



राष्ट्रीय विज्ञान संग्रहालय परिषद
National Council of Science Museums
ब्लॉक-जी एन, सेक्टर-V, बिधान नगर
Block – GN, Sector – V, Bidhan Nagar
कोलकाता/Kolkata-700091

I-13016/31/164

04.05.2021

OFFICE MEMORANDUM

Subject: Offer of appointment as Secretary, NCSM

With reference to his application dated 24.07.2020 against advertisement no. 02/2020, and on the recommendations of the Selection Committee which met on 09.04.2021, **Shri Subrata Kumar Mishra**, son of Sri Prabhakar Mishra, is hereby offered appointment to the post of **Secretary, NCSM** in the **Pay Matrix Level 13A [₹1,31,100-2,16,600]** on the following terms and conditions: -

01. His initial pay will be ₹1,31,100/- in the Pay Matrix Level 13A [₹1,31,100-2,16,600] per month plus usual allowances as are admissible to other NCSM employees of same status;
02. His appointment is under National Council of Science Museums, which is an autonomous body;
03. His appointment is temporary but likely to continue;
04. He will presently report to the Director General, National Council of Science Museums, 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata – 700 091;
05. His posting will be at NCSM Headquarters presently located at Kolkata but the post is transferable anywhere in India;
06. He will be on probation for a period of two years from the date of his assumption of the duties of the above post. The probation may be extended at the discretion of the appointing authority. During probation, extended or otherwise, the appointment offered herein may be terminated at any time without any notice or without any reason being assigned;
07. The Government of India New (Contributory) Pension Scheme 2004, as amended from time to time, shall be applicable to the extent they are made applicable by NCSM to the employment herein offered.
08. The appointment of a temporary employee beyond the period of probation is liable to termination at any time by one month's notice given by either side, viz., the appointee or the appointing authority. The appointing authority, however, reserves the right to terminate the services of the appointee forthwith on or before the expiry of the stipulated period of notice by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof, without assigning any reasons thereto.

09. His appointment will be subject to the production of the following documents at his expenses at the time of his reporting for duty: -

- a) Medical certificate of health and physical fitness for service issued by a competent Medical Board in the prescribed form, if not already so medically examined. In the latter case, a certified copy of the relevant medical certificate should be furnished. The Council, at its discretion, may allow him to join the duties pending medical examinations provided that:-
 - i) He is medically examined in the prescribed manner by a competent medical board at his expense within 3 months of his joining and found fit.
 - ii) and if not found fit, he undergoes a treatment/surgery at his expense to become fit at the earliest.
- b) Documentary proof in respect of his date of birth.

10. If married, he is required to sign a declaration that he has not more than one living spouse and if unmarried, he shall note that so long he remains in service, he will not marry a second time while his first spouse is alive, save with the permission of the competent authority.

11. He will not be entitled to travelling expenses for joining duty on his appointment or its termination.

12. He will have to take an oath of allegiance to the Constitution of India.

13. He will have to sign a declaration in form 'D' as required under the Official Secrets Act XIX of 1923 in the prescribed form appended hereto.

14. The provisions of the Central Civil Services (Classification, Control & Appeal) Rules, Central Civil Services (Conduct) Rules and such other rules or executive orders of Govt. of India, as may from time to time be applicable to the employees of the Council, and all NCSM Rules and Bye-Laws as formulated and amended from time to time, shall apply to the extent to which they are applicable to the appointment hereby offered and the decision of the Council as to their applicability shall be final.

15. In regard to any matter not specifically covered in the foregoing paragraphs, he will be governed by the rules and orders applicable to other employees of the NCSM.

16.If, **Shri Subrata Kumar Mishra** is willing to accept the offer of appointment on the aforesaid terms and conditions, he is requested to communicate acceptance within **15.05.2021** to the undersigned and thereafter report to **Director General, National Council of Science Museums at Block-GN, Sector-V, Bidhan Nagar, Kolkata - 700 091** with the following documents on **01.07.2021 [Thursday]**:-

- i) Proof regarding the date of birth.
- ii) Certificates/Diplomas regarding educational qualification
- iii) Certificate regarding Scheduled Tribe/OBC from the appropriate authority and non-creamy layer certificate (latest) in case of OBC.
- iv) Citizenship certificate in case of migrants from Pakistan/ Bangladesh or other countries.
- v) Attestation form (sent herewith in triplicate) duly completed.
- vi) All forms enclosed herewith duly completed.
- vii) No objection certificate/Relieving letter from the present employer wherever applicable.

Encl.: As stated at item (v & vi)


24/05/2021
(S. Kumar)

Director (Hqrs.), NCSM

To,

Shri Subrata Kumar Mishra
21- Gautam Nagar,
Bhubaneswar - 751 014
M: 9437565200/9937580150
Mail: mishra_subrata@yahoo.in

Copy to:

- i) All Directors of NCSM
- ii) Secretary(I/C), NCSM
- iii) PPS to DG, NCSM
- iv) Dy. CoA, NCSM Hqrs.
- v) Personal file of Shri Subrata Kumar Mishra
- vi) Office copy