

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

No: I-13019/1/2018/1025

Dated: 07.06.2018

Office Order No.33/2018

Sub: Procedure for Direct Recruitment & Promotion of employees in Administrative & Excluded Administrative Categories

Subsequent to implementation of Cadre Review, as communicated by Ministry of Culture by letter F.No.9-28/2010-M.II dated 24.02.2016, and Revised Recruitment Rules, 2018, as communicated by Ministry of Culture vide letter No.9-07/2014-M.II dated 24.04.2018, following procedures shall be followed in respect of Administrative & Excluded Administrative categories of employees in NCSM for direct recruitment & promotion with immediate effect:-

1. Grades:

- 1.1 The Administrative Category will consist of the following posts/groups/pay matrix & level of pay:-

Designation	Pay Matrix & Level of Pay	Group
Secretary	Level-13A (₹131100-216600)	A
Sr. Controller	Level-13 (₹123100-215900)	A
Controller	Level-12 (₹78800-209200)	A
Dy. Controller	Level-11 (₹67700-208700)	A
Section Officer	Level-7 (₹44900-142400)	B
Office Assistant (Gr. I)	Level-6 (₹35400-112400)	B
Office Assistant (Gr. II)	Level-4 (₹25500-81100)	C
Office Assistant (Gr. III)	Level-2 (₹19900-63200)	C

- 1.2 Stenographer's Category will consist of the following posts/groups/pay matrix & level of pay:-

Designation	Pay Matrix & Level of Pay	Group
Principal Private Secretary	Level-11 (₹67700-208700)	A
Private Secretary	Level-7 (₹44900-142400)	B
Senior Stenographer	Level-6 (₹35400-112400)	B
Junior Stenographer	Level-4 (₹25500-81100)	C



- 1.3 Excluded Administrative Category will consist of the following posts/groups/pay matrix & level of pay:-

Designation	Pay Matrix & Level of Pay	Group
Public Relation Officer	Level-11 (₹67700-208700)	A
Sr. Security & Maintenance Officer	Level-11 (₹67700-208700)	A
Security & Maintenance Officer	Level-7 (₹44900-142400)	B
Driver (Special Grade)	Level-6 (₹35400-112400)	B
Driver (Grade I)	Level-5 (₹29200-92300)	C
Driver (Grade II)	Level-4 (₹25500-81100)	C
Driver (Ordinary Grade)	Level-2 (₹19900-63200)	C

2. Direct Recruitment:

- 2.1 Direct recruitment to posts mentioned below shall be filled up on All-India basis and adequately notified through advertisements in leading newspapers on All India basis and also circulated to all the units of NCSM including uploading the same in NCSM website:-

Sl. No.	Name of post	Pay Matrix & Level of Pay
All-India Basis:-		
1.	Secretary (in case of non-availability of suitable departmental candidates)	Level-13A (₹131100-216600)
2.	Section Officer (20%)	Level-7 (₹44900-142400)
3.	Office Assistant (Grade-I) (25%)	Level-6 (₹35400-112400)
4.	Senior Stenographer (25%)	Level-6 (₹35400-112400)
5.	Public Relation Officer	Level-11 (₹67700-208700)
6.	Sr. Security & Maintenance Officer (in case of non-availability of suitable departmental candidates)	Level-11 (₹67700-208700)
7.	Security & Maintenance Officer	Level-7 (₹44900-142400)

- 2.2 Direct recruitment to posts mentioned below shall be filled up on Zonal basis and adequately notified through advertisements in regional newspapers and also circulated to all the units of NCSM including uploading the same in NCSM website:-

Sl. No.	Name of post	Pay Matrix & Level of Pay
Zonal Basis:-		
1.	Junior Stenographer	Level-4 (₹25500-81100)
2.	Office Assistant (Grade-III)	Level-2 (₹19900-63200)
3.	Driver (Ordinary Grade)	Level-2 (₹19900-63200)

3. Deputation

The posts of Secretary, Senior Controller, Controller and Deputy Controller can be filled up by borrowing officers for a fixed period of 3 years (extendable by 2 more years) from Central Govt., State Govt., PSUs, Universities, recognized scientific institutions and other autonomous organizations, if suitable departmental candidates are not available. For such appointments, advertisement shall be published in leading newspapers on All India basis and final selection shall be made based on performance in interview by a duly constituted Selection Committee.

4. 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.

5. Relaxations

- 5.1 Relaxation in age limit upto 5/ years may be allowed to departmental candidates 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.
- 5.2 The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of applications.

6. Selection/Departmental Promotion Committees

- 6.1 Selection Committees/Departmental Promotion Committees are as mentioned in Column No.12 of Schedule of NCSM Service RP Amendment Rules, 2018 and authorities competent to constitute such committees are as follows:

Sl. No.	Name of the post	Pay Matrix & Level of Pay	Authority competent to constitute
Administrative			
1.	Secretary	Level-13A (₹131100-216600)	Director General, NCSM
2.	Sr. Controller	Level-13 (₹123100-215900)	Director General, NCSM
3.	Controller	Level-12 (₹78800-209200)	'Do'
4.	Deputy Controller/Principal Private Secretary	Level-11 (₹67700-208700)	'Do'
5.	Section Officer/Private Secretary	Level-7 (₹44900-142400)	'Do'
6.	Assistant (Grade-I)/ Sr. Stenographer	Level-6 (₹35400-112400)	'Do'
7.	Office Assistant (Grade-II)	Level-4 (₹25500-81100)	Director of Museum/Centre
8.	Jr. Stenographer/ Office Assistant (Grade-III)	Level-4 (₹25500-81100)/ Level-2 (₹19900-63200)	No Selection Committee for direct recruitment



Excluded Administrative			
1.	PRO/Sr. SMO	Level-11 (₹67700-208700)	Director General, NCSM
2.	SMO	Level-7 (₹44900-142400)	'Do'
3.	Driver (Special Grade)/Grade-I/ Grade-II	Level-9 (₹53100-167800)	Director of Museum/Centre

6.2 The Director General/Director, as the case may be, shall constitute Screening Committee(s) from amongst the members of the Selection Committee(s). The Screening Committee shall examine the eligibility criteria of all the candidates who have applied and draw up a panel of candidates for aptitude tests/interview, as the case may be.

6.3 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.

6.4 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 does not accept the offer or does not join by the stipulated date, the next candidate in the panel can be offered the post.

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 test & interview for direct recruitment of Section Officer/SMO/PRO/Sr. SMO:**

(A) **Written Test**

1. **Objective Test**

- | | |
|------------------------------|----------|
| (i) General Awareness - | 10 marks |
| (ii) Reasoning - | 10 marks |
| (iii) Quantitative Aptitude- | 20 marks |

2. **Descriptive Test**

- | | |
|--------------------------|----------|
| i) Comprehension - | 20 marks |
| ii) Precis Writing - | 20 marks |
| iii) Paragraph Writing - | 20 marks |

60% weightage

(B) **Interview**

- | | |
|------------------------------|----------|
| (i) Professional knowledge - | 25 marks |
| (ii) Communication Skill - | 15 marks |

40% weightage

II) Procedure for direct recruitment :

1. Office Assistant (Gr. I):

a) Preliminary Test (Objective type questions)

Reasoning	-	20 marks
Quantitative Aptitude	-	30 marks
General English	-	30 marks
General Awareness	-	20 marks

TOTAL - **100 marks**

b) Written Test (Descriptive type questions) - 100 marks

Candidates passed in preliminary test shall be called for descriptive test

2. Senior Stenographer

Reasoning	-	20 marks
Quantitative Aptitude	-	20 marks
General English	-	30 marks
Descriptive	-	30 marks

TOTAL - **100 marks**

Candidates passed in the written test shall be called for Shorthand Test as prescribed in the RP Rules, which will be a qualifying test and may be conducted by involving outside expert (s).

3. Office Assistant (Gr. III) :

(i) Written Test

Reasoning	-	20 marks
Quantitative Aptitude	-	30 marks
General English	-	30 marks
Descriptive	-	20 marks

TOTAL - **100 marks**

Candidates passed in the written test shall be called for Typing Test (to be conducted on computer) as prescribed in the RP Rules which will be a qualifying test and may be conducted by involving outside expert (s).

4. Jr. Stenographer :

(i) Written Test

Reasoning	-	20 marks
Quantitative Aptitude	-	20 marks
General English	-	30 marks
Descriptive	-	30 marks

TOTAL - **100 marks**

Candidates passed in the written test shall be called for Shorthand Test as prescribed in the RP Rules, which will be a qualifying test and may be conducted by involving outside expert (s).



5. Driver (Ordinary Grade) :

Driving Test	- 70 marks
Written Test	- 30 marks
TOTAL	- 100 marks

Note:

There shall be no proceedings for selecting the candidates. Internal officers and outside expert(s) evaluating the written test/stenography test/typing test/driving test etc. shall make recommendations for selecting suitable candidate(s) based on the merit in the said tests.

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 roster shall be maintained.

10. Procedure for conducting DPC

10.1 All the posts in the level of Level-7 (₹44900-142400) i.e. Office Assistant Grade-I and above shall be filled up on All India basis. Posts below the Level-7 (₹44900-142400) shall be filled up on zonal basis. The Headquarters Zone shall consist of NCSM Hqrs., CRTL & Science City, Kolkata. The Eastern Zone shall consist of BITM, Kolkata and Science Centres functioning under BITM. The Western Zone shall consist of NSC, Mumbai and the Science Centres functioning under NSCM. The Southern Zone shall consist of VITM, Bangalore and Science Centres functioning under VITM. The Northern Zone shall consist of NSC, Delhi and the Science Centres functioning under NSCD. The North-Eastern (NE) Zone shall consist of RSC, Guwahati & Science Centres in NE Zone. For the purpose of transfer, posting and promotion of incumbents in Administrative Cadre, Headquarters Zone, Eastern Zone & NE Zone shall be considered as one Zone.

10.2 DPC for promotion to Office Assistant Grade-II and Driver (Grade II, Grade I & Special Grade) shall be conducted by units of NCSM and for all other posts, the DPC shall be conducted centrally at NCSM Hqrs.

11. DPC of Office Assistant (Gr. II):-

I. Office Assistant Grade-II (Seniority-cum-fitness):-

1. APAR	= 80 marks	
2. Interview	= 20 marks	(i) Professional Knowledge 10 Marks (ii) Power of Expression 10 Marks

II. Driver Grade-II, Grade-I & Special Grade (Seniority-cum-fitness):-

1. Driving Test	-	50 Marks
2. APAR	-	30 Marks
3. Interview	-	20 Marks

12. **DPC/LDCE for Office Assistant Gr. I/Section Officer and DPC for Sr. SMO/Dy. CoA/Controller/Sr. Controller & Secretary:-**

Sl. No.	Name of the post	DPC		LDCE		
		APAR Marks	Interview Marks	Written Test Marks	APAR Marks	Interview Marks
1.	Office Assistant Grade-I	70	30 (Professional Knowledge 20 marks + Power of Expression 10 marks)	40	30	30 (Professional Knowledge 20 marks + Power of Expression 10 marks)
2.	Section Officer	60	40 (Professional Knowledge 25 marks + Power of Expression 15 marks)	40	20	40 (Professional Knowledge 25 marks + Power of Expression 15 marks)
3.	Sr. SMO/ Deputy Controller/ Controller/ Senior Controller/ Secretary	50	50 (Professional Knowledge 30 marks + Power of Expression 20 marks)	-	-	-

13. **Period of eligibility**

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

- (i) All periods of duty.
- (ii) Service in another administrative post, other than a post carrying less pay.
- (iii) All kinds of leave, other than extraordinary leave.
- (iv) Deputation out of India for technical purpose.
- (v) Foreign Service for technical purpose.
- (vi) Joining time.

14. **Probation**

- i) Incumbents recruited or appointed 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. Incumbents recruited directly or promoted to any grade shall undergo such training as may be prescribed from time to time.
- ii) 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 th 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 th CPC) to Level - 13 (₹123100-215900) (PB-4 with Grade Pay of ₹8700 as per 6 th 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-13A (₹131100-216600) (PB-4 with Grade Pay of ₹8900-as per 6 th CPC)	Director General, NCSM	1. An outside expert - Chairman 2. An outside subject expert - Member 3. Director General, NCSM - Member

15. Effective date of promotion

Effective date of promotion shall be from the date of assumption of charge of post.

16. Promotion in case of pendency of Disciplinary Proceedings

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

17. Brief job requirement of employees in Administrative category and Excluded Administrative category has been stated in Annexure-I

18. Superannuation

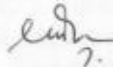
The present system of superannuation of employees in Administrative category and Excluded Administrative category at the age of 60 years shall continue as per the Govt. of India Rules from time to time.



19. Interpretation:-

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.


7.6.18
(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

Job requirements for various posts in Administrative Category


Designation, grade, Pay Matrix & Level	Job Requirements
Office Assistant (Grade-III) Level-2 (₹19900-63200)	Typing; dispatch of daks, issue of tickets, photocopying, maintenance of files, preparation and processing of bills; making entries in various registers, ledgers etc.; handling purchase and stores; compilation of facts & figures for reports, statements etc. in computer; cash handling & cheque writing whenever required; any other work entrusted by superiors from time to time.
Office Assistant (Grade-II) Level-4 (₹25500-81100)	(i) In addition to whatever is required of an Office Assistant (Grade-III), case work in administration, accounts, stores and purchase; (ii) attending to enquiries from visitors; maintenance of public relations; receiving important guests and coordinating visits of group in the museum; survey of visitors whenever necessary; operation of telephone service and issue / of tickets and handling cash whenever necessary; (iii) 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 and any other work entrusted by superiors from time to time.
Junior Stenographer Level-4 (₹25500-81100)	Stenographic service; typing; photocopying; sending/receiving emails/fax messages; maintenance of files, ledgers, records etc. in computer; attending to telephone calls and any other work assigned by superiors from time to time;
Senior Stenographer Level-6 (₹35400-112400)	Stenographic service; typing; maintenance of files, ledgers and records; attending to telephone calls; sending/receiving emails/fax messages; public relations and receiving dignitaries; maintenance of appointment schedule for officers and attending to secretarial services and any other work entrusted by superiors from time to time.
Office Assistant (Grade-I) Level-6 (₹35400-112400)	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; initiation and processing of cases relating to Finance & Accounts and case work thereof; preparation of Bank Reconciliation Statement, checking of bills, vouchers etc; preparation of reports, statements of accounts, budget etc.; making entries and upkeep of classified abstract register and monitoring of expenditure; periodic checking of registers; initiation and processing of cases relating to Stores & 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 and any other work entrusted by superiors from time to time.



<p>Section Officer (Administration/Finance & Accounts/Stores & Purchase) Level-7 (₹44900-142400)</p>	<p>Supervision over establishment and administration; handling disciplinary, vigilance and court cases; handling recruitment, assessment and promotion cases, committee work etc.; maintenance of reservation roster, supervision over Finance & Accounts Section; checking and passing of bills before payment; 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, ensuring timely procurement of materials for different sections and observance of purchase procedures; supervision over Stores & Purchase Section; ensuring regular physical verification of stores; control of funds for purchase and answering to audit; acting as Head of Office, Drawing & Disbursing Officer (DDO), CPIO & Vigilance Officer as and when required and any other work entrusted by superiors from time to time.</p>
<p>Private Secretary Level-7 (₹44900-142400)</p>	<p>Supervision over the work of Sr. Stenographers/Jr. Stenographers, initiating and processing of cases and case work thereof for foreign deputation, passport, visa etc., 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; committee work and any other work entrusted by superiors from time to time.</p>
<p>Principal Private Secretary Level-11 (₹67700-208700)</p>	<p>In addition to whatever is required from a Private Secretary – attending to duties of Dy. Controller whenever so required and supervision over establishment and administration and any other work entrusted by superiors from time to time. He will be attached to Director General and look after his office.</p>
<p>Deputy Controller of Administration/ Finance & Accounts/ Stores & Purchase Level-11 (₹67700-208700)</p>	<p>Exercising all administrative and financial powers vested on him; supervision over establishment, administration, vigilance, legal matters, 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. Acting as head of office and holding independent charge of affairs whenever entrusted by head of Museum/Centre. Acting as CPIO, Vigilance Officer, Secretary of SWF, Rajbhasha Adhikari, implementation of Reservation Roster of Govt. of India; supervision over the entire Finance & Accounts Section; ensuring strict observance of rules, regulations and Bye laws, passing of bills, preparation of budget, annual accounts, balance sheet and periodic progressive expenditure statements; management & controlling of funds; answering to audit and clearance of audit objections and O.B. items, monitoring over physical verification of stores; supervision over the entire Stores & Purchase Section; acting as Head of Office, Drawing & Disbursing Officer (DDO) as and when required and any other work entrusted by superiors from time to time.</p>

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<p>Controller of Administration / Finance & Accounts / Stores & Purchase Level-12 (₹78800-209200)</p>	<p>Acting as head of office and exercising all administrative and financial powers vested on him; supervision over establishment, administration, vigilance, legal matters, 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; Acting as CPIO under RTI Act, Vigilance Officer, Secretary of SWF, Rajbhasha Adhikari for implementation of Hindi, implementation of Reservation Roster of Govt. of India, controlling 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.B. items, monitoring over physical verification of stores, controlling the entire Stores and Purchase Section and any other work entrusted by superiors from time to time.</p>
<p>Senior Controller of Administration/Finance & Accounts/Stores & Purchase Level-13 (₹123100-215900)</p>	<p>In addition to whatever is required from a Controller, he will be responsible for overall coordination, monitoring and control of Finance & Accounts, Stores & Purchase and Administration, as the case may be, preparation and consolidation of accounts, preparation of budget, enforcing budgetary control and meeting CAG Audit requirements. Discharging the duties & responsibilities as Member Secretary of Financial Advisory Committee (FAC) of NCSM. He is responsible for ensuring strict compliance of rules, regulations as per GFR and Bye laws of NCSM for procurement of materials, award of contracts for civil works and other contracts, handling matters relating to income tax, GST etc., and exemptions, ensuring physical verification of stores; responsible for import/export, control of funds, discharging duties as Non-Member Secretary of the Executive Committee and co-ordinating the activities of all divisions, handling legal matters, vigilance matters, acting as CPIO, Vigilance Officer as and when required and advising DG, NCSM & Directors on various matters relating to finance & accounts and stores & purchase and any other work entrusted by superiors from time to time.</p>
<p>Secretary Level-13A (₹131100-216600)</p>	<p>He is the Principal Secretary of NCSM Society in terms of the Societies Registration Act; Secretary of Society and Governing Body of NCSM; has multi-dimensional functions and has to provide guidance in respect of all administrative matters including legal, contracts, personnel, establishment etc. and has to coordinate all administrative activities and implementation of Govt. of India Rules in NCSM; advises DG, NCSM on various administrative/legal matters and interpretation of Rules; He is the Chief Vigilance Officer (CVO) and First Appellate Authority under RTI Act in NCSM(Hqrs.).</p>



Job requirements for various posts in Excluded Administrative Category

Designation, grade, Pay Matrix & Level	Job Requirements
<p>Driver (Ordinary Grade) Level-2 (₹19900-63200),</p> <p>Driver (Grade-II) Level-4 (₹25500-81100),</p> <p>Driver (Grade-I) Level-5 (₹29200-92300),</p> <p>Driver (Special Grade) Level-6 (₹35400-112400).</p>	<p>He shall be responsible for driving office vehicles and Mobile Science Exhibition bus, attending to minor repairs of the office vehicles and ensure proper upkeep and maintenance of the same, arranging for timely servicing/repairing of vehicles and any other work entrusted by superiors from time to time.</p>
<p>Security & Maintenance Officer Level-7 (₹44900-142400),</p> <p>Sr. Security & Maintenance Officer Level-11 (₹67700-208700)</p>	<p>He shall be responsible for exercise of control over security, conservancy, firefighting and gardening of the museum/centre; plans, coordinates, supervise and evaluates Fire and EMS operations; reviews departmental performance and effectiveness; responsible for the inspection of buildings and other properties for fire hazards and enforces local and direct activities at the time of emergencies as required; responds to alarms, administers initial emergency (care or response and or service) when necessary and directs activities at the time of emergencies as required; ensure proper deployment & alertness of security personnel at all security points; ensure proper monitoring of movement of visitors and materials; monitor performance of upkeep/monitoring agencies and ensuring proper upkeep and maintenance of the premises including garden, guest house/dormitory etc.; conduct periodical checks/mock drills for security and fire-fighting alertness, ensuring timely refilling of fire extinguishers, maintenance of fire hydrant/alarm system and any other work entrusted by superiors from time to time.</p>
<p>Public Relation Officer Level-11 (₹67700-208700)</p>	<p>He shall be responsible for timely release of all publications of NCSM (Hqrs.) including the Annual Reports, maintenance and quarterly updating of the official website of NCSM, uploading of all advertisement and information on NCSM website, coordination of all satellite linked programmes to be beamed through EDUSAT system from all the units of NCSM, collecting information from units of NCSM, networking for compilation and dispatch of reports of various ministries and any other work entrusted by superiors from time to time.</p>

