

Extract of page 15 and 16 of the Memorandum of Association (MOA) / BYE-LAWS:

(Full version of MoA/Bye-laws is available in
<https://www.ncscm.res.in/wp-content/uploads/download/MOA.pdf>)

POWERS OF THE NCSCM DIRECTOR
DERIVED AND EXERCISED

- i. Implement or cause to implement through the staff of NCSCM, the recommendations of the High Power Research Steering Committee [HPSC], the Governing Council [GC], and the Management Committee [MC].
- ii. Agree with MoEF, other Ministries of Government of India or State Government for their long term research needs and agree on securing finance for the same.
- iii. Secure and accept endowments, grants-in-aid, donations or gift on mutually agreed terms and conditions as also donations from well-wishers and benefactors from abroad and in India, strictly in pursuance of the objectives of NCSCM upon intimation to the GC and HPSC.
- iv. Draw, make accept, endorse, discount and negotiate with the Union Government and other agencies, promissory notes, bills of exchanges, cheques and other negotiable instruments, strictly in pursuance of the objectives of NCSCM upon intimation to the GC and HPSC.
- v. Negotiate and enter into contract with any other organizations having relatable objectives or persons for promoting or fulfilling objectives of the NCSCM, upon intimation to the GC and HPSC.
- vi. Enter into any Joint Project Agreement with National or International Partner Institution(s) as approved by the GC or HPSC; and incur expenditure, or authorize the Head of Finance and Procurement Unit of NCSCM to incur expenditure, under such Joint Project Agreements.
- vii. Consider and approve technical advice and proposals forwarded by the Deputy Director or Division Chairs or any other staff of NCSCM to reach the objectives of the NCSCM;
- viii. Select, recruit and appoint any staff of the NCSCM as recommended by the GC or the MC, as the case may be. However, approval of the Government shall be obtained for the creation of new regular posts in the NCSCM.
- ix. Initiate disciplinary actions including termination of services of any staff of NCSCM in the interest of the NCSCM, subject to the laws as applicable, and in the case of the Deputy Director or the Division Chairs in the NCSCM with the approval of the HPSC.
- x. Approve (i) procurement of goods and equipment up to a ceiling amount of `50 lakh, (ii) procurement of works up to a ceiling amount of `30 lakh, and (iii) procurement of consultancy services up to a ceiling amount of `10 lakh; as per the SICOM Procurement Manual.

- xi. Obtain approval of procurement of goods, equipment, works and consulting services, above the ceiling of powers of the NCSCM Director from the MC or the GC as the case may be.
- xii. Appoint bankers of the NCSCM, open and operate bank accounts, manage funds, and review monthly, quarterly and yearly account statements. All accounting and financial management actions shall be as per the Financial Management Manual;
- xiii. Undertake expenditures for all approved procurement by NCSCM, and to authorize the Head of Finance and Procurement Unit of NCSCM to pay against any contract entered by NCSCM.
- xiv. Appoint, in consultation with MC, any CAG empanelled Chartered Accountant firms(s) as internal auditor and statutory auditors of the NCSCM, and take all appropriate actions to address findings of the internal audit or statutory audit reports.
- xv. Appoint such persons as the GC may deem fit for the purpose of representing the NCSCM and/or the GC in any legal or other proceedings to be instituted by or against the NCSCM and pay the fee/remuneration thereof.
- xvi. Perform any of the emergency functions within the competency of the GC with the approval of the Chairperson, during the interval between meetings of the GC where it is expedient to do so and place a report in respect thereof, before the GC for its consideration or ratification.

POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES **DERIVED AND EXERCISED**

Assistant Director (Scientist 'H')

- Leading all the Divisions in co-ordination with the Division Chairs of the NCSCM
- Establish the team of researchers to achieve the targets of the NCSCM.
- Lead the formulation of 5-year and 2-years program and plans for the NCSCM along with the Division Chairs;
- Assist the Director NCSCM in achieving the World-Class status;
- Provide just-in-time advice to Governments through the NCSCM Director.

Deputy Director & Head of Administrative and Human Resources Unit

- Responsible for activities of the NCSCM, in absence of the Director
- Responsible for entering into MoU and partnership agreement with institutions,
- Lead the HR Unit in coordination with other divisions of the NCSCM;
- Organizational management including staff benefit program,
- Library management, website design and maintenance in coordination with all divisions;
- Publications, public relation and communication of the NCSCM;
- Coordination for training and meetings;
- Human Resource development in NCSCM;
- Annual Plan and annual report preparation.

Division Chairs (Scientist 'G')

- Leading the Division in coordination with other divisions of the NCSCM;
- Establish the team of researchers to achieve the targets of the Division,
- Prepare and contribute to the formulation of 5-year and 2-years program and plans for the Division;
- Ensure that the Division is achieving World-Class status;
- Provide just-in-time advice to Governments through the NCSCM Director.

Head, Finance and Procurement Unit

- Leading the Unit in coordination with other divisions of the NCSCM;
- Financial management of the NCSCM;
- Managing all procurement by the NCSCM including preparation and implementation of annual procurement plans;
- Conduct pre-audit for the high value procurements made by various divisions;
- Prepare annual budget and supply of monthly, quarterly, half-yearly and annual expenditure statements of the NCSCM.

Project Leads (Scientist 'F')

- To undertake and lead research teams in accordance with the research program established by the respective Division Chair.

Senior Scientist (Scientist 'E')

- To undertake and perform high calibre research along with relevant research teams, and to support the Project Leads in accordance with the research program established by the respective Division Chair.

Scientist D

- To undertake and perform high calibre research as per targets and sequence set by the Project Leads, and support the specific research team in the respective thematic Divisions.

Scientist C

- To undertake and perform research and work as part of specific research teams in the respective thematic Divisions

Scientist B

- To undertake and support research and work as part of specific research teams in the respective thematic Divisions

Senior Manager (Admin/HR)

- Assist the Head of Administration and HR Unit for organizational management, performance development, publications, training and annual plan preparation.

Senior Manager (Finance/Accounts)

- Assist the Head of Finance and Procurement Unit for finance management, pre & post audit, preparation of sanctions, preparation of expenditure statement and annual budget preparation.

Senior Manager (Procurement)

- Assist the Head of Finance and Procurement division to prepare the Requests for proposal & TOR, evaluation of Expression of Interest, and preparation of annual procurement plan.

Senior Protocol Officer

- Assist the Head of Administration and HR Division for conducting meetings, trainings, travel and accommodation.

Senior Librarian

- Assist the Head of Administrative and HR Division for library development and management in NCSCM.

Manager (Admin/HR)

- Assist the Head of Administration and HR Unit for organizational management, performance development, publications, training and annual plan preparation.

Manager (Finance / Accounts)

- Assist the Head of Finance and Procurement Unit for finance management, pre & post audit, preparation of sanctions, preparation of expenditure statement and annual budget preparation.

Manager (Procurement)

- Assist the Head of Finance and Procurement division to prepare the Request for proposals & TOR, evaluation of Expression of Interest, and preparation of annual procurement plan.

Protocol Officer

- Assist the Head of Administration and HR Division for conducting meetings, trainings and travel and accommodation.

Librarian

- Assist the Head of Administrative and HR Division for library development and management in NCSCM.

Senior Software Engineer

- To undertake and perform high calibre research as per targets and sequence set by the Project Leads, and support all the Research divisions of NCSCM.

Senior Applications/Development Engineer

- To undertake and perform high calibre research as per targets and sequence set by the Project Leads, and support all the Research divisions of NCSCM.

Software Engineer

- Work under the Administrative and HR Unit for the development of NCSCM website and other engineering applications of NCSCM.

Application Engineer

- Work under the Administrative and HR Unit for the development of NCSCM website and other engineering applications of NCSCM.

Junior Software Engineer

- Work under the Administrative and HR Unit for the development of NCSCM website and other engineering applications of NCSCM.

Junior Application Engineer

- Work under the Administrative and HR Unit for the development of NCSCM website and other engineering applications of NCSCM.

System Administrator

- Assist the Administration and HR Division to manage the computer and accessories.

Accounts Officer (Internal Control Officer)

- Assist the Head of Finance and Procurement division for NCSCM accounting and internal auditing.

PS to Director

- Assist the Director, NCSCM

Accountant

- Assist the Head of Finance and Procurement division for account management and sanctions.

Senior Technical Assistant

- Assist in all technical activities for various Divisions of NCSCM

Technical Assistant

- Assist in all technical activities for various Divisions of NCSCM

Data Entry Operator (Grade D)

- Data entry operation

Data Entry Operator (Grade C)

- Data entry operation

Senior Laboratory Assistant

- Assist all the Divisions relating to laboratory work.

Stenographer

- Assist the officials in drafting letters, type-writing and correspondence.

Field Assistant

- Assist all the Divisions relating to field work

Office Assistant cum Driver

- Assist all Divisions as required and driving