RAJIV GANDHI SCIENCE CENTRE TRUST FUND

SCHEME OF SERVICE

Post: Maintenance and Development Officer - (Electronics and Electrical)

Salary: Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 –
27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100
x 1575 – 49250 x 1650 – 54200 (RGSC 24)

Qualifications: By selection from among candidates who possess:

A (i) A Cambridge Higher School Certificate with passes at
Principal Level in at least two subjects including
Mathematics or any Science or Technical subject obtained on
one certificate or Passes in at least two subjects including
Mathematics or any Science or Technical subject obtained on
one certificate at the General Certificate of Education
‘Advanced Level’;

(ii) A diploma in Electronics Engineering from a recognized
institution

OR

An equivalent qualifications acceptable to the Board.

(iii) Candidates should be computer literate.

B Candidates should also be computer literate

Qualifications at A(i) should have been obtained prior to qualification
at A(ii) above.

Note

Candidates possessing a post ‘A’ level degree in the relevant field at
A(ii) above will join the salary scale point Rs 28,225/–.

Duties:

A 1. To assist the Manager/Curator (Electrical/Electronics/IT) in
the performance of his duties.

2. To develop models and exhibits for the popularisation of
Science and Technology.

3. To maintain, operate, repair, fabricate, pack and install
exhibits/equipment/installations.
4. To ensure timely execution of all electronics/electrical engineering works.

5. To supervise electronics/electrical engineering works undertaken by external repair and maintenance agencies.

6. To ensure adherence to safety precautions/measures during work in both 'live' and 'dead' conditions.

7. To liaise with external repair and maintenance agencies whenever required.

8. To be responsible for proper upkeep and control of tools, consumables and equipment.

9. To maintain records in registers and computers.

10. To supervise and train subordinate staff.

11. To assist in the preparation of bidding documents.

12. To make use of information and communication technology in the performance of his duties.

13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Maintenance and Development Officer (Electronics and Electrical) in the roles ascribed to him.