

**National Council of Science Museums**  
Block-GN, Sector-V, Bidhan Nagar  
Kolkata-700 091

No: I-13019/1/2018/1024

Dated: 07.06.2018

**Office Order No.32/2018**

**Sub: Procedure for Direct Recruitment & Assessment of employees in Technical Category**

Subsequent to implementation of Cadre Review, as communicated by Ministry of Culture by letter F.No.9-28/2010-M.II dated 24.2.2016, and Revised Recruitment Rules, 2018, as communicated by Ministry of Culture vide letter No.9-07/2014-M.II dated 24.4.2018, following procedures shall be followed in respect of Technical category of employees in NCSM for direct recruitment & assessment with immediate effect:-

**1. Direct Recruitment**

- 1.1 Recruitment shall be made at the initial level of Group-II, III, V & VI at the entry level in each group. The higher grades in any of the aforesaid groups shall remain reserved for internal assessment promotions only. All positions vacated by the incumbents will automatically revert to the entry level grade. The Technical category will consist of the following grades, pay matrix & level:

**Group-II**

<u>Grades</u>		
II(1)	: ₹19900-63200	in Level-2
II(2)	: ₹25500-81100	in Level-4
II(3)	: ₹29200-92300	in Level-5
II(5)	: ₹35400-112400	in Level-6
II(6)	: ₹44900-142400	in Level-7
II(7)	: ₹53100-167800	in Level-9

**Group-III**

<u>Grades</u>		
III(1):	₹29200-92300	in Level-5
III(2):	₹35400-112400	in Level-6
III(3):	₹44900-142400	in Level-7
III(4):	₹53100-167800	in Level-9
III(5):	₹67700-208700	in Level-11
III(6):	₹78800-209200	in Level-12

**Group-V**

<u>Grades</u>		
V(1):	₹56100-177500	in Level-10
V(2):	₹67700-208700	in Level-11
V(3):	₹78800-209200	in Level-12
V(4):	₹123100-215900	in Level-13
V(5):	₹131100-216600	in Level-13A*

(\* Not more than one officer to be promoted to this grade at a given time in whole NCSM)

## **Group-VI**

<u>Grades</u>		
VI(1):	₹56100-177500	in Level-10
VI(2):	₹67700-208700	in Level-11
VI(3):	₹78800-209200	in Level-12
VI(4):	₹123100-215900	in Level-13
VI(5):	₹131100-216600	in Level-13A*

(\* Not more than one officer to be promoted to this grade at a given time in whole NCSM)

- 1.2 All posts shall be adequately notified through advertisements in regional newspapers for Group II and Group III and also circulated to all the units of NCSM including uploading the same in NCSM's website. For recruitment in Group V and Group VI, the advertisements shall be made in newspapers on *All India basis* and uploaded in NCSM's website.
- 1.3 Entry level posts in groups 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.

### **2. Minimum Qualifications, Experience & Age limits**

Minimum qualifications, experience & age limits required for direct recruitment at entry level post in each group have been specified in Revised Recruitment Rules, 2018.

### **3. Relevant Disciplines**

Relevant disciplines for the purpose of recruitment in Group-II shall be as hereunder:

#### **3.1 for Group II-**

Carpentry, fitting, sheet metal, welding, turning, machine operation, painting, horticulture, computer aided designing & drafting, art, modelling, photography, electrical, electronics, audio-visual & multimedia, graphic designing, computer hardware & networking, computer programming, air-conditioning & refrigeration, automobile mechanics and any other special trade with the approval of DG, NCSM based on the recommendations of Directors.

- 3.2 There shall be no further recruitment of Cataloguer in the Council. However, the existing incumbents of the post of Cataloguer shall continue to get the benefit of assessment promotion as per these rules.

### **4. Relaxations**

- 4.1 Relaxation in age limit upto 5 years may be allowed to departmental Technical category employees based on the recommendations of the Screening Committee in accordance with the instructions and orders issued by the Government of India from time to time in this regard. Similarly, relaxation in age limit shall also be allowed to reserved categories as per Government of India rules.

- 4.2 The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of applications.

**5. Selection /Assessment Committees**

- 5.1 The Selection Committees/Assessment Committees are as mentioned in Column No.12 of Schedule of NCSM Service (RAP) Amendment Rules, 2018 and the Authorities competent to constitute such committees are as follows:-

Sl. No.	Name of the post/position	Pay Matrix & Level	Authority competent to constitute
<b>For Group-II</b>			
1.	Technician 'A'/ Cataloguer 'A'/ Artist 'A'	Level-2 (₹19900-63200)	No Selection Committee for direct recruitment
2.	Technician 'B'/ Cataloguer 'B'/ Artist 'B'	Level-4 (₹25500-81100)	Director of Museum/Centre
3.	Technician 'C'/ Cataloguer 'C'/ Artist 'C'	Level-5 (₹29200-92300)	'Do'
4.	Technician 'E'/ Cataloguer 'E'/ Artist 'E'	Level-6 (₹35400-112400)	'Do'
5.	Technician 'F'/ Cataloguer 'F'/ Artist 'F'	Level-7 (₹44900-142400)	Executive Committee of Museum/Centre (in prolonged absence of EC the committee may be constituted by DG, NCSM to avoid delay)
6.	Technician 'G'/ Cataloguer 'G'/ Artist 'G'	Level-9 (₹53100-167800)	'Do'
<b>For Group-III</b>			
1.	Education/Technical /Exhibition/Library Assistant 'A'	Level-5 (₹29200-92300)	No Selection Committee for direct recruitment
2.	Education/Technical /Exhibition/Library Assistant 'B'	Level-6 (₹35400-112400)	Director of Museum/Centre
3.	Education/Technical /Exhibition/Library Officer 'A'	Level-7 (₹44900-142400)	Executive Committee of Museum/Centre (in prolonged absence of EC, DG, NCSM may be constituted the committee to avoid delay)
4.	Education/Technical /Exhibition/Library Officer 'B'	Level-9 (₹53100-167800)	'Do'
5.	Education/Technical /Exhibition/Library Officer 'C'	Level-11 (₹67700-208700)	Director General, NCSM
6.	Education/Technical /Exhibition/Library Officer 'D'	Level-12 (₹78800-209200)	Governing Body, NCSM (in prolonged absence of GB,NCSM, the committee may be constituted by President, NCSM to avoid delay)

<b>For Group-V</b>			
1.	Assistant Executive Engineer	Level-10 (₹56100-177500)	Director General, NCSM
2.	Executive Engineer	Level-11 (₹67700-208700)	'Do'
3.	Superintending Engineer	Level-12 (₹78800-209200)	Governing Body, NCSM
4.	Dy. Chief Engineer	Level-13 (₹123100-215900)	Governing Body, NCSM (in prolonged absence of GB,NCSM, the committee may be constituted by President, NCSM to avoid delay)
5.	Chief Engineer	Level-13A (₹131100-216600)	'DO'
<b>For Group-VI</b>			
1.	Exhibition Officer 'B'	Level-10 (₹56100-177500)	Director General, NCSM
2.	Exhibition Officer 'C'	Level-11 (₹67700-208700)	'Do'
3.	Exhibition Officer 'D'	Level-12 (₹78800-209200)	Governing Body, NCSM (in prolonged absence of GB,NCSM, the committee may be constituted by President, NCSM to avoid delay)
4.	Exhibition Officer 'E'	Level-13 (₹123100-215900)	'Do'
5.	Chief Exhibition Officer	Level-13A (₹131100-216600)	'DO'

- 5.2 The Governing Body/Executive Committee/Director General/Director, as the case may be, shall constitute a Screening Committee from amongst the members of the Selection Committee. The Screening Committee shall examine the eligibility criteria of all the candidates who have applied and draw up a panel of candidates for aptitude test/interview, as the case may be.
- 5.3 Selection Committee shall recommend a panel of candidates in order of merit for each post or group of posts as advertised. All relevant papers in respect of the selections shall be forwarded by the Selection Committee to the concerned appointing authority.
- 5.4 The panel shall be valid for one year and operated for issuing the offer of appointment to the selected candidates. If any of the candidate(s) who have been issued the offer of appointment upto the extent of the notified vacancies does not accept the offer or does not join by the stipulated date, the next candidate in the panel can be offered the appointment.

**6. Probation in case of Direct Recruitment**

All members of staff appointed initially in a grade shall be placed under probation for a period of two years from the date of appointment, provided that:

- i) this period may be extended at the discretion of the appointing authority on the recommendation of a committee duly constituted 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 and then by the next higher authority at the end of 12 months, 18 months, 22 months and 24 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 shall be terminated with the prior approval of respective appointing authorities.
- v) Director General, NCSM/Director of Museum/Centre, as the case may be, shall constitute committees for completion of probationary period and the composition of such committees shall be as follows:-

Sl. No.	Pay Matrix & Level of Pay	Authority competent to constitute	Composition of Committee
1.	Upto Level-9 (₹53100-167800)  (PB-2 with Grade Pay of ₹5400-as per 6 <sup>th</sup> CPC)	Director of the Museum/Centre	1. Director of the Museum/Centre – Chairman 2. Sectional/Divisional Head – Member 3. Project Coordinator/Curator – Member 4. Sr. CoA/CoA/Dy. CoA – Member
2.	Level-10 (₹56100-177500)  (PB-3 with Grade Pay of ₹5400-as per 6 <sup>th</sup> CPC)  <b>to</b>  Level-12 (₹78800-209200)  (PB-3 with Grade Pay of ₹7600-as per 6 <sup>th</sup> CPC)	Director General, NCSM	1. An outside expert – Chairman 2. Director General, NCSM or his nominee – Member 3. Director of Museum/Centre – Member 4. Secretary, NCSM – Member
3.	Level-13 (₹123100-215900)  (PB-4 with Grade Pay of ₹8700-as per 6 <sup>th</sup> CPC)  <b>&amp;</b>  Level-13A (₹131100-216600)  (PB-4 with Grade Pay of ₹8900-as per 6 <sup>th</sup> CPC)	Director General, NCSM	1. An outside expert – Chairman 2. An outside subject expert – Member 3. Director General, NCSM – Member 4. Director of Museum/Centre – Member

## 7. **Pay**

- 7.1 The pay of a candidate selected for the post shall normally be fixed at the minimum attached to the post.
- 7.2 On promotion from one grade to another, fixation of pay will be as per FR 22(I)a(1).

## 8. **Criteria for Selection**

### I) **Procedure for conducting Written & Trade Test for direct recruitment in Group II:**

(i)	Written Test	-	30 marks
(ii)	Trade Test	-	70 marks
	<b>TOTAL</b>	-	<b>100 marks</b>

Both written test and trade test should be conducted and evaluated by involving outside expert(s).

There shall be no proceedings for selecting the candidates. Internal officer(s) and outside expert(s) evaluating the written test / trade test shall make recommendations for selecting suitable candidate(s) based on the merit in the written and trade test taken together.

### II) **Procedure for conducting written test & communication skill test for direct recruitment in Group III :**

#### 1. **Education Assistant 'A' in grade III(1):-**

(i)	Written test	-	
	a) Descriptive Questions	-	40 marks
	b) Objective Questions	-	60 marks
	<b>TOTAL</b>	-	<b>100 marks</b>

The written test should be conducted and evaluated by involving outside expert(s).

#### (ii) **Communication skill test -**

Candidates passed in the Written Test shall be called for Communication Skill Test, which will be a qualifying test only and shall be conducted by involving outside expert(s). Candidates should be asked to give an extempore talk for 3-5 minutes each on a particular topic to be picked up through the lots by the candidates.

There shall be no proceedings for selecting the candidates. Internal officer(s) and outside expert(s) evaluating the written test and conducting the communication skill test shall make recommendations for selecting suitable candidate(s) based on the merit in the written test subject to qualifying in the communication skill test.



## 2. Technical/Exhibition/Library Assistant 'A' in Group-III:-

For direct recruitment of Technical Assistant 'A', Exhibition Assistant 'A', Library Assistant 'A' etc. in Group III, there shall be a written test/skill test to be conducted involving outside expert(s).

Written / Skill Test - 100 marks

There shall be no proceedings for selecting the candidates. Internal officer(s) and outside expert(s) evaluating the written test / skill test shall make recommendations for selecting suitable candidate(s) based on the merit in the written / skill test.

### III) Procedure for conducting written test & interview for direct recruitment in Group V & Group VI :

#### (A) Written Test

##### 1. Part-I -Objective

- |                         |          |
|-------------------------|----------|
| (i) General Awareness - | 10 marks |
| (ii) Reasoning -        | 10 marks |
| (iii) General English - | 10 marks |

##### 2. Part-II – Professional knowledge in relevant discipline

- |                         |          |
|-------------------------|----------|
| i) Objective -          | 30 marks |
| ii) Descriptive/Skill - | 40 marks |

60% weightage

#### (B) Interview

- |                              |          |
|------------------------------|----------|
| (i) Professional knowledge - | 25 marks |
| (ii) Power of expression -   | 15 marks |

40% weightage

## 9. Reservations

Reservation quota for Scheduled Caste, Scheduled Tribe, OBC, PWD, ESM candidates as per Government of India directives shall be adhered to at the entry level posts and post wise reservation roster shall be maintained.

## 10. Assessment Procedure

- 10.1 The assessment shall be taken up twice in a year for all eligible candidates in a particular grade from 1<sup>st</sup> January to 30<sup>th</sup> June and from 1<sup>st</sup> July to 31<sup>st</sup> December. The Assessment Committee shall follow a time schedule and meet twice in a financial year preferably in the first week of January and first week of July of a year for advance processing of assessment cases maturing in that half. Accordingly, cases maturing during the first half i.e. April to September of a particular financial year shall be taken up for consideration by the Assessment Committee meeting in the first week of January. Similarly, the Assessment Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second half (October to March of the same financial year). Individual national level Museum/Centre

shall initiate action sufficiently in advance so as to complete the assessment process in time. Since relative assessment is involved, all the eligible persons in a group of grades have to be assessed simultaneously by the same Assessment Committee in a zone for a particular assessment year. Assessment from the grade III(4) to grade III(5) i.e. from Level-9 (₹53100-167800) to Level-11 (₹67700-208700) and above as well as Group V & VI shall be taken up centrally at NCSM Hqrs. in respect of the eligible candidates of all the Museums/Centres taken together in a particular grade.

#### 10.2 Period of eligibility

(a) **The following service in the stage of a time-scale shall count towards qualifying service for residency period of Assessment to the next higher grade:-**

- (1) All periods of duty.
- (2) Service in another technical post, other than a post carrying less pay.
- (3) All kinds of leave, other than extraordinary leave & leave on medical ground.
- (4) Deputation out of India for technical purpose.
- (5) Foreign Service for technical purpose.
- (6) Joining time.

#### 10.3 Number of chances/MACPS

The modified ACPS as approved for Central Govt. civilian employees would also be applicable to employees in Technical category. Employees, who have been granted any grade under MACPS, can be considered for next grade for assessment according to eligibility and other conditions for assessment. For example, if a Technician 'A' gets promotion to Technician 'B' under RAP Rules in 6 years and after prescribed residency period if he does not qualify for 4 successive chances for up-gradation to Technician 'C', he can be considered for up-gradation to Technician 'C' under MACPS after completion of 10 years of service in the grade of Technician 'B'. After prescribed residency of 7/8/9/10 years in Technician 'C' depending on other criteria, he would again be considered for up-gradation to next higher grade i.e. Technician 'E' under RAP Rules.

#### 10.4 Probation in case of promotion

All members of staff promoted to any grade shall be placed under probation for a period of one year from the date of issue of promotion 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 at the end of 6 months, 9 months & 12 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 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 to the next higher grade for the number of un-availed 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 III (3) is reverted to grade III (2), he/she shall be eligible for promotion to grade III (3) on completion of two years in the reverted grade of III(2).

vi) Director General, NCSM/Director of Museum/Centre, as the case may be, shall constitute committees for completion of probationary period and the composition of such committees shall be as follows:-

Sl. No.	Pay Matrix & Level of Pay	Authority competent to constitute	Composition of Committee
1.	Upto Level-9 (₹53100-167800)  (PB-2 with Grade Pay of ₹5400-as per 6 <sup>th</sup> CPC)	Director of the Museum/Centre	1. Director of the Museum/Centre - Chairman 2. Sectional/Divisional Head - Member 3. Project Coordinator/Curator - Member 4. Sr. CoA/CoA/Dy. CoA - Member
2.	Level-10 (₹56100-177500)  (PB-3 with Grade Pay of ₹5400-as per 6 <sup>th</sup> CPC) <b>to</b> Level-12 (₹78800-209200)  (PB-3 with Grade Pay of ₹7600-as per 6 <sup>th</sup> CPC)	Director General, NCSM	1. An outside expert - Chairman 2. Director General, NCSM or his nominee - Member 3. Director of Museum/Centre - Member 4. Secretary, NCSM - Member
3.	Level-13 (₹123100-215900)  (PB-4 with Grade Pay of ₹8700-as per 6 <sup>th</sup> CPC) <b>&amp;</b> Level-13A (₹131100-216600)  (PB-4 with Grade Pay of ₹8900-as per 6 <sup>th</sup> CPC)	Director General, NCSM	1. An outside expert - Chairman 2. An outside subject expert - Member 3. Director General, NCSM - Member 4. Director of Museum/Centre - Member

**11. Effective Date of Promotion**

No retrospective promotion shall be granted with effect from the Assessment Year 2017-18. The competent authority shall ensure that no promotion is granted with retrospective effect.

**12. Assessment in case of pendency of Disciplinary Proceedings**

In case of a disciplinary/court case pending at the time of assessment, the assessment of the officer concerned shall be taken up and kept in sealed cover until disposal of the case.

**13. Brief Job Requirement**

Brief job requirement and criteria for assessment of various posts are enclosed in Annexure-I, Annexure-II & Annexure-III.

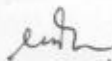
**14. Superannuation**

The present system of superannuation of employees at the age of 60 years shall continue as per the Govt. of India Rules from time to time.

**15. Interpretation of Rules**

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

This issues with the approval of Director General, NCSM.

  
21/6/18  
(C.K. Das)  
Secretary, NCSM

Encl: as above

Copy to:-

- 1) Directors[BITM/NSCM/NSCD/NCSM(Hqrs.)/NEZ/CRTL/VITM/Science City]/  
MD, CMD
- 2) PPS to DG, NCSM
- 3) PCs/DSOs of all NCSM units
- 4) Sr. CoA, Science City
- 5) CoFA, NCSM
- 6) CoA [VITM/NSCM/NCSM(Hqrs.)]
- 7) Dy. CoA (BITM/MC/NSCD)
- 8) Dy. CoFAs/F&AOs of all NCSM units
- 9) PRO, NCSM
- 10) Office Order file
- 11) Office copy

**BRIEF JOB REQUIREMENT****List of Technical Grades - Group-II**

Sr. No.	Designation	Grade	Pay Matrix & Level	Brief job requirement
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	Technician 'A' or Cataloguer 'A' or Artist 'A'	II(1)	Level-2 (₹19900-63200)	Operation, repair, fabrication, handling, packing, installation and maintenance of exhibits/equipment/instruments/installations <b>or</b>  Tracing and drawing, operation and maintenance of mechanical / electrical / electronic / computer/network / video equipment <b>or</b>  Repair and maintenance of Buildings and Installations, helping Engineers in all work relating to constructions <b>or</b>  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 <b>or</b>  Lettering, painting, screen printing, handling installations and exhibition materials, assisting in art layout and model making <b>or</b>  Shooting video, capturing video in digital media, editing and composing, maintaining video equipment, creating video documentaries as per scripts provided by Curators/Project Coordinators <b>or</b>  Operation, repair and maintenance of photo equipment, photo processing <b>or</b>  Installation & maintenance of computers/networks/projectors/IT infrastructures etc.
2.	Technician 'B' or Cataloguer 'B' or Artist 'B'	II(2)	Level-4 (₹25500-81100)	Same as mentioned for Technician 'A'/Cataloguer 'A'/Artist 'A' and working in groups with other Technicians to accomplish design & functional purposes <b>or</b>  Working in groups with other technicians to accomplish design and functional purposes and shooting and editing of short video presentations.

3. **Technician 'C' or Cataloguer 'C' or Artist 'C'** II(3) Level-5 (₹29200-92300) Same as mentioned for Technician 'B'/Cataloguer 'B'/Artist 'B'. Working in teams for project installations.
4. **Technician 'E' or Cataloguer 'E' or Artist 'E'** II(5) Level-6 (₹35400-112400) Same as mentioned for Technician 'C'/Cataloguer 'C'/Artist 'C'. Preservation and restoration of books/documents/films, issue and receipt of books and films. Liaison with Technical Officers/Curators/Exhibition Officers to understand design/ fabrication ideas and achieving tangible output forms.
5. **Technician 'F' or Cataloguer 'F' or Artist 'F'** II(6) Level-7 (₹44900-142400) Same as mentioned for Technician 'E'/Cataloguer 'E'/Artist 'E', Preservation and restoration of books/documents/films, issue and receipt of books and films and creating new mechanisms (mechanical, electrical, electronics)/artistic designs.
6. **Technician 'G' or Cataloguer 'G' or Artist 'G'** II(7) Level-9 (₹53100-167800) Same as mentioned for Technician 'F'/Cataloguer 'F'/Artist 'F', development of precision working models, animated exhibits, repair & maintenance of exhibits / machines /equipment / installations and active participation with fabrication group to accomplish fabrication and design objectives **or** Preservation and restoration of books/documents/films, issue and receipt of books and films **or** Art layout of exhibition display, organizing display of exhibits, exhibitions, screen printing, Modeling, diorama making, photography, painting etc.

**List of Technical Grades – Group-III**

Sr. No.	Designation	Grade	Pay Matrix & Level	Brief job requirement
1.	1 Technical Assistant 'A'	2 III(1)	3 Level-5 (₹29200-92300)	4 Development of models and exhibits and/or major repair, operation and maintenance of exhibits/equipments/ installations; costing and estimating for exhibits/works; maintenance of records; supervision over subordinate staff; design and drawing of exhibits, models, equipments, installations. Helping Curators and Technical Officers in their work <b>or</b>  Repair and maintenance of buildings and installations and/or development of landscape and maintenance of science parks including all exhibits; overviewing of monitoring work, upkeep work and general caretaking of the campus; preparation of estimates and tender papers, supervision of the construction/installation work, minor design work <b>or</b>  Operation and programming in computers and accessories, maintenance of records in computers, development of software, conducting computer training classes. Development of computer and hardware interfaces. Interactive digital graphic development <b>or</b>  Printing work of publications, maintaining publication records and controlling publication despatch, liaison with press and media.  Cataloguing, preservation and restoration of books/documents/films, documentation, entry and maintenance of computer records. Creation of Metadata to be presented in digital system. Planning and building digital corpus of library data.  Preparation of art layout, creative photography, exhibition display, making of dummies, models, dioramas, photographic layouts; helping Exhibition Officers in display work. Creating 2D & 3D digital graphic artwork for exhibition, publication and multimedia. Creation of 3D digital dummy models and visual walkthroughs.
2.	Library Assistant 'A'	III(1)	Level-5 (₹29200-92300)	
3.	Exhibition Assistant 'A'	III(1)	Level-5 (₹29200-92300)	

4. **Education Assistant 'A'** III(1) Level-5 (₹29200-92300)  
 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.
5. **Technical Assistant 'B'** III(2) Level-6 (₹35400-112400)  
 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 **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 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. Preparing hardware procurement specifications, looking after all hardware maintenance jobs. Creating presentations, interactive presentations/interfaces etc. **or**  
 Co-ordination of printing work of publications, maintaining publication records and controlling publication despatch. Liaison with press and media.
6. **Library Assistant 'B'** III(2) Level-6 (₹35400-112400)  
 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. Planning & implementation of digital library system.

7. **Exhibition Assistant 'B'** III(2) Level-6 (₹35400-112400)  
 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, modeling, diorama making, photography etc. Organizing display of exhibits and exhibitions. Planning & creation of 2D/3D digital content.
8. **Education Assistant 'B'** III(2) Level-6 (₹35400-112400)  
 Organizing educational programmes in and outside museum/centre, conducting visitors' research, publicity, public relations and other programmes, organizing mobile science exhibitions. Looking after publicity and procurement relating to educational programmes. Design & development of themes and gadgets for demo and popular lectures.
9. **Technical Officer 'A'** III(3) Level-7 (₹44900-142400)  
 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. Interaction designing using mechanical / electrical / electronic / computer contrivance **or**  
 Design and development of precision working models, animated exhibits, audio-visual demonstration **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 **or**  
 Handling all IT related issues relating to projects and installations, development of equipment of fully functional IT systems.

10.	<b>Library Officer 'A'</b>	III(3)	Level-7 (₹44900-142400)	Documentation of source materials 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. Identifying learning needs of learning community and developing information Architecture accordingly. Content preparation for exhibition, presentation and publication.
11.	<b>Exhibition Officer 'A'</b>	III(3)	Level-7 (₹44900-142400)	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, modeling, diorama making, photography etc. Organizing display of exhibits and exhibitions. Planning & creation of 2D/3D digital content.
12.	<b>Education Officer 'A'</b>	III(3)	Level-7 (₹44900-142400)	Organizing educational programmes in and outside museum/centre, conducting visitors' research, publicity, public relations and other programmes, organizing mobile science exhibitions. Looking after publicity and procurement relating to educational programmes. Design & development of themes and gadgets for demo and popular lectures.
13.	<b>Technical Officer 'B'</b>	III(4)	Level-9 (₹53100-167800)	Same as Technical Officer 'A' and liaison with Directors and Project Coordinators in seeking and archiving project documents in actual and digital formats for future reference and use. Maintaining organizational library interface in the intranet and internet.
14.	<b>Library Officer 'B'</b>	III(4)	Level-9 (₹53100-167800)	Same as Library Officer 'A' and liaison with Directors and Project Coordinators in seeking and archiving project documents in actual and digital formats for future reference and use. Maintaining organizational library interface in the intranet and internet.
15.	<b>Exhibition Officer 'B'</b>	III(4)	Level-9 (₹53100-167800)	Same as Exhibition Officer 'A' and preparing design specifications. Overseeing artwork productions by in-house artists or outside agencies. Looking after project installations.



16. **Education Officer 'B'** III(4) Level-9 (₹53100-167800)  
Same as Education Officer 'A' and designing travelling exhibitions, coordination of education & publicity programmes.
17. **Technical Officer 'C'** III(5) Level-11 (₹67700-208700)  
Same as Technical Officer 'B' and preparing new designs and infusing new techniques in respective fields. Looking after all projects and installation works.
18. **Library Officer 'C'** III(5) Level-11 (₹67700-208700)  
Same as Library Officer 'B' and liaison with Directors and Project Coordinators in seeking and archiving project documents in actual and digital formats for future reference and use. Maintaining organizational library interface in the intranet and internet.
19. **Exhibition Officer 'C'** III(5) Level-11 (₹67700-208700)  
Same as Exhibition Officer 'B' and taking up all planning and design works relating to Science Centres/Museums/Theme Park/Publication/Digital presentation projects in collaboration with Project Coordinators.
20. **Education Officer 'C'** III(5) Level-11 (₹67700-208700)  
Same as Education Officer 'B' and planning & preparing new education & outreach programmes. Developing new content for all museum activities.
21. **Technical Officer 'D'** III(6) Level-12 (₹78800-209200)  
Same as Technical Officer 'C' and supervision & review of all installation & fabrication jobs. Planning & Maintaining budget and production schedule. Submission of progress report and technical proposals. Coordination between planning & fabrication team. Taking part in Management Reviews. Project documentation.
22. **Library Officer 'D'** III(6) Level-12 (₹78800-209200)  
Same as Library Officer 'C' and supervision & review of all Project Archival jobs. Planning & Maintaining budget and timing schedule for archives. Submission of progress report and technical proposals. Taking part in Management Reviews. Project documentation.

Same as Exhibition Officer 'C' and supervision & review of all planning, installation & fabrication jobs. Planning & Maintaining budget and production schedule for artworks. Submission of progress report and technical proposals. Coordination between planning & fabrication team. Taking part in Management Reviews. Project documentation.

Same as Education Officer 'C' and supervision & review of all publicity and editorial jobs. Planning & Maintaining budget and time schedule for educational programmes. Creating schemes for visitor footfall enhancement. Submission of progress report and Technical proposals. Taking part in Management Reviews. Project documentation for Regional and National level educational programmes.

Level-12  
(₹78800-209200)

III(6)

**Exhibition Officer 'D'**

23.

Level-12  
(₹78800-209200)

III(6)

**Education Officer 'D'**

24.

**List of Technical Grades - Group V**

Sr. No.	Designation	Grade	Pay Matrix & Level	Brief job requirement
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	<b>Assistant Executive Engineer</b>	V(1)	Level-10 (₹56100-177500)	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.	<b>Executive Engineer</b>	V(2)	Level-11 (₹67700-208700)	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, cost and quality, examining tender documents as per CPWD norms.
3.	<b>Superintending Engineer</b>	V(3)	Level-12 (₹78800-209200)	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, cost and quality, examining tender documents as per CPWD norms.
4.	<b>Deputy Chief Engineer</b>	V(4)	Level-13 (₹123100-215900)	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 of junior members of staff; liaison with architects; exercise control over construction target, cost and quality, examining and finalizing the tenders for civil works as per CPWD norms, effective implementation of quality control of civil work and providing technical inputs for defending Arbitration Proceedings in whole NCSM.
5.	<b>Chief Engineer</b>	V(5)	Level-13A (₹131100-216600)	Same as mentioned for Deputy Chief Engineer and finalizing the tenders for civil works as per CPWD norms; shall monitor all major civil works of the Council and ensure implementation of best practices in the field of civil engineering, compliance of all statutory regulations applicable for public buildings across all buildings of the Council etc.; monitoring compliance of all requirements for security and safety of visitors, employees, assets of the Council etc. like fire detection, prevention & protection systems, disaster preparedness & mitigation policy of the Govt. & other agencies.

**List of Technical Grades - Group VI**

**Brief job requirement**

Sr. No.	Designation	Grade	Pay Matrix & Level	Brief job requirement
		<b>2</b>	<b>3</b>	<b>4</b>
1.	<b>Exhibition Officer 'B'</b>	VI(1)	Level-10 (₹56100-177500)	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, modeling, diorama making photography, fibre glass work etc.
2.	<b>Exhibition Officer 'C'</b>	VI(2)	Level-11 (₹67700-208700)	Design and creative work in the areas of exhibition display, model making, development of new techniques, general supervision over the art and display work in installation and fabrication.
3.	<b>Exhibition Officer 'D'</b>	VI(3)	Level-12 (₹78800-209200)	Determine design specification, methods, materials and display techniques for museum/centre works, planning design aspects of cabinets, walls. Partitions, fixtures, lighting etc. for all installation designing digital contents for multimedia and publications. Supervision of printing works.
4.	<b>Exhibition Officer 'E'</b>	VI(4)	Level-13 (₹123100-215900)	Co-ordination and administration of art and display functions, generation of new ideas and techniques in exhibition display, audio-visual and model making; conceptual development of exhibits and activities; training of junior members of staff and co-ordination between exhibition, design and fabrication sections; finalizing publication designs and aesthetics in multimedia planning illumination in exposition.
5.	<b>Chief Exhibition Officer</b>	VI(5)	Level-13A (₹131100-216600)	Generation of new ideas and techniques in exhibition display and model making, conceptual development of exhibits and activities; overseeing all activities of exhibition departments; creation of general themes of design and display for implementing Science Centre/Panoramas/Theme Parks/Travelling Exhibitions and all other exposition undertaken by the Council. Final validation of all artworks and actual exposition; identifying training areas, finalizing lighting & illumination; vetting of all artwork, design, plan documents and lighting plans for national level projects.

TABLE G.T.1.1

**Regrouping of NCSM salary grades into Three Rationalized ladders under the New Recruitment and Assessment Promotion Scheme**

Group II (Technical)		Group III (Technical)		Group V & VI (Technical)	
Minimum Qualification as per Revised RR, 2018 4 Assessment chances		Minimum Qualification as per Revised RR, 2018 4 Assessment chances		Minimum Qualification as per Revised RR, 2018 4 Assessment chances	
Grade	Pay Matrix and Level	Period of qualifying service	Grade	Pay Matrix and Level	Period of qualifying service
II(1)	Level-2 (₹19900-63200)	4 5 6 7	III(1)	Level-5 (₹29200-92300)	V(1) VI(1)}
II(2)	Level-4 (₹25500-81100)	6 7 8 9	III(2)	Level-6 (₹35400-112400)	V(2) VI(2)}
II(3)	Level-5 (₹29200-92300)	7 8 9 10	III(3)	Level-7 (₹44900-142400)	V(3) VI(3)}
II(5)	Level-6 (₹35400-112400)	6 7 8 9	III(4)*	Level-9 (₹53100-167800)	V(4) VI(4)}
II(6)	Level-7 (₹44900-142400)	6 7 8 9	III(5)*	Level-11 (₹67700-208700)	V(5) VI(5)}
II(7)	Level-9 (₹53100-167800)		III(6)*	Level-12 (₹78800-209200)	
				Level-10 (₹56100-177500)	5 6 7 8
				Level-11 (₹67700-208700)	6 7 8 9
				Level-12 (₹78800-209200)	5 6 7 8
				Level-13 (₹123100-215900)	5 6 7 8
				Level-13A** (₹131100-216600)	

**Note:-**

- Assessment from the grades III(4) to III(5) onwards as well as groups V and VI shall be done at NCSM headquarters centrally on the basis of all officers in all museums/centres taken together in the particular grade.
- \*\*Not more than one officer to be promoted to this grade in Group V and Group VI at a given time in whole NCSM.

TABLE G.T.2.3

**Criteria for assessment and minimum qualifying marks for promotion**

	Gr. II	Gr.III(1) to III(2) & III(2) to III(3) & III(3) to III(4)	Gr.V(1) to V(2) Gr.VI(1) to VI(2)	Gr.III(4) to III(6) Gr.V(2) to V(5) Gr.VI(2) to VI(5)
<b>APAR</b>	20	20	20	20
<b>Aptitude test</b>	20	20	20	--
<b>Assessment Report:</b>				
Sense of Responsibility	10	10	10	15
Skill in work	15	10	--	--
Leadership quality	5	5	10	15
Creative talent	--	5	10	20
<b>Interview:</b>				
Power of expression	10	10	10	10
Professional knowledge	20	20	20	20
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<i>Minimum qualifying marks for promotion</i>	65	70	75	80

**Note:-**

1. Appropriate weightage (plus or minus) be given on service records for official appreciation, warnings, censor, punishment etc.
2. 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.

