

**Central Research & Training Laboratory
(National Council of Science Museums)
33, Block-GN, Sector-V, Salt Lake
Kolkata – 700091**

I-13016/3

Date : 03.06.2019

OFFICE MEMORANDUM

Sub: Appointment of Office Assistant (Grade-III) at Central Research & Training Laboratory, Kolkata

With reference to his application dated 25.03.2018 against advertisement no.03/2018 and based on his performance in the Typing Test held on 26.03.2019 (Tuesday) followed by Descriptive Exam held on 29.04.2019 (Monday) at National Council of Science Museums (NCSM), Kolkata, the Director, Central Research & Training Laboratory (CRTL), Kolkata, a constituent unit of National Council of Science Museums, has been pleased to offer **Shri Joydeep Ghosh**, son of Shri Soumendra Nath Ghosh, appointment to the post of Office Assistant (Grade-III) on the following terms and conditions :-

1. His initial pay will be Rs.19,900/- in the Pay Matrix of Rs.19,900-63,200/- (Level-2) plus the usual allowances as are admissible to other NCSM employees on the same pay and status and employed in Kolkata.
2. His appointment is under Central Research & Training Laboratory (CRTL), Kolkata, a constituent unit of National Council of Science Museums, which is an autonomous body.
3. His present posting is at Central Research & Training Laboratory, Kolkata and he is liable to be transferred to any Science Museums/Centres under the control of NCSM in India.
4. His appointment is temporary but likely to continue.
5. He will be treated on probation for a period of 2 (two) years from the date of his reporting for duty for the above post which may be extended or curtailed at the discretion of the appointing authority. During the probationary period, extended or otherwise, the appointment may be terminated at any time without any notice or without assigning any reason.
6. 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 of terminating the services of the appointee forthwith or before the expiration 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.
7. 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.
8. He will be required to furnish a medical certificate of fitness for service, in the prescribed form appended hereto, from a Civil Surgeon or a District Medical Officer, at his own expense, before joining the duty.
9. The appointment is provisional and is subject to verification of the Caste Certificate through proper channels and that if the claim to belong to OBC is found to be false, the services will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the Indian Penal Code for production of false certificate.
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.
11. He will have to make his own arrangements for residential accommodation.
12. He will not be entitled to travelling expenses for joining duty on his appointment or on its termination
13. He will have to take an oath of Allegiance to the Constitution of India.
14. 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.

15. He shall not be permitted to apply for any post outside NCSM during the probationary period of his service. He will have to withdraw his applications for appointment elsewhere made prior to the issue of this order and will not be permitted either to appear for interview or accept employment offered. Beyond the probationary period his applications for jobs outside NCSM shall be dealt with as per NCSM rules.
16. The provisions of the Central Civil Services (Classification, Control and Appeal) Rules, Central Civil Services (Conduct) Rules and such other rules or executive orders as may from time to time be applicable to the servants of the NCSM and NCSM Rules & Bye-laws, as framed 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 NCSM as to their applicability shall be final.
17. In regard to any matter not specially covered in the foregoing paragraphs he will be governed by the rules and orders applicable to other similarly placed employees of the NCSM.
18. If **Shri Joydeep Ghosh** is willing to accept the offer of appointment on the aforesaid terms and conditions, he is required to send his acceptance within 10 days from the date of receipt of this memorandum and thereafter to report for duty **latest by 28st June, 2019** to the Director, Central Research & Training Laboratory, (NCSM), 33, Block-GN, Sector-V, Bidhan Nagar, Kolkata-700091, along with the following original documents :-

- i) *Proof regarding date of birth.*
- ii) *Certificates regarding educational qualifications alongwith experience certificate, if any.*
- iii) *Certificate regarding Other Backward Class from District Magistrate or any other competent Revenue Authority.*
- iv) *Attestation form (sent herewith in triplicate) duly completed.*
- v) *No objection certificate from the present employer, if any.*

* OBC certificate alongwith Non-Creamy layer Certificate to be issued by competent authority should be submitted at the earliest.



(Sasti Ghosal)

Controller of Administration

Encl. as above

To
Shri Joydeep Ghosh
S/o. Shri Soumendra Nath Ghosh
Village – Nanipur, P.O.- Sultangacha
P.S.- Polba, Dist.- Hooghly
Pin -712148
Contact No. 9434601959

Copy to :

- 1) Director - NCSM (Hqrs.)/CRTL
- 2) Secretary, NCSM
- 3) PPS to DG, NCSM
- 4) Dy.CoF&A, NCSM (Hqrs.)/Dy.CoA (MC), NCSM (Hqrs.)/Dy.CoS&P, CRTL
- 5) PRO & Hindi Cell
- 6) Bill/Estb./Accounts Section/ Cashier/Library, NCSM(Hqrs.)
- 7) Stores Section, CRTL
- 8) Personal file
- 9) Office copy