines.

G.T.1.6 For each post in Group I and post below the scale Rs.4500-7000 in group II, a Selection Committee shall be constituted by Director of museums/centres and shall consist of a Chairman, two members (of which one should be external) and the Director or his nominee. Besides, the Selection Committee may have experts in different broad disciplines to assess the candidates objectively.

Minimum qualifications

G.T.1.7 Minimum qualifications required for recruitment of fresh talent at entry level post in each group have been specified in rules 1.3.1, 2.3.2, 3.3.2, 5.3.1 and 6.3.1. The stipulation regarding minimum qualification would strictly apply to all employees recruited in NCSM after 22.10.82. The incumbents recruited before 22.10.82 would however get the benefit of assessment as provided for in rules 1.4.1, 1.4.2, 2.4.1, 2.4.2 and 3.4.1.

Relevant Disciplines

G.T.1.8 Relevant disciplines for the purpose of recruitment at different groups shall be as hereunder :

G.T.1.8.1 for Group II -

Carpentry, pattern-making, fitting, sheet metal work, welding, moulding, turning, machine operation, painting, horticulture, masonry, drafting, art, modelling, cataloguing, photography, electrical wiring, electrician's job, electronics, radio/TV mechanics, computer programming, video operation, lift operation, airconditioning, refrigeration, automobile mechanics.

G.T.1.8.2 for Group III –

- i) 3 years diploma course in civil / mechanical / electrical / electronics / airconditioning / automobile engineering, printing technology/computer science or DOE 'B' Level diploma from a duly recognised Institution.
- ii) Bachelor's degree in science with Physics, Chemistry, Mathematics or Bio-science subjects or Computer Science.
- iii) Bachelor's degree in Agriculture /Horticulture, Library and Information Science, or diploma in librarianship after graduation in Science.
- iv) Diploma in film & video technology.
- v) Degree in Fine / Commercial art of 4/5 years duration.

G.T.1.9 Such other disciplines as decided upon by the Director General in consultation with the Directors from time to time may be added to the list of relevant disciplines for the purpose of direct recruitment in different groups of posts. Such additions shall be made by the issue of proper office orders only when exhibits, galleries and activities of NCSM are organised on new subjects not earlier covered. Disciplines, which do not have direct bearing on the exhibits, galleries and activities of NCSM, shall not be considered.

G.T.1.10 NCSM employees desiring to acquire higher qualification, while in service for direct recruitment to the next higher group must follow the list of relevant disciplines as approved above before taking up such courses. Recognition of disciplines not directly relevant to the exhibits, galleries and activities of NCSM and only to provide promotional opportunities to departmental candidates is not permissible.

G.T.1.11 Post Graduate degree in Museology, Education and History of Science are recognised only as desirable qualification at the entry level in addition to the essential qualification in relevant disciplines as indicated in G.T.1.8.

Probation

G.T.1.12 All members of staff recruited in a grade shall be placed on probation for a period of two years from the date of joining, provided that

- i) this period may be extended at the discretion of the appointing authority on the recommendation of a committee duly formed by the appointing authority for this purpose, if the work and / or conduct of an incumbent is not found satisfactory during the probation period but there seems to be possibilities of improvement, if given further chance.
- ii) extension of probation period on the above ground shall not be considered for the purpose of assessment but shall be counted for the purpose of leave, increment, pension and service matters other than assessment.
- iii) work and conduct for all persons under probation shall be reviewed by the immediate superior officer and then by the appointing authority at the end of 12 months, 18 months and 22 months.
- iv) if the work and / or conduct of a person under probation is found no improvement is foreseen or if the extension of probation of a person appears to be detrimental to the interest of the Council, the person's service, on the recommendation of a Committee constituted by the

appointing authority for this purpose, shall be terminated without any notice or without assigning any reason.

G.2 Assessment Procedure

G.T.2.1 The assessment year shall be the financial year and number of persons to be promoted each time is to be worked out on the basis of total eligible candidates in the grade for one full assessment year from 1st April to 31st March. Individual Museum/ Centre shall initiate action every year during September/October and complete the assessment process preferably during March of all those who would put in requisite length of service by 31st March of the same financial/assessment year. Since relative assessment is involved, all the eligible persons in a group of grades have to be assessed simultaneously by the same Assessment Committee for a particular assessment year.

Period of eligibility

G.T.2.2 To compute the total number of years for eligibility for assessment, the following will be taken into account:

- i) The entire service rendered from the date of appointment to the regular grade in the group including the number of years of service rendered in a special grade post, if any, and including service rendered in sponsored projects/schemes shall be counted for the purpose of assessment.
- ii) The period spent on deputation approved by the NCSM shall be covered for the purpose of assessment. However, such period spent in an organisation other than NCSM by holding lien in NCSM shall not be counted for the purpose of assessment when the employee goes out to serve the outside organisation on his/her own without a specific approval of NCSM to the effect that the period of absence shall be treated as on official deputation.
- iii) The period of casual leave, earned leave and half pay leave on medical ground shall be counted for the purpose of assessment provided that the medical ground is properly established. However, half pay leave on grounds other than medical, extra-ordinary leave, leave-not-due and the period of unauthorised absence shall not be counted for this purpose. The date of eligibility of an employee, in such cases shall be postponed by the period for which he remained absent from duty on the latter grounds.
- iv) The period of probation extended for unsatisfactory work and / or conduct shall not be counted for the purpose of assessment but shall be considered for the purpose of leave increment, pension etc., as per existing rules. However, the probation period extended on account of routine

technical reasons / administrative reasons attributable to office shall be counted for the purpose of assessment.

Percentage restrictions

G.T.2.3 In application of percentages of eligible persons who could be promoted from one grade to the next higher grade as mentioned in *Table G.T.1.1*, fractions less than 1.5 should be treated as 1, 1.5 to less than 2.5 as 2, 2.5 to less than 3.5 as 3, and so on at all grades. For posts in groups I, II and III such percentage shall be worked out on the total number of eligible candidates in a particular grade in a particular national level museum/centre together with all regional, sub-regional and district science centres functioning under its control. For Groups V and VI, assessment of all eligible employees in all Museums/Centres shall be taken up by the NCSM Headquarters so as to maintain uniform standard at the highest level of management as per rules contained in Sections 5 & 6 respectively.

G.T.2.4 The percentage indicated for assessment promotion from one grade to the next higher grade in each group is the upper limit in each case. It is not obligatory to promote up to the approved limit. The different criteria for assessment and the minimum marks required for eligibility for promotion various groups shall be guided by *Table G.T.2.4*. All eligible employees shall be assessed based on their confidential report, service record if any, assessment report, aptitude test, and personal interview. It is up to the Assessment Committee to recommend (based upon the relative performance of the staff), the maximum number of people who are found fit for promotion subject to upper limit prescribed for Groups I, II, III, V and VI. The Assessment Committee will have to exercise a measure of judgement to maintain high standards, as the staff is promoted from one grade to the next higher grade based upon assessment. On promotion to the higher grade, the post shall be carried with the incumbent and the post held by him/her shall revert to the lowest grade in the group to which he/she belongs on his/her vacating the post on transfer, resignation, retirement etc. In this scheme the question of creating regular or supernumerary post does not therefore arise.

Fixation of Pay

G.T.2.5 On assessment promotion to the next higher grade in all groups, the pay of the incumbent will be fixed in accordance with the provisions of FR 22(I)(a)(1) with reference to the pay drawn in the lower post on the date, the requisite length of service completed, provided the person is found fit for promotion. If not found fit, the promotion will take effect only from the date the incumbent is found fit on subsequent assessment. No retrospective benefit and fixation of pay is contemplated under this scheme.

Effective Date of Promotion

G.T.2.6 If assessment is made during the same financial/assessment year when incumbent becomes eligible for assessment and if he is selected for promotion, the benefit of promotion shall be given to him from the date when he completes the requisite period of service in the same assessment year and not from the date of assessment. For example, if a person has completed requisite period of service on 1.9.1999 and is assessed on 5.3.2000 his promotion, if selected, will take effect from 1.9.1999. Similarly, if a person completes requisite period of service on 26.3.1999 and is assessed on 5.3.2001 as per rule G.T.2.1, his promotion, if selected, shall take effect from 26.3.1999 and not from 5.3.2001. If however he is not found fit, but is found fit on a subsequent assessment, then the promotion would take effect only from the date he becomes again eligible on a subsequent assessment. However, if the delay in assessing his case is entirely due to the employee himself e.g. due to his failure/refusal to submit his assessment forms or failure/refusal to appear in the interview/aptitude test etc., the benefit of promotion cannot be given retrospectively, as the delay is entirely on the employee's account. In such cases the promotion would take effect from the date he is found fit by the Assessment Committee.

G.T.2.7 If for any administrative reason, for which the employee concerned is not responsible, the assessment process is delayed and the Assessment Committee meets in a subsequent year(s) after the expiry of the assessment year, the promotion, if the employee is selected, shall take effect from the date in the previous year(s) when he has completed the requisite years of service and become eligible for assessment. If however, the employee concerned is responsible for the delay as explained in G.T.2.6, the promotion, if selected, shall take effect from the date of the meeting of the Assessment Committee. In such delayed assessments if the candidate is found unsuitable for promotion as on the date when he became eligible for assessment in previous year(s) but the Assessment Committee finds that he is suitable for promotion on the next anniversary date, the Committee shall simply reject him for promotion on scheduled date of eligibility and shall make no recommendation for his promotion on subsequent dates. In such cases either the same Assessment Committee or a different Assessment Committee shall meet again after giving a reasonable notice to the concerned to assess his suitability for promotion on subsequent anniversary date and such assessments shall take place every time for a particular year only. However, sufficient care shall be taken to avoid administrative delays in processing the assessment cases and to complete all assessments during the month of March of each assessment year.

Assessment Committee

G.T.2.8 There shall be uniformity in composition of Assessment Committees for all the grades in a particular group in a year. For all posts in Group I and for incumbents below the scale of Rs.4,500-7000 in Group II, there shall be one Assessment Committee

for all the grades in a particular group in a year and this assessment committee shall be constituted by the Director of museum/centre with a Chairman, two members (of which one should be external) and the Director of the museum/centre or his nominee constituting the core. Besides the core members, the Assessment Committee may have expert(s) in different broad disciplines to assess the candidates objectively. For persons in the scale of Rs.4500-7000 and above in Group-II and for all posts in Group-III, the Assessment Committees shall be set up according to the provisions of the existing NCSM Bye Laws 52 & 56 in such a manner that for every assessment year there shall be one Assessment Committee for all posts in the scale of Rs.4500-7000 and Rs.5500-9000 and one Assessment Committee for all posts in the scales of Rs.6500-10500, Rs.8000-13500 in Group III.

For posts in the grades III(5) and III(6) and all grades in Groups V and VI, assessment shall be conducted by NCSM Headquarters for all posts in a particular grade in all museums/centres taken together and Assessment Committees shall be constituted either by Director General, NCSM as per provisions of NCSM Bye-laws 52 for headquarters posts with Directors of museums/centres concerned included as internal members along with 3 outside members and an outside Chairman, or by the G.B as per NCSM Bye-laws 46 depending on the grade of the post.

Number of chances

G.T.2.9 As indicated in *table G.T.1.1*, a person can avail of 5 assessment chances in each grade in groups I, II, III, V and VI. Due to higher fixation of pay at a particular grade, if he has not exhausted the requisite number of assessment chances when he fails in assessment at the stage Top+1 year, he will have more chances at subsequent years (e.g. Top+2 years, Top+3 years etc.) until he exhausts the requisite number of assessment chances in that particular grade. If a person reaches Top+1 year stage before his first assessment in that grade he will have to wait there until he completes the minimum number of years of service as per *table G.T.1.1*.

Reservation

G.T.2.10 Reservation quota for Scheduled Caste and Scheduled Tribe candidates as per Government of India directives shall be adhered to at the entry level in each group. Suitable weightage may be given at the time of assessment at intermediate levels so that the ratio does not get unduly disturbed.

Probation

G.T.2.11 All members of staff promoted to any grade shall be placed on probation for a period of two years from the date of issue of appointment order, provided that

- i) this period may be extended at the discretion of the appointing authority on the recommendation of a committee duly formed by the appointing authority for this purpose, if the work and / or conduct of an incumbent is not found satisfactory during the probation period but there seem to be possibilities of improvement, if given further chance.
- ii) extension of probation period on the above ground shall not be considered for the purpose of assessment but shall be counted for the purpose of leave, increment, pension and service matters other than assessment.
- iii) work and conduct for all persons under probation shall be reviewed by the immediate superior officer and then by the appointing authority at the end of 12 months, 18 months and 22 months.
- iv) if the work and / or conduct of a person under probation is found unsatisfactory and no improvement is foreseen or if the extension of probation of a person appears to be detrimental to the interest of the Council, the said person, on the recommendation of a Committee duly constituted by the appointing authority for the purpose, shall be reverted back to the grade from where he / she was promoted and his / her pay shall be fixed at the previous level from which he /she was promoted.
- v) for further assessment, after such a reversion, the person will have to wait for two years from the date of reversion and shall then be eligible for assessment for the number of unexpired chances in the said grade. For instance, if a person in Group III was earlier promoted at the second chance he / she shall have 3 more chances, 2 years after reversion.

G.T.3 Faster Track Promotion

G.T.3.1 Faster track promotion was abolished with effect from the assessment year 1992-93 as per rule G.5.1 of NCSM Service (RAP) Amendment Rules, 1992. Persons acquiring entry level qualifications for higher groups in relevant disciplines while in service shall be eligible for applying along with others against advertised posts for direct recruitment to the next higher group. For departmental candidates a first class in the degree shall not be insisted upon.

G.T.4 General Principles

G.T.4.1 Notwithstanding anything contained in the rules cited above, the recruitment, assessment and promotion of Civil Engineers and Exhibition Officers shall be guided by rules given in section 5 and section 6 respectively of these rules.

G.T.4.2 Upon implementation of this scheme the system of departmental promotion and the special grade promotion schemes would stand abolished. However the present incumbents of the special grade posts if any, would be permitted to retain their existing scales of pay as 'personal' to them till they are promoted to the next higher grade through internal assessment. For assessment purposes, they will be grouped with the staff belonging to the regular grades from which they have been promoted to the special grades except employees in pay scale of Rs.2750-4400 who shall be grouped separately and considered for promotion to grade I(4).

G.T.4.3 The assessment of the present incumbents in service in the six groups of grades would be done for promotion to the next higher grade in the same group in accordance with the prescribed procedure. On such internal assessment promotion it would be obligatory on the part of all individuals:

- (i) To continue to perform the same duties if so stipulated by the competent authority.
- (ii) To perform such other and higher duties as may be assigned by the competent authority.

G.T.6.4 It shall be the primary responsibility of the Administrative Officer of the Museum/Centre to see that these guidelines are strictly adhered to.

G.T.6.5 In case of a disciplinary/court case pending at the time of assessment, the assessment of the concerned employees shall be kept in abeyance until the disposal of the case.

G.T.6.6 Recruitment shall be made according to the approved distribution of staff, disciplinewise or tradewise. In case it is necessary to change this distribution pattern in view of changes in the areas of activities in future, the Executive Committee or the Director General shall consider such changes and approve the redistribution accordingly. The subjects on which new galleries and activities shall be organised in different units of NCSM shall be decided upon by the respective Executive Committees or the Director General NCSM in consideration of national priorities and relevant needs of the community. Distribution of staff according to different disciplines shall be made according to the above considerations. The recruitment and distribution of staff shall not be subjectively controlled in consideration of the availability of existing staff members qualified and trained in a particular discipline.

G.T.6.7 Director General, NCSM shall have the right to make exceptions to these rules if he is convinced that there are unusual or special situations warranting such exceptions. He shall also have the right to interpret or clarify the orders if need be.

G.T.6.8 These rules shall be effective from 1.4.1999. Cases already decided before issue of these orders will not be reopened.

G.T.6.9 Wherever the terms 'existing incumbent' or 'present incumbent' or 'existing assessment scheme' or 'present system' etc. appear in these rules the words 'existing' or 'present' shall mean existing or present prior to the issue of the first order in respect of these rules i.e. 22.10.82.

G.T.6.10 The present system of superannuation at the age of 60 years for all categories of staff shall continue.

SECTION - 1

1.1 The general rules stated in Section-General - Technical shall be applicable to all technical staff in Group-I. In addition, the rules stated under Section-I shall also be applicable to Group-I of technical categories of staff.

1.2 Grades

1.2.1 A group of grades for technical staff, hereinafter called Group-I grades, will consist of the following grades:

Grade I(1)	:	Rs.2550-55-2660-60-3200
I(2)	:	Rs.2650-65-3300-70-4000
I(3)	:	Rs.2750-70-3800-75-4400
I(4)	:	Rs.3050-75-3950-80-4590
I(5)	:	Rs.4000-100-6000
* I(6):	:	Rs..4500-125-7000

* For persons having entry level qualifications for Group II.

1.3 Direct Recruitment

1.3.1 Recruitment to this Group is at Grade-I(1) (Rs.2550-3200) only, with class-VIII standard as the minimum qualification. Appointment to other grades in the group is by promotion through internal assessment only. As long as the NCSM continues its present policy of not making any fresh appointment in Group I, all direct recruitment in this group shall remain suspended.

1.4 Assessment Procedure

1.4.1 The incumbents recruited before 22.10.82 who do not have minimum qualifications for the entry level post in Group-I shall get the benefit of assessment as provided up to the highest grade I(5) in this group.

1.4.2 In respect of such incumbents recruited before 22.10.82 who reach the grade I(5) and do not have qualifications prescribed for the next higher group, their eligibility for being brought over to the next higher group may be determined by an appropriate Selection/Assessment Committee on the basis of C.R., suitable trade test and

interview conducted by each Museum/Centre. Those who qualify the test and interview would then be taken as belonging to the corresponding grade of the next group in the same manner as those who possess educational qualifications and are to be treated as such. Afterwards they would be assessed for promotion to the next grades of the group in accordance with the prescribed procedure. This benefit is given only to the incumbents existing as on 22.10.1982. For all recruitment in future, the minimum qualifications shall be strictly adhered to. Transfer to the next group [Grade II(2)] under this sub-rule shall be considered only once after completion of 5 years of qualifying service in the Grade I(5). Assessment to the next grade of II(3) shall be considered on completion of 6, 7, 8, 10 and Top+1 years of qualifying service in Group II after the transfer.

1.4.3 Persons acquiring entry level qualification for Group II in relevant disciplines as indicated in 2.3.2 and G.T.1.8.1 shall be eligible for assessment from I(5) to I(6) according to the *Table G.T.1.1*. On reaching the grade I(6), they shall be deemed to have been transferred to Group II in the Grade II(3). They shall be eligible for further assessments in Group II as per *Table G.T.1.1*. Alternatively, such persons can apply, alongwith others, for direct recruitment in the Grade II(1) whenever such posts are advertised.

SECTION 2

2.1 The general rules stated in Section-G shall be applicable to all technical in Group-II. In addition, the rules stated under Section-2 shall also be applicable to Group-II of technical categories of staff.

Grades

2.2.1 A group of grades for technical staff, hereinafter called Group II grades, will consist of the following grades:

Grade	II(1)	:	Rs.3050-75-3950-80-4590
	II(2)	:	Rs.4000-100-6000
	II(3)	:	Rs.4500-125-7000
	II(4)	:	Rs.4500-125-7000
	II(5)	:	Rs.5500-175-9000
	* II(6)	:	Rs.6500-200-10500

* For persons having entry level qualifications for group III.

2.3 Direct Recruitment

2.3.1 There shall be no lateral entry by direct recruitment to intermediate grades in this group.

2.3.2 Recruitment to this group shall be at Grade II(1) (Rs. 3050-4590) only and the minimum qualification for entry to this group at this level shall be School Leaving

Certificate (after 10th grade) with (i) certificate from Industrial Training Institute or equivalent in relevant discipline as indicated in rule G.T.1.8.1; or (ii) certificate in Fine/Commercial Art; or (iii) certificate in Librarianship of at least one year duration after School Leaving Certificate. All candidates must have one year relevant experience after obtaining the certificate, the course duration for which is normally two years. For candidates obtaining ITI certificates of one year course duration, two years relevant experience after obtaining the certificate shall be required. For disciplines not covered by ITI or any recognised educational institution, three years trade experience in a well reputed organisation after obtaining school leaving certificate (after 10th grade) shall be considered sufficient.

2.4 Assessment Procedure

2.4.1 The incumbents recruited before 22.10.82 who do not have the minimum qualifications for entry level post in Group II shall get the benefit of assessment as provided up to the highest grade II(5) in the Group.

2.4.2 In respect of persons who reach the grade II(5) and do not have qualifications prescribed for the next higher group, their eligibility for being brought over to the next higher group may be determined on the basis of C.R., suitable trade test and interview to be conducted by appropriate Selection/Assessment Committee in each Museum/Centre. Those who qualify the test and interview would then be taken as belonging to the corresponding grade of the next group. Transfer to the next group [Grade III(2)] under this sub-rule shall be considered only once after completion of 5 years of qualifying service in the grade II(5). Assessment to the next grade of III(3) shall be considered on completion of 6, 7, 8 & 10 years of qualifying service in group III after the transfer.

2.4.3 Persons acquiring entry level qualification in relevant disciplines for Group III as indicated in 3.3.2 and G.T.1.8.2 shall be eligible for assessment from II(5) to II(6) according to the *Table G.T.1.1*. On reaching the Grade II(6) they shall be deemed to have been transferred to Group III in the Grade III(3). They shall be eligible for further assessments in Group III as per the *Table G.T.1.1*. Alternatively, such persons can apply, alongwith others, for direct recruitment in the Grade III(1) whenever such posts are advertised.

SECTION 3

3.1 The general rules stated in Section-G shall be applicable to technical staff in Group-III. In addition, the rules stated under Section-3 shall also be applicable to Group-III of technical categories of staff.

3.2 Grades

3.2.1 A group of grades for technical staff, hereinafter called Group III grades, will consist of the following grades:

Grade III(1):	Rs.4500-125-7000
III(2):	Rs.5500-175-9000
III(3):	Rs.6500-200-10500
III(4):	Rs.8000-275-13500
III(5):	Rs.10000-325-15200
* III(6):	Rs.12000-375-16500

- For persons having entry level qualifications for Group-IV.

3.3 Direct Recruitment

3.3.1 There will be no lateral entry by direct recruitment to intermediate grades in this group. All direct recruitment shall be made at the Grade-III(1).

3.3.2 Minimum qualification for entry to Group-III at the Grade-III(1) shall be Bachelor's degree in science or 3 years diploma in engineering in relevant discipline as indicated in rule G.T.1.8.2 or degree in fine/commercial art of 4/5 years duration or diploma in librarianship after graduation in science or degree in library science. If there is any special requirement for any other equivalent professional diploma for a particular post, approval from Director General, NCSM shall be obtained before issuing advertisement so that uniformity in policy is maintained in the Council. All candidates shall have one year relevant experience after obtaining the degree or diploma.

3.4 Assessment Procedure

3.4.1 For all the scientific and technical staff recruited before 22.10.82 and who have opted for assessment promotion in terms of erstwhile CSIR Bye-law 71(b), this new assessment promotion scheme would not apply and their assessment shall be governed by the rules existing before the introduction of these new rules.

3.4.2 Persons engaged in construction, repair and maintenance of buildings and services who will reach the grade III(5) by way of assessment and will acquire Bachelor's Degree in Civil Engineering, while in service shall be further eligible for assessment to the post of Superintending Engineer along with other Executive Engineers in Group V, subject to availability of post as indicated in rule 5.3.3.

3.4.3 Exhibition Officers in the Grade of III(5) with a Degree in Fine/Commercial Art of 4/5 years duration with *ample evidence of creative talent* shall be eligible for assessment to the Grade of III(6) according to the *Table G.T.1.1. Ample evidence of creative talent* shall be very carefully assessed by the assessment committee. On promotion to the Grade III(6) they shall be deemed to have been transferred to grade

VI(3). They shall be eligible for further assessment in Group VI as per rules in Section-6. Alternatively, such persons can apply, along with others, for direct recruitment in the Grade VI(2) whenever such posts are advertised.

3.4.4 Other officers acquiring entry level qualification for Group IV in relevant disciplines as indicated in 4.3.2 and G.S.2.6 shall be eligible for assessment from III(5) to III(6) according to the *Table G.T.1.1*. On reaching the Grade III(6), they shall be deemed to have been transferred to Group IV in the grade IV(3). They shall be eligible for further assessments in Group IV as per Rule 4.4. Alternatively, such persons can apply, along with others, for direct recruitment in the Grade IV(1) whenever such posts are advertised.

3.4.5 For assessment of persons from Grade III(4) to III(5) and from Grade III(5) to III(6) as indicated in Rules 3.4.3 and 3.4.4, all officers working in all museums/centres in Grade III(4) and Grade III(5) respectively shall be considered together by the NCSM Headquarters for a common assessment by an Assessment Committee constituted under the Bye-laws 46 & 52.

SECTION 5

5.1 Rules for recruitment, assessment and promotion for Civil Engineers engaged in design and construction of buildings in NCSM are given below:

5.2 Grades

5.2.1 These rules are applicable for the technical posts of Assistant Executive Engineers, Executive Engineers and Superintending Engineers in the following grades :

Grade	V(1): Rs.8000-275-13500
	V(2): Rs.10000-325-1520
	V(3) : Rs.12000-375-16500

{ Technical Officers in Group III, Technical Assistants in Group III and Technicians in Group II are governed by rules in Section 3 and 2 read with Section General-Technical }.

5.3 Direct Recruitment & Assessment Procedure

5.3.1 The posts of Assistant Executive Engineer (R.8000-13500) shall be filled up by direct recruitment through advertisement. The minimum requirement is a First Class Bachelor's Degree in Civil Engineering or equivalent. Existing incumbents in Group III having minimum educational qualification for Group V shall be given preference in the process of selection.

5.3.2 Assistant Executive Engineers (Rs.8000-13500) in Group V with degree in Civil Engineering working for design and construction of buildings in all museums/centres shall be considered together by NCSM Headquarters for common

assessment as per rule G.T.2.3 for promotion to the grade of Executive Engineer on completion of 5,6,7 and 9 years and failing which after staying for one year at the top of the scale of Rs.8000-13500.

5.3.3 25% of the total number of posts of Executive Engineer as well a Technical Officer (Civil) 'C' in grade III(5) who have acquired Bachelor's degree in Civil Engineering all taken together in the NCSM as a whole shall be placed in the scale of Superintending Engineer and the remaining posts shall be in the scale of Executive Engineer. Recruitment to the post of Superintending Engineer shall be made on all India basis by promotion on the basis of merit from amongst Executive Engineers who have rendered not less than 8 years approved service in that grade and on the recommendation of an assessment committee constituted as per NCSM Bye-law 46. Such assessment shall be done according to the same procedure as laid down for Group VI officers in the same grade.

Assessment of Executive Engineers subject to availability of post of Superintending Engineer shall be done on completion of 8, 9, 10, 12 years and failing which after staying for one year at the top of the scale.

5.3.4 If at a subsequent time posts of higher than Superintending Engineer are created, based on actual requirements of the organisation, recruitment procedure for such posts shall be determined by the body who is competent to create the posts. Such higher posts in Group V shall be treated as cadre posts and appointments will be made only on the basis of clear vacancies and through direct recruitment at every stage. Preference will be given to the staff members of NCSM who will apply for the advertised posts provided that they have a Bachelor's degree in Engineering or equivalent.

5.4 Rules in Section General Technical shall apply to Group V as long as none of them contradicts any of the provisions of the rules 5.1 to 5.3.

SECTION 6

6.1 Rules for recruitment, assessment and promotion for creative Exhibition Officers in NCSM are given below:

6.2 Grades

6.2.1 These rules are applicable for the technical posts of Exhibition Officers demonstrating ample evidence of creative talent in the following grades :

Grade VI(1): Rs.8000-275-13500
 VI(2): Rs.10000-325-15200
 VI(3): Rs.12000-375-16500
 VI(4): Rs.14300-400-18300
 VI(5) : Rs. 16400-450-20000

6.2.2 Exhibition Officers in Group III from grades III(3) to III(5) shall be governed by rules in Section-3 read with Section General Technical. Such persons can be transferred to Group VI only on demonstration of ample evidence of creative talent as indicated in rule 3.4.3.

6.3 Direct Recruitment & Assessment Procedure

6.3.1 Direct recruitment to this group shall be normally made at the grade VI(2). Minimum qualification for entry to the grade VI(2) shall be a recognised degree in Fine or Commercial Art of 4 or 5 years duration with at least ten years creative experience in design of exhibits and exhibitions.

6.3.2 Exceptionally brilliant artists with 5 years creative experience may be recruited at the grade VI(1). Similarly, a more matured and creative artist with 15 years experience may be recruited at the grade of VI(3). Qualification shall not be relaxed in any case. No lateral entry shall be made at the grades of VI(4) or VI(5).

6.3.3 (i) Details of grades with pay range, (ii) minimum number of years of service needed for the different chances of assessment at different stages (iii) limitations in chances of assessment and (iv) percentage of eligible persons who could be promoted from one grade to the next higher grade in a particular assessment year as indicated in the table G.T.1.1 shall apply to Group VI posts and the highest grade in this group shall be VI(5).

6.3.4 For posts in Group VI, percentage shall be worked out on the total number of eligible candidates in a particular grade in a particular assessment year working in all museums/centres and they shall be considered together by NCSM headquarters for common assessment as per rule G.T.2.3 read *with table G.T.1.1*.

6.4 Rules in Section General Technical shall apply to Group VI as long as none of them contradicts any of the provisions of the rules 6.1 to 6.3.

TABLE G.I.2.1(Ref : Rule G.I.2.1)

List of Technical Grades - Group I

	Designation	Grade	Scale of pay	Brief job requirement
	1	2	3	4
1.	Helper `A'	I(1)	2550-3200	Carrying, handling and cleaning of exhibits/equipment/materials; helping the Technicians – unskilled
2.	Helper `B'	I(2)	2650-4000	Carrying, handling and cleaning of exhibits/equipment/materials; helping the Technicians – skilled
3.	Helper `C'	I(3)	2750-4400	Same as above plus attending to jobs of operation and maintenance of equipment/exhibits
4.	Helper `D'	I(4)	3050--4590	Same as above plus operation, repair and maintenance of exhibits/equipment/instruments etc.
5.	Helper `E'	I(5)	4000-6000	Same as above plus operation, repair and maintenance of exhibits/equipment/instruments etc.

List of Technical Grades - Group II

Designation	Grade	Scale of pay	Brief job requirement
1	2	3	4
1. Technician `A' Cataloguer `A' Artist `A'	II(1)	3050-4590	<p>Operation, repair, fabrication, handling, packing, installation, and or maintenance of exhibits/ equipments/instruments/installatioons or or</p> <p>Tracing and drawing, operation and maintenance oprinters/equipment or</p> <p>Repair and maintenance of Buildings and installation, helping engineers in all work relating to construction 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, installation and exhibitionmaterials, assisting in art layout andmodel making or</p> <p>Operation, repair and maintenance of photo equipment; photo processing.</p>
2. Technician `B' or Cataloguer `B' or Artist `B'	II(2)	4000-6000	Same as above

1	2	3	4	
Contd.				
3.	Technician `C' or Cataloguer `C' or Artist `C'	II(3)	4500-7000	<p>Operation, fabrication, major repair and maintenance of exhibits/ instruments/installation; handling, packing and installation of exhibits and exhibition materials.</p> <p>or</p> <p>Drawing of exhibits/models /equipment/installations; preparation of estimates</p> <p>or</p> <p>Repair and maintenance of buildings and installation, preparation of estimates and taking measurements; helping engineers in construction/ installation work</p> <p>or</p> <p>Data entry, Cataloguing, typing, maintenance of records/films/equipment, preservation and restoration of books/documents/films, issue and receipt of books and films</p> <p>or</p> <p>Operation, repair and maintenance of photo equipment, taking photographs, developing, printing and enlarging of photographs</p>
4.	Technician `D' or Cataloguer `D' or Artist `D'	II(4)	4500-7000	Same as above plus guiding and supervising junior staff in trade
5.	Technician `E' or Cataloguer `E' or Artist `E'	II(5)	5500-9000	Same as above

List of Technical Grades - Group III

Designation	Grade	Scale of pay	Brief job requirement
1	2	3	4
1. Technical Assistant `A'	III(1)	4500-7000	<p>Development of models and exhibits and/or major repair, operation and maintenance of exhibits/equipment/installations; costing and estimating for exhibits/works, maintenance of records; supervision over subordinate staff, design and drawing of exhibits, models, equipments, installations.</p> <p>o</p> <p>Repair and maintenance of buildings, and installations, preparation of estimates and tender papers, helping engineers in construction/installation work, supervision over security, conservancy, gardening staff and general caretaking of the campus</p> <p>or</p> <p>Development and maintenance of gardens and parks, maintenance of science parks including live exhibits; supervision over conservancy, watch & ward and gardening staff; general caretaking of the campus</p> <p>or</p> <p>Operation and programming in computers and accessories, maintenance of records in computers, development of software, conducting computer training classes</p> <p>or</p> <p>Printing work of publications, maintaining publication records and controlling publication despatch, liaison with press and media.</p>

1	2	3	4
Contd.			
2.	Library III(1) Assistant `A'	4500-7000	Cataloguing, preservation and restoration of books/documents/films, documentation, supervision over cataloguers, entry and maintenance of computer records.
3.	Exhibition Assistant `A'	III(1) 4500-7300	Preparation of art layout, making of dummies, models, dioramas; helping Exhibition Officers in display work. or Taking photographs, developing, printing and enlarging; preparation of photographic layouts; repair and maintenance of photo equipments; supervision over junior members of staff.
4.	Education Assistant `A'	III(1) 4500-7000	Conducting educational programmes including demonstration/lecture in 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.
5.	Technical Assistant `B'	III(2) 5500-9000	Development of models and exhibits and/or major repair, operation and maintenance of exhibits/equipment/ installations; costing and estimating for exhibits/works. maintenance of records; supervision over subordinate staff, design and drawing of exhibits, models, equipment, installations. helping Curators and Technical Officers in their work. or

1	2	3	4
Contd.			<p>Repair and maintenance of buildings and installations and/or development of landscape and maintenance of science parks including all exhibits; Supervision over conservancy, watch & ward and gardening staff 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.</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>
6.	Library Assistant `B'	III(2) 5500--9000	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.
7.	Exhibition Assistant `B'	III(2) 5500-9000	Preparation of art layout, creative photography, exhibition display, making of dummies, models, dioramas, photographic layouts; helping Exhibition Officers in display work.

1	2	3	4
Contd.			
8.	Education Assistant `B'	III(2) 5500-9000	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.
9.	Technical Officer `A'	III(3) 6500-10500	<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, co-ordination and supervision of programming, data entry and developmental work in computer section.</p> <p style="text-align: center;">or</p> <p>Co-ordination of printing work of publications, maintaining publication records and controlling publication despatch. Liaison with</p>

1	2	3	4
Contd.			
10.	Library III(3) Officer `A'	6500-10500	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.
11.	Exhibition Officer `A'	III(3) 6500-10500	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, modelling, diorama making, photography etc. Organising display of exhibits and exhibitions.
12.	Education Officer `A'	III(3) 6500-10500	Organising educational programmes in and outside museum, conducting visitors' research, publicity, public relations and other programmes, organising mobile science exhibitions.
13.	Technical Officer `B'	III(4) 8000-13500	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.

1

2

3

4

 Contd.

or

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.

or

Design and development of computer software, conducting and organising computer related educational programmes, co-ordination and supervision of programming, data entry and developmental work in computer section.

or

Co-ordination of printing work of publications, maintaining publication records and controlling publication despatch. Liaison with press and media.

14. LibraryIII(4) 8000-13500
Officer `B'

Documentation of source material 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.

	1	2	3	4
15.	Exhibition Officer `B'	III(4)	8000-13500	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, modelling, diorama making, photography, fibre glass work.
16.	Education Officer `B'	III(4)	8000-13500	Organising educational programmes in organising mobile science exhibitions, training of junior staff.
17.	Technical Officer `C'	III(5)	10000-15200	Design and development of precision working models, animated exhibits, audio-visual demonstrations etc; development of new techniques and training of junior members of staff; supervision over junior members of staff for fabrication, repair and maintenance of exhibits/machines/equipment/installations etc. or 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 work; supervision over the junior members of staff or

1	2	3	4	
Contd.			<p>Design and development of computer software, organising and supervising computer related educational programmes, co- ordination and supervision of programming, data entry and developmental work in computer section. Training of junior staff.</p> <p style="text-align: center;">or</p> <p>Co-ordination of printing work of publications, maintaining publication records and controlling publication despatch. Liaison with press and media.</p>	
18.	Library Officer 'C'	III(5)	10000-15200	Documentation of source material 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.
19.	Exhibition Officer `C'	III(5)	10000-15200	Design and creative work in the areas of model making; development of new techniques and training of junior personnel, general supervision over the art and display section.
20.	Education Officer `C'	III(5)	10000-15200	Design and creative work in the areas of exhibition display, audio-visuals and model making; development of new techniques and training of junior personnel, general supervision over the art and display section, overall supervision of editorial section.
21.	Technical Officer `EI'	III(6)	12000-16500	Generation of new ideas and techniques in exhibition display, audio- visual and model making; creative work in conceptual development of exhibits and activities; training of junior members of staff and co-ordination of different sections in exhibits

development centre.

List of Scientific Grades - Group IV

Designation	Grade	Scale of pay	Brief job requirement
1	2	3	4
1. Curator `B'	IV(1)	8000-13500	Design and development of exhibits, audio-visual demonstrations, teaching aids etc; development of museums' section on various subjects of science & technology; organisation 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.
2. Curator `C'	IV(2)	10000-15200	Conceptualisation, 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.
3. Curator `D'	IV(3)	12000-16500	Generation of new ideas and techniques in museology and museography relating to science museums; creative work in 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.

	1	2	3	4
4.	Curator `E'	IV(4)	14300-18300	Same as above.
5.	Curator `F'	IV(5)	16400-20000	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.
6.	Curator `G'	IV(6)	18400-22400	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.
7.	Director General NCSM		22400-24500	Overall planning and co-ordination of activities of all 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.

List of Technical Grades - Group V

	Designation	Grade	Scale of pay	Brief job requirement
	1	2	3	4
1.	Assistant Executive Engineer	V(I)	8000-13500	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.
2.	Executive Engineer	V(II)	10000-15200	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 and cost.
3.	Superintending Engineer	V(III)	12000-16500	Overall 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 to junior members of staff; liaison with architects; exercise control over construction target and cost.

List of Technical Grades - Group VI

	Designation	Grade	Scale of pay	Brief job requirement
	1	2	3	4
1.	Exhibition Officer `B'	VI(1)	8000-13500	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, modelling, diorama making photography, fibre glass work.
2.	Exhibition Officer `C'	VI(2)	10000-15200	Design and creative work in the areas of exhibition display, audio-visuals and model making, development of new techniques and training of junior personnel, general supervision over the art and display section.
3.	Exhibition Officer `E1'	VI(3)	12000-16500	Generation of new ideas and techniques in exhibition display, audio-visual and model making; creative work in conceptual development of exhibits and activities; training of junior members of staff and co-ordination of different sections in exhibits development centre.
4.	Exhibition Officer `EII'	VI(4)	14300-18300	Generation of new ideas and techniques in exhibition display, audio-visual and model making; creative work in conceptual development of exhibits and activities; training of junior members of staff and co-ordination of different sections in exhibits development centre.
5.	Exhibition Officer `F'	VI(5)	16400-20000	Intra-museum planning, co-ordination and administration of art and display functions, generation of new ideas and techniques in exhibition display, audio-visual and model making; creative work in conceptual development of exhibits and activities; training of junior members of staff and co-ordination of

different sections in exhibits development centre, providing leadership in the profession.

TABLE G.T.1.1 (Ref : Rule G.T.1.1)

Regrouping of NCSM salary grades into Four Rationalised ladders under the New Recruitment and Assessment Promotion Scheme

Group I (Technical)				Group II (Technical)				Group III (Technical)				Group V & VI (Technical)			
Minimum Qualification as per rule 1.3.1				Minimum Qualification as per rules 2.3.2 & G.3.6.1				Minimum qualification as per rules 3.3.2 & G.3.6.2				Minimum Qualification as per rules 5.3.1 & 6.3.1			
5 Assessment chances				5 Assessment chances				5 Assessment chances				5 Assessment chances			
Grade	Scale of Pay	Years of service required for Assessment	Max. %	Grade	Scale of Pay	Years of service required for Assessment	Max. %	Grade	Scale of Pay	Years of service required for Assessment	Max. %	Grade	Scale of Pay	Years of service required for Assessment	Max. %
I(1)	2550-3200	7 8 9 10 Top +1	100	II(1)	3050-4590	4 5 6 8 Top +1	100	III(1)	4500-7000	5 6 7 9 Top +1	100	VI(1)	8000-13500	5 6 7 9 Top +1	100
I(2)	2650-4000	7 8 9 10 Top +1	75	II(2)	4000-6000	6 7 8 10 Top +1	75	III(2)	5500-9000	6 7 8 10 Top +1	75	VI(2)	10000-15200	6 7 8 10 Top +1	75
I(3)	2750-4400	7 8 9 10 Top +1	50	II(3)	4500-7000	7 8 9 11 Top +1	50	III(3)	6500-10500	5 6 7 9 Top +1	50	VI(3)	12000-16500	5 6 7 9 Top +1	50
I(4)	3050-4590	7 8 9 10 Top +1	33	II(4)	4500-7000	7 8 9 11 Top +1	33	III(4)	8000-13500	5 6 7 9 Top +1	33	VI(4)	14300-18300	5 6 7 9 Top +1	33
I(5)	4000-6000	7 8 9 10 Top +1	25	II(5)	5500-9000	7 8 9 11 Top +1	25	III(5)	10000-15200	6 7 8 10 Top +1	25	VI(5)	16400-20000		
*I(6)	4500-7000			*II(6)	6500-10500			*III(6)	12000-16500	Common assessment for all officers in the council by NCSM Hqrs.					

1. The grades I(6), II(6) and III(6) shall be available only to persons having entry level qualification for the next higher group (1st class exempted).
2. Persons not having qualifications for the next higher group are governed by rules 1.4.2 and 2.4.2
3. Assessment from the grades III(4) to III(5) and from III(5) to III(6) as well as grades in groups V and VI are done by NCSM headquarters on the basis of all officers in all museums/centres taken together in the particular grade.
4. Assessment in respect of Group IV Scientific Category of staff is done by NCSM hqs., as per Section 4 read with Section-General.
5. Group V assessments will be done as per rule 5.3 read with Section – General.
6. Group V is similar to Group VI except that the top grade in Group V is V(3).

TABLE G.T.2.4 (Rule G.T.2.4)**Criteria for assessment and minimum qualifying marks for promotion****Criteria Full marks**

	Gr.I	Gr.II	Gr.III	Gr.VI VI(1)to VI(2)	Gr.VI VI(2)to VI(3) & above
Confidential Report	20	20	20	20	20
Aptitude test	20	20	20	20	–
Assessment Report:					
Sense of Responsibility	10	10	10	10	15
Skill in work	20	15	10	–	–
Leadership quality	–	5	5	10	15
Creative talent	–	–	5	10	20
Interview:					
Power of expression	10	10	10	10	10
Professional knowledge	20	20	20	20	20
Total	100	100	100	100	100
Minimum qualifying mark for promotion	60	65	70	75	80

Note :

1. Appropriate weightage (plus or minus) be given on service records, if there is any, for instance, official appreciation of service, recurrent warnings, censor, punishment etc.
2. Suitable consideration be given to the length of service for which the employee has been working in the lower scale and the period, if any, for which he had been stagnating at the maximum of the lower scale particularly for the employees in Group I and II.
3. In equally meritorious cases it shall be ensured that the senior employees do not draw less pay than their junior colleagues.
4. Advance increments 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. Advance increments shall be considered only as exception and not as a Rule.
5. Criteria for Group V will be same as Group VI.

TABLE 4.3.1**Qualifications and experience for entry to different Grades in Group IV**

<u>Designation and Scale</u>	<u>*Minimum qualification and experience</u>
Curator B Grade IV(1) in scale Rs. 8000-13,500	I Class M.Sc/I Class B.E. or B.Tech - all with one year relevant experience OR M.Tech/M.E/M.S (Engg.)/Ph.D (Science)
Curator C Grade IV(2) in scale Rs 10,000-15,200	I Class M.Sc/I Class B.E. or B.Tech with 5 years relevant experience for all categories or M.Tech/M.E/M.S (Engg.) /Ph.D (Science) with 3 years relevant experience or Ph.D (Engg.) with one year experience.
Curator D Grade IV(3) in scale Rs.12,000-16,500	I Class M.Sc/I Class B.E. or B.Tech with 10 years relevant experience for all categories or M.Tech/M.E./M.S (Engg.) /Ph.D (Science) with 8 years relevant experience or Ph.D (Engg.) with 6 years experience.
Curator E Grade IV(4) in scale Rs.14,300-18,300	I Class M.Sc/I Class B.E. or B.Tech with 15 years relevant experience for all categories or M.Tech/M.E./M.S (Engg.) Ph.D (Science) with 12 years relevant experience or Ph.D (Engg.) with 10 years experience.
Curator F Grade IV(5) in scale Rs.16,400-20,000	I Class M.Sc/I Class B.E. or B.Tech with 20 years relevant experience for all categories or M.Tech/M.E./M.S (Engg.) Ph.D (Science) with 16 years relevant experience or Ph.D (Engg.) with 14 years experience.
Curator G Grade IV(6) in scale Rs.18,400-22,400	-do-

- Experience is relaxable in case of exceptionally meritorious candidates. However, educational qualification is not relaxable.

NATIONAL COUNCIL OF SCIENCE MUSEUMS
SERVICE (RECRUITMENT & PROMOTION)
RULES, FOR ADMINISTRATIVE
CATEGORIES OF STAFF, 1999

**NATIONAL COUNCIL OF SCIENCE MUSEUMS
SERVICE (RECRUITMENT AND PROMOTION) RULES
1999 FOR ADMINISTRATIVE CATEGORIES OF STAFF**

SECTION-PRELIMINARY

A.1 Short Title and Commencement

A.1.1 These Rules shall be called "The National Council of Science Museums Service (Recruitment and Promotion) Amendment Rules, 1999 for Administrative Categories of staff".

In abbreviation these shall be referred to as "Service (RP) Amendment Rules, 1999 for Administrative Staff".

A.1.2 They shall apply to all Administrative (including Ministerial, Stenographic, Finance and Accounts and Stores and Purchase) posts other than Group D posts classified under NCSM Bye-law 43, unless any post is excluded from the operation of the rules. Rules for Group D post shall follow separately.

A.1.3 These rules supercede NCSM (Recruitment & Promotion) Rules, 1982 for Administrative Categories of staff and shall come into force with effect from 1.4.1999.

A.1.4 The general rule stated in Section Preliminary shall be applicable to all Administrative Staff in different cadres as given in sub-clauses (i) to (iv) of Rule A.3.1.

A.2 Definitions

In these Rules, unless the context otherwise requires:

A.2.1 "Administrative Posts" mean and include all posts classified as such under the Bye-laws of the NCSM, unless any post is excluded from the operation of these Rules.

A.2.2 "Cadre" means the strength of posts included in any of sub-clauses (i) to (iv) of Rule A.3.1.

A.2.3 "Controlling Authority" means the National Council of Science Museums; and the powers of the Controlling Authority shall be exercised by the Director, National Council of Science Museums or by such officers as may be so authorised by the NCSM from time to time for a specific category of posts.

A.2.4 "Permanent Post" means a post carrying a definite rate of pay sanctioned without limit of time.

A.2.5 "Temporary Post" means a post carrying a definite rate of pay sanctioned for a limited time.

A.2.6 "Permanent Officer" means the holder of a post in the NCSM in a permanent capacity

A.2.7 "Service" means the service rendered in the NCSM.

A.2.8 "Approved Service" in relation to any Grade means the period or periods of service in that grade rendered after selection, according to prescribed procedure, for long term appointment to the Grade, and include any period or periods during which an officer would have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post.

A.3 Cadres & Strength

A.3.1 Cadres: Officers employed in the NCSM Headquarter and in the Museums/Centres in the posts mentioned in Rule A.1.2 above shall be included in one of the following Cadres as may be appropriate:

- (i) General Cadre;
- (ii) Stenographers' Cadre;
- (iii) Finance and Accounts Cadre;
- (iv) Stores and Purchase Cadre.

A.3.2 Authorised Permanent Strength: The authorised permanent strength of each of the above cadres shall consist of the permanent posts in each cadre.

A.3.3 Temporary additions to the Authorised Permanent Strength: In addition to the authorised permanent strength, temporary additions to the posts in any cadre may be made to such extent as may be found necessary from time to time.

A.3.4 Schedule of Posts: The Controlling Authority shall maintain a schedule of posts in each cadre. The schedule shall show separately in respect of each Cadre:

- (i) Total number of posts;
- (ii) The number of such posts which are permanent; and
- (iii) The number of such posts which are temporary.

A.3.5 If in the opinion of the Controlling Authority, the functions attached to a post are such that the incumbent is required to possess special and/or technical qualifications, the Controlling Authority may declare the post to be an "excluded" post. Upon such declaration and as long as the declaration is in force, the "excluded" post shall be deemed not to be included in any Cadre.

A.3.6 In exceptional cases where designation and job requirement for any post has to be different from those given in annexure I, for specific reasons to be recorded with full justification, such designations and job requirements are to be approved by the respective Executive Committees from time to time and it shall be the responsibility of the Director General, NCSM to ensure uniformity in this regard before creation of such posts.

A.3.7 If there is any designation or grade of post in administrative cadre existing in NCSM which is not shown in these rules or there is any post in NCSM which was earlier in technical category but has been declared administrative by NCSM then such posts shall be

personal to the persons holding the posts and will be abolished on the incumbent's releasing the post on promotion, retirement or otherwise.

A.3.8 All posts above the grade Rs.5000-150-8000 shall be filled up on All India basis. Posts in the grade Rs.5000-150-8000 or below shall be filled up on zonal basis. The Headquarters Zone shall consist of NCSM Hqs., Science City & RSC, Guwahati. The Eastern Zone shall consist of BITM and Science Centres functioning under BITM. The Southern Zone shall consist of VITM and Science Centres functioning under VITM. The Western Zone shall consist of NSCM and the Science Centres functioning under NSCM. The Northern Zone shall consist of NSCD and the Science Centres functioning under NSCD

SECTION I-GENERAL CADRE

A.4.1 The rules stated under Section I shall be applicable to General Cadre of Administrative Staff.

A.4.2 **Grades**

A.4.2.1 Posts in the General Cadre shall be classified in the following six Grades and designated as shown below.

Grade	Designation	Group
Special Grade	Administrative Officer (Special Grade) A* [*25% of the total number of posts of Administrative Officer Gr.I and Administrative Officer (Special Grade) taken together in the NCSM as a whole, may be placed in the Special Grade (Rs.12000-16500) and the remaining posts shall be in Grade I (Rs.10000-15200)].	
Grade I	Administrative Officer Grade I	A
Grade II	Section Officer	B
Grade III	Assistant	C
Grade IV	Upper Division Clerk/Receptionist	C
Grade V	Lower Division Clerk/Telephone Operator	C

A.4.2 Scales of Pay: the scales of pay of the Grades of the Cadre shall be as approved by the government of India from time to time for such posts and adopted by the NCSM. The present scales of pay are as under:

Grade	Scale of Pay
Special Grade	Rs.12000-375-16500
Grade I	Rs.10000-325-15200
Grade II	Rs.6500-200-10500
Grade III	Rs.5000-150-8000
Grade IV	Rs.4000-100-6000
Grade V	Rs.3050-75-3950-80-4590

A.4.2.3 The pay of an Officer of Grade I of the service promoted to the Special Grade shall be fixed at such stage in the scale as shall give him an increase of not less than Rs. 100/- p.m. over his pay in Grade I.

A.4.2.5 The pay of an Officer appointed on promotion from Grade III to Grade II shall be fixed under the Fundamental Rules of the Government of India.

A.4.3 Recruitment and Promotion

A.4.3.1 Special Grade Administrative Officer (Rs.12000-375-16500)

Recruitment to this Grade shall be made on all India basis by promotion on the basis of merit, from amongst permanent officers of Grade I who have rendered not less than 5 years approved service in that Grade and on the recommendation of the Departmental Promotion Committee which shall interview the eligible candidates. If, in a particular year, sufficient number of eligible officers is not available, Director General, NCSM may, at his discretion, relax the qualifying service to 4 years.

Notwithstanding anything to the contrary, appointments to the posts of this Grade may be made by borrowing Officers for a fixed period from Central Government, State Governments, Public Sector Undertakings, Universities, recognised Scientific Institutions and other Autonomous Organisations, if suitable candidates from within the NCSM are not available.

For such recruitment, the job requirements of the posts shall be notified for suitable nominations, from which final selection shall be made by a duly constituted Selection Committee.

A.4.3.2 Grade I-Under Secretary/Administrative Officer Gr.I (Rs.10000-325-15200)

Recruitment to this Grade shall be made on All India basis of merit from amongst permanent officers in the scale of Rs.8000-275-13500 and Rs.6500-200-10500 in all categories who have a University Degree and who have rendered not less than 5 years approved service in the grade of Rs.8000-275-13500 or 8 years approved service in the grade of Rs. 6500-200-10500 and on the recommendation of the Departmental Promotion Committee which shall interview the eligible candidates.

Notwithstanding anything to the contrary, appointments to the posts of this Grade may be made by borrowing Officers for fixed period from Central Government, State Governments, Public Sector Undertakings, Universities, recognised Scientific Institutions and other Autonomous Organisations, if suitable candidates from within the NCSM are not available.

For such recruitment, the job requirements of the posts shall be notified for suitable nominations, from which final selection shall be made by a duly constituted Selection Committee.

A.4.3.3 Grade II-Section Officer (Rs. 6500-200-10500).

Recruitment to this Grade shall be made on All India basis as follows:

- (i) 50% by promotion from amongst permanent Assistants in general cadre who have rendered not less than 8 years approved service in that Grade on the basis of merit and on the recommendation of the Departmental Promotion Committee which shall interview the eligible candidates.
- (ii) 50% by promotion on the result of the competitive test and interview by Departmental Promotion Committee limited to Assistant (in General, Finance & Accounts, Stores/Purchase Cadres) and Senior Stenographers possessing University Degree with not less than 5 years approved service in their grades and Senior Personal Assistants possessing University degree with not less than 3 years approved service in their grades.

A.4.3.4 Grade III (Assistant) (Rs.5000-150-8000)

Recruitment to this Grade shall be made on zonal basis as follows:

- (i) 50% by promotion from UDCs who have completed not less than 5 years approved service in that Grade on the basis of merit and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.
- (ii) 25% by means of departmental competitive examination and interview from amongst UDCs, Store Keepers, Receptionists and Junior Stenographers possessing University degree with 3 years approved service in the grade.
- (iii) 25% by direct recruitment from amongst candidates possessing University degree, age not exceeding 28 years, on the result of the competitive examination and interview. Departmental candidates possessing the requisite qualifications and experience will be eligible to compete and there will be no age restriction in their cases.

A.4.3.5 **Procedure for Examination**

A common examination for all the vacancies in the Museums/Centres/ Headquarters will be conducted by the Controlling Authority and the names of candidates qualifying the said examination will be forwarded to the respective Museums/Centres for making appointments.

A.4.3.6 Grade IV-Upper Division Clerk/Receptionist (Rs.4000-100-6000)

Recruitment to this Grade shall be made on zonal basis as follows:

All posts of UDC by promotion from amongst LDCs and Telephone Operator (after a qualifying test of LDC) who have completed no less than 3 years approved service in that Grade on the basis of seniority, subject to rejection of unfit, on the recommendation of the Departmental Promotion Committee which shall interview the eligible candidates. The post of Receptionist will be filled up from Telephone Operators who have completed not less than

3 years service in that Grade on the basis of seniority subject to rejection of unfit, on the recommendation of a Departmental Promotion Committee.

A.4.3.7 Grade V-Lower Division Clerk/Telephone Operator
(Rs.3050-75-3950-80-4590)

Recruitment to this Grade shall be made on local basis by direct recruitment, on the result of competitive examination held from time to time from amongst candidates possessing minimum educational qualifications of Matriculation or its equivalent. For the post of LDC the candidates must pass an examination in English and General Knowledge and, a typing test with at least 30 w.p.m. and for the post of Telephone Operator the candidates must have sufficient experience in handling PBX boards and telephone calls. Age limit for both posts shall be 28 years. The candidates qualifying in the competitive examination shall be interviewed by a Selection Committee but the weightage in an interview would not exceed 25% of the total prescribed marks.

Provided that 10% of the vacancies in the cadre of LDCs, in a zone shall be filled up from amongst Group 'D' (Non-technical) borne on the regular establishment, subject to the following conditions:

- (a) Selection would be made through a departmental competitive examination in English and General Knowledge and typing confined to such Group 'D' (Non-technical) staff who fulfil the minimum educational qualification viz. Matriculation or equivalent and typing speed of 30 w.p.m.
- (b) At least 5 years experience in Group 'D' post would be essential.
- (c) Employees qualifying in the departmental examination shall be interviewed by a Departmental Promotion Committee.

A ten point roster shall be maintained by the Central Museum in a particular zone (BITM, VITM, NSCM, NSCD and NSCM Hqs.) and every tenth vacancy of LDCs shall be reserved for this purpose.

SECTION II-STENOGRAPHERS' CADRE

A.4.5.1 The rules stated under Section II shall be applicable to Stenographers' Cadre of Administrative Staff

A.5.2 Grades

A.5.2.1 Posts in the Stenographers' Cadre shall be classified in the following Grades and designated as shown below:

Grade	Designation	Group
Special Grade	Private Secretary	B*
Grade II	Senior Personal Asstt.	B
Grade III	Senior Stenographer	C
Grade IV	Junior Stenographer	C

A.5.2.2 Scales of Pay: The scales of pay of these Grades shall be as follows:

Grade	Scale of Pay
Special Grade*	Rs.7500-250-12000
Grade II	Rs.6500-200-10500
Grade III	Rs.5000-150-8000
Grade IV	Rs.4000-100-6000

*The post of Private Secretary shall be attached to the Director General, NCSM while posts of Senior Personal Assistant shall be attached to Heads of Museums/Centres.

A.5.3 Recruitment and Promotion

A.5.3.1 Special Grade-Private Secretary (Rs.7500-250-12000)

Recruitment to this Grade shall be made on All India basis by promotion from amongst officers of Grade II (Senior Personal Assistants) who have completed not less than 6 years approved service in that Grade on the basis of merit and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.

In order that Private Secretaries are acquainted with Management Practices, they may be deputed to work as Section Officers for a period of two years by creating supernumerary posts of Section Officers for appropriate periods, if necessary.

A.5.3.2 Grade II-Senior Personal Assistant (Rs.6500-200-10500)

Recruitment to this Grade shall be made on All India basis by promotion from amongst Officers of Grade III (Senior Stenographers) who have completed not less than 8 years approved service in that Grade on the basis of merit and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.

A.5.3.3 Grade III-Senior Stenographers (Rs.5000-150-8000)

Recruitment to this Grade shall be made on zonal basis as follows:

- (i) 50% by promotion from Junior Stenographers with 5 years approved service in the Grade possessing a speed of 120 w.p.m. in Shorthand and 40 w.p.m. in Typing on the basis of competitive proficiency test and on the recommendation of the DPC, which shall interview the candidates.
- (ii) 50% by departmental examination/proficiency test and interview limited to departmental candidates in Stenographers' cadre employed in the scale of Rs.4000-100-6000 possessing University Degree and 3 years approved service in the Grade and having a minimum speed of 120 w.p.m. in Shorthand and 40 w.p.m. in Typing.
- (iv) If suitable candidates fulfilling the above requirements are not found in the department the post may be filled up through direct recruitment from Graduate

Stenographers having minimum speed of 120 w.p.m. in Shorthand and 40 w.p.m. in Typing.

A.5.3.4 Grade IV-Junior Stenographer (Rs.4000-100-6000)

Recruitment to this Grade shall be made directly from amongst candidates possessing minimum educational qualification of Matriculation or equivalent and speed of 80 w.p.m. in Shorthand and 40 w.p.m. in typing and on the basis of competitive proficiency test and interview, age not exceeding 28 years. Departmental candidates will also be eligible to compete and there will be no age restriction in their case.

SECTION III-FINANCE AND ACCOUNTS CADRE

A.6.1 The rules stated under Section III shall be applicable to Finance & Accounts Cadre of Administrative Staff

A.6.2 **Grades**

A.6.2.1 Posts in the Financed and Accounts Cadre shall be classified into the following Grades and designated as shown below:

Grade	Designation	Group
Special Grade	Finance & Accounts Officer (Special Grade)	A*
Grade I	Finance & Accounts Officer	A
Grade II	Section Officer (Finance & Accounts)	B
Grade III	Assistant (Finance & Accounts)	C

A.6.2.2 Scales of Pay : The Scales of pay in these Grades shall be as follows:

Grade	Scale of Pay
Special Grade	Rs.10000-325-15200
Grade I	Rs.8000-275-13500
Grade II	Rs.6500-200-10500
Grade III	Rs.5000-150-8000

*25% of the total number of posts of Grade I and Special Grade taken together in the NCSM as a whole, may be placed in the Special Grade (Rs.10000-325-15200) and the remaining post shall be in Grade I (Rs.8000-275-13500)

A.6.3 **Recruitment and Promotion**

A.6.3.1 Special Grade-Finance & Accounts Officer (Rs.10000-325-15200)

Recruitment to this Grade shall be made on All India basis by promotion on the basis of merit from amongst officers of Grade I (Finance and Accounts Officers) with not less than 3 years

approved service and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.

A.6.3.2 Grade I-Finance and Accounts Officer (Rs.8000-275-13500)

Recruitment to this Grade shall be made on All India basis by promotion from amongst Officers of Grade II (Section Officer, Finance & Accounts) who have completed not less than 5 years approved service in that Grade, on the basis of merit, and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.

Notwithstanding the above, the Controlling Authority may secure the service the experienced officers against posts in Selection Grade and Grade I on deputation basis for fixed periods through the Comptroller and Auditor General of India or from any other Govt. or Semi-Government Department if and when suitable internal candidates are not available.

A.6.3.3 Grade II-Section Officer (Finance & Accounts) (Rs.6500-200-10500)

Recruitment to this Grade shall be made on All India basis as under:

- (i) 50% by promotion from amongst permanent Assistant (finance & Accounts Cadre only) who have rendered not less than 5 years approved service in their Grades on the basis of a qualifying examination and on the recommendation of the Departmental Promotion committee which shall interview the eligible candidates.
- (ii) 50% by promotion on the result of the competitive test limited to Assistants (in General, Finance and Accounts, Stores/Purchase Cadres) and Sr. Stenographers possessing University Degree with not less than 5 years approved service in their Grades and on the recommendation of the Departmental Promotion Committee which shall interview the eligible candidates.

A.6.3.4 Grade III-Assistant (Finance & Accounts) (Rs.5000-150-8000)

Recruitment to this Grade shall be made on zonal basis as under:

- (i) 75% from amongst zonal U.D.Cs/L.D.Cs, Telephone Operators, Receptionist, Junior Stenographer, Storekeepers who have completed not less than 3 years approved service as UDC, Receptionist, Junior Stenographers, Storekeeper or 5 years as L.D.C., Telephone Operator on the result of departmental competitive examination and personal interview.
- (ii) 25% by direct recruitment of candidates possessing University Degree, age not exceeding 28 years and on the result of competitive examination and interview. Departmental candidates with requisite educational qualifications will also be eligible to compete and there will be no age restriction in their case.

A.6.3.5 Procedure for Examination:

A common examination for all the vacancies in Museums/Centres/ Headquarters will be conducted by the Controlling Authority and the names of the candidates

qualifying in the said examination will be forwarded to the respective Museums/Centres for making appointment.

SECTION IV-STORES AND PURCHASE CADRE

A.7.1 The rules stated under Section IV shall be applicable to Stores & Purchase Cadre of Administrative Staff.

A.7.2 **Grades**

A.7.2.1 Posts in the Stores & Purchase Cadre shall be classified in the following Grades and designated as shown below:

Grade	Designation	Group
Grade I	Stores & Purchase Officer	A
Grade II	Stores & Purchase Officer/Stores Officer/ Purchase Officer/Stores Verification Officer	B
Grade III	Stores/Purchase Assistant/Store Verification Assistant	B
Grade IV	Store Keeper	C

A.7.2.2 Scale of Pay: The scales of pay of these Grades shall be as follows:

Grade	Scale of Pay
Grade I	Rs.8000-275-13500
Grade II	Rs.6500-200-10500
Grade III	Rs.5000-150-8000
Grade IV	Rs.4000-100-6000

A.7.3 **Recruitment and Promotion**

A.7.3.1 Stores & Purchase Officer (Gr. I) (Rs.8000-275-13500)

Recruitment to this Grade shall be made on All India basis as under:

- (i) 50% by promotion from amongst officers of Grade II (Stores & Purchase Cadre only) who have rendered not less than 3 years approved service in that Grade on the basis of merit and on the recommendations of Departmental Promotion Committee which shall interview the eligible candidates.
- (ii) 50% from amongst departmental candidates in Grade II of all cadres possessing University Degree on the basis of an aptitude test and interview by Departmental Promotion Committee.

A.7.3.2 Stores & Purchase Officer (Gr.II) (Rs.6500-200-10500)

Recruitment to this Grade will be made on All India basis as under:

- (i) 50% by promotion from amongst officers of Grade III Stores & Purchase Cadre who have completed not less than 8 years approved service in that Grade on the basis of merit and on the recommendation of the Departmental Promotion Committee, which shall interview the eligible candidates.
- (ii) 50% by promotion from amongst officers of Grade III Asstt (both in Purchase, General and Accounts) and Sr.Steno who have completed not less than 5 years approved service in that Grade and SPAs who have completed not less than 3 years approved service all having University Degree, on the basis of aptitude test and on the recommendation of the Departmental Promotion Committee which shall interview the eligible candidates.

A.7.3.3 Grade III-Stores/Purchase Assistant (Rs.5000-1500-8000)

Recruitment to this Grade shall be made on zonal basis as under:

- (i) 50% by promotion from amongst Storekeepers who have completed not less than 5 years approved service in that Grade on the basis of merit, and on the recommendations of the Departmental Promotion Committee which shall interview the eligible candidates.
- (ii) 25% by means of departmental competitive examination and interview by DPC from amongst Storekeepers, UDCs, Receptionist, Jr. Stenographers possessing University Degree and 3 years approved service in the Grade.
- (iii) 25% by direct recruitment through open advertisement from amongst candidates possessing University Degree. Age not exceeding 28 years; on the basis of competitive test and interview and selection made by a Selection Committee, Departmental candidates fulfilling the above condition of educational qualification and experience will be eligible to compete and there will be no age restriction in their case.

A.7.3.4 Procedure for Examination

A common examination for all the vacancies in Museums/Centres/ Headquarters will be conducted by the Controlling Authority and the names of the candidates qualifying the said examination will be forwarded to the respective Museums/Centres for making appointments.

A.7.3.5 Grade IV-Storekeeper (Rs.4000-100-6000)

Recruitment to this Grade shall be made on zonal basis as under:

100% by promotion from amongst LDC/Telephone Operator (after a qualifying test for LDC) who have completed not less than 3 years approved service in that Grade on the basis of departmental qualifying examination and on the recommendation of Departmental Promotion Committee which shall interview the candidates.

A.8 Special Grade

A.8.1 All staff in scale of Rs.5000-150-8000 and below in the Administrative Posts will become eligible for placement in special grade post after he has completed at least 11 years of service in the present post as per scheme given below:

A.8.2 For all posts, temporary or permanent, 25% of the sanctioned posts existing for 3 years or more will be declared as special grade.

A.8.3 When a special grade post is created and filled up, the original post should not be filled up. In other words, the number of special grade posts created plus the number of original posts should not exceed the normal sanctioned strength e.g.

(i)	Existing normal sanctioned strength of LDC	..	20
(ii)	No. of posts of LDC placed in Special Grade	..	4
(iii)	No. of posts of LDC continuing in regular scale	..	16

A.8.4 In the event of vacation of a special grade post by an incumbent on promotion, retirement etc., the original post will be restored i.e. the special grade post will be treated as personal to the incumbent.

A.8.5 The cases of eligible staff will be reviewed once in a calendar year in the month of April.

A.8.6 Approval of Executive committees shall be obtained for creation of special grade posts. For NCSM Headquarter the creation of posts shall be approved by the Director General, NCSM.

A.8.7 Placement in a special grade shall not be automatic but on the basis of assessment relating to a job. All such posts shall be considered by a DPC duly constituted by the Heads of Museums/Centres/Director General, NCSM (for H.Q.) which shall assess suitability of individuals for placement in special grade on the basis of their:

- (a) Past performance; (b) Qualifying aptitude test-whenever necessary as decided by the Heads of the Museum/Centre/Director General, NCSM for H.Q.; (c) Suitability; (d) Confidential Reports; (e) Seniority.

A.8.8 On placement in the special grade an incumbent shall be expected to exhibit better quality of performances, skill and sense of responsibility and will do the same job.

A.8.9 Recommendations of DPC shall be approved by the Head of Museums/Centres and the Director General, NCSM in respect of NCSM H.Q.

A.8.10 On placement in the special grade an incumbent shall retain designation by suffixing the words (Special Grade) and such promotees shall retain their inter-se-seniority in the original posts and will have opportunities for appointment to the higher posts under the respective recruitment rules. Placement to special grade post shall not prejudice his eligibility for promotion to a post in his normal line of promotion.

A.8.11 Pay in the special grade shall be fixed at the stage next above the pay drawn in the existing posts.

A.8.12 Next increment in the special grade shall fall due on completion of one year of service in the special grade.

A.8.13 The incumbent placed in the special grade shall have the option to continue to draw pay in the existing scale until the day he earns next of subsequent increment in the existing post. In other words an employee can exercise option for coming over to the special grade from a specific date.

A.8.14 At the time of promotion to a regular post in the normal line of promotion, pay in the regular post shall be fixed in accordance with F.R. 22 I (a)(1) with reference to the pay drawn in the special grade.

A.8.15 This scheme may be reviewed after 3 years.

A.8.16 In case of any doubt relating to the interpretation/relaxation of this scheme or about the next higher post/accepted line of promotion or where the normal line of promotion is blurred, a reference shall be made to the Secretary, NCSM who will obtain the decision of Director General, NCSM, which shall be final.

SECTION V-MISCELLANEOUS

A.9.1 Selection/Departmental Promotion Committee (I)

The Selection/Departmental Promotion Committee for posts belonging to Group A and B shall be constituted from time to time by the Controlling Authority as follows:

- | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. | An outside expert to be nominated by Director General, NCSM | .. Chairman |
| 2. | One of the Heads of Museum/Centre | .. Member |
| 3. | A representative of the Indian Institute of Management/
Inst. of Cost or Chartered Accounts or Senior
Management Officers of Govt./Semi Govt. Dept. | .. Member |
| 4. | Two departmental officers of appropriate level | .. Members |
| 5. | Such other Member or Members as may be nominated by
the Director General, NCSM | .. Member |

A.9.2 Selection/Departmental Promotion Committee (II)

The Selection/Departmental Promotion Committee for the post of Group C in the scale of Rs. 5000-150-8000/- shall be constituted as follows:

- | | | |
|----|------------------------------------------------------------------|-------------|
| 1. | An outside expert to be nominated by the Director General, NCSM | .. Chairman |
| 2. | One Head of a Museum/Centre | .. Member |
| 3. | One outside expert to be nominated by the Director General, NCSM | .. Member |
| 4. | Two departmental officers of appropriate level | ..Members |

A.9.3. Selection/Departmental Promotion Committee (III)

The Selection/Departmental Promotion Committee for all posts of Group C below the scale of Rs.5000-150-8000 (local cadres) shall be constituted as follows:

- | | | |
|----|--------------------------------------------|-------------|
| 1. | Heads of Museum/Centre | .. Chairman |
| 2. | Three officers from amongst the following: | .. Members |
| | (a) Administrative Officer | |
| | (b) Project Coordinators | |
| | (c) Finance & Accounts Officer | |

A.9.3.1 The Selection/Departmental Promotion committee for posts borne on zonal cadres shall be constituted by the Heads of Museum/Centre in the case of Museum/Centre and by the Director General, NCSM in the case of NCSM Headquarters.

A.9.3.2 For posts in NCSM Headquarters, instead of Head of Museum, any other officer is to be nominated as Chairman by Director General, NCSM.

A.9.4 The Authority authorised to hold competitive/qualifying examination wherever provided in the rules shall be prescribed by the Controlling Authority.

A.9.5 Age relaxation: the upper age limit prescribed for direct recruitment may be relaxed up to a maximum of 5 years if a candidate belongs to Schedule Caste or Schedule Tribes.

A.9.6 General conditions of service

A.9.6.1 Officers recruited in or promoted to any grade shall be placed on probation for a period of two years from the date of appointment and this period may be extended or curtailed at the discretion of the appointing authority.

A.9.6.2 Officers recruited direct or promoted to any grade shall undergo such training as may be prescribed from time to time.

A.9.6.3 Officers holding posts under the NCSM shall be liable to serve anywhere in India to which they may be posted by the Controlling Authority or higher authorities.

A.9.6.4 Reservation shall be made for members of Scheduled Castes/Scheduled Tribes & Other Backward Castes in vacancies filled by direct recruitment and similarly, reservation

shall be made for members of Scheduled Castes/Scheduled Tribes by promotion in accordance with the orders issued by the Govt. of India and the NCSM from time to time.

A.9.6.5 The posts of Publication Officer, Security & Maintenance Officer, Publicity & Public Relations Officer, Security & Maintenance Assistant, Assistant (Security), Assistant (Public Relations), Driver, Staff Car Driver, Editorial Assistant, Heavy Truck Driver & Gestetner Operators shall continue to be 'excluded' Administrative Posts as per Rule A.3.5.

A.9.7 Appointment to short-term vacancies: Notwithstanding the provisions contained in these Rules, short-term posts and vacancies may be filled locally subject to such orders as may be issued by the Controlling Authority from time to time.

A.9.8 Notification to Employment Exchange: Notwithstanding the provisions contained in these Rules, posts of LDCs shall also be notified to the local Employment Exchange, apart from advertisement in the regional newspaper, the other conditions for recruitment being the same as prescribed for direct recruitment.

A.9.9 If in any cadre suitable candidates is not available it shall be filled up by advertisement or by inviting persons on deputation from other government/Semi-government/Autonomous Organisations.

A.9.10 Persons employed in the CSIR Common Cadre who opt for absorption in the NCSM permanently shall be deemed to be appointed against the corresponding posts which they had been holding.

A.9.11 The Director General, NCSM may from time to time issue such general or special directions as may be necessary to relax or remove the difficulties in the operation of the provisions of these Rules.

A.9.12 Where any doubt arises as to the interpretation of any of the provisions of these Rules, the matter shall be referred to the Director General, NCSM whose decision shall be final.

ANNEXURE I**Job requirements for various posts in administrative categories**

Designation & Scale of pay	Job Requirements
Lower Division Clerk Rs.3050-75-3950-80-4590	Typing and cyclostyling; preparation and processing of bills; making entries in various registers, ledgers etc. and upkeep thereof; handling purchase and stores; compilation of facts and figures for reports, statements etc; cash handling and cheque writing whenever required; any other work entrusted by superiors from time to time.
Telephone Operator Rs.3050-75-3950-80-4590	Handling of PBX Board and maintenance of intersection and also links with outside offices; maintenance of public relations; sale of tickets whenever necessary
Upper Division Clerk Rs.4000-100-6000	In addition to whatever is required of a LDC-case work in administration, accounts, stores and purchase.
Receptionist Rs.4000-100-6000	Attend to enquiries from visitors; maintenance of public relations; receiving important guests and coordinating visits of groups in the museum; survey of visitors whenever necessary; operation of telephone service and sale of tickets whenever necessary.
Jr. Stenographer Rs.4000-100-6000	Stenographic service; typing and cyclostyling; photocopying sending/receiving emails/fax messages; maintenance of files, ledgers, records etc; attend to telephone calls and phonogram; any other work assigned by superiors from time to time.
Store Keeper Rs.4000-100-6000	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.
Senior Stenographer Rs.5000-150-8000	Stenographic service; typing and cyclostyling; maintenance of files, ledgers and records; attending to telephone calls and phonogram; public relations and receiving dignitaries; maintenance of appointment schedule for officers and attending to Secretarial services.
Assistant(General) Rs.5000-150-8000	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; supervision to the extent required over subordinate staff.
Assistant (Finance & Accounts) Rs.5000-150-8000	Initiation and processing of cases relating to Finance & Accounts and case work thereof; checking and passing of bills, vouchers etc; preparation of reports, statements of accounts, budget etc; making entries and upkeep of classified abstract register and monitoring of expenditures; periodic checking of registers; attending to the duties of Assistant (General) wherever so required; supervision to the extent necessary over groups of subordinate staff.

Designation & Scale of pay	Job Requirements
Stores/Purchase Asst./Stores Verification Asstt. Rs.5000-150-8000	Initiation and processing of cases relating to Stores and 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.
Section Officer (Audit & Accounts) Rs.6500-200-10500	In addition to what is required for Assistant (Finance & Accounts) — 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; monitoring over regular physical verification of stores.
S.P.A. Rs.6500-200-10500	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; processing of cases relating to committee work, recruitment, assessment and promotion.
Private Secretary Rs.7500-250-12000	In addition to whatever is required for a S.P.A. - attending to duties to Section Officer (General) whenever so required and supervision over establishment and administration.
Section Officer (General) Rs.6500-200-10500	In addition to whatever is required for an Assistant (General) – supervision over establishment and administration; handling disciplinary, vigilance and court cases; acting as head of office in absence of Administrative Officer and holding independent charge of affairs whenever entrusted by head of Museum/Centre.
Stores & Purchase Officer Rs.6500-200-10500 & Rs.8000-275-13500	Supervision over the entire stores and purchase section; prompt clearance of O.B. items and audit objections; periodic checking of all registers, ledgers, cardex and other records; ensuring regular physical verification of stores; control of funds for purchase and answering to audit.
Finance & Accounts Officer Rs.8000-275-13500 & Rs.10000-325-15200	Supervision over the entire Finance & Accounts section; ensuring strict observance of rules, regulations and Bye laws, submission of budget, annual accounts, balance sheet and periodic progressive expenditure statements; answering to audit and clearance of audit objections and O.N. items monitoring over physical verification of stores.
Administrative Officer Rs.10000-325-15200 & Rs.12000-375-16500	Acting as head of office and exercising all administrative and financial powers vested on him; supervision over establishment, administration, 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.

Designation & Scale of pay	Job Requirements
Finance Officer, NCSM Rs.10000-325-15200	Discharging duties of Finance Officer of the Council as per NCSM rules, regulations and Bye-laws; preparation of consolidated budget, annual accounts, balance sheet, periodic progressive expenditure statements and audit replies; monitoring and coordination of finance and accounts matters in constituent units including clearance of audit objections, O.B. items, physical verification of stores and annual accounts of units; advising Director General, NCSM on financial matters and interpretation of rules.
Secretary, NCSM Rs.12000-375-16500	Discharging the duties of the Secretary of NCSM Society and Governing Body as per rules, regulations and Bye-laws of NCSM; acting as Head of office and exercising all administrative and financial powers vested on him in NCSM Headquarters; co-ordination and monitoring all administrative work in all NCSM units; advising Director General, NCSM on administrative matters and interpretation of rules.