

# **Terms of Reference**

For Appointment  
(on contractual/deputation basis)  
of  
**Director**  
At  
**Dr. APJ Abdul Kalam Science City,**  
Patna, Bihar

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**Department of Science, Technology and Technical Education (DSTTE)**  
**Government of Bihar**

## 1. Background

The Dr. A. P. J. Abdul Kalam Science City, Patna (Science City) is governed by the Dr. A. P. J. Abdul Kalam Science City Society, which is a registered society functioning under the aegis of the Department of Science, Technology and Technical Education, Government of Bihar. The science city is a flagship science outreach and public engagement institution of the Government of Bihar, established to promote scientific temper, innovation, experiential learning and public understanding of science and technology among citizens, students, educators and researchers.

The Science City is envisaged as a world-class knowledge and learning hub, integrating interactive exhibits and science galleries. Given its scale, public importance and national visibility, the Science City requires professional leadership with demonstrated experience in science administration, institutional management, public engagement and the management of large-scale, infrastructure-based knowledge institutions.

In this context, the Department of Science, Technology and Technical Education (DSTTE), Government of Bihar **proposes to appoint a Director (Level-14 equivalent) on contractual/deputation** basis to lead the Science City during its operational and expansion phase.

## 2. Objective of the Position

The Director shall provide **strategic, administrative and operational leadership** to Dr. A. P. J. Abdul Kalam Science City, ensuring its effective functioning, sustainability, national standing and alignment with the Government of Bihar's vision for science's popularization and innovation-driven development.

## 3. Position Details Qualification and Eligibility criteria

Particulars	Details
Name of the Position	Director
Level Equivalence	Level-14
Nature of Appointment	Contractual/Deputation
Place of Posting	Dr. A. P. J. Abdul Kalam Science City, Patna
No of Post	1 (One)
Eligibility	<p>A) 1<sup>st</sup> Class M.Sc./1<sup>st</sup> Class B.E./B. Tech with 20 yrs. experience relevant to the objective of working in the Science City established by the Ministry of Culture, Govt. of India/State Government/Autonomous body under Government.</p> <p><b>OR,</b></p> <p>M.Tech/M.E./M.S.(Engineering)/Ph.D. (Science) with 16 yrs. Experience relevant to the objective of/working in the Science City established by the Ministry of Culture, Govt. of India/State Government/Autonomous body under Government.</p> <p><b>OR,</b></p> <p>Ph.D. (Engineering) with 14 yrs. Experience relevant to the objective of /working in the Science City established by the Ministry of Culture, Govt. of India/State Government /Autonomous body under the Government.</p> <p>(B) The candidate should be either working or retired in the Pay Level of 14 or equivalent as per the last pay drawn.</p>

<b>Maximum Age</b>	65 years
<b>Tenure of Contractual /deputation Appointment</b>	<ul style="list-style-type: none"> <li>• <b>Retired Candidates:</b> The appointment shall be for a period of three (3) years on contract with a provision for further extension on a year-to-year basis, up to a maximum of five (5) years, or until attaining the age of 65 years, whichever occurs earlier.</li> <li>• <b>Working Candidates:</b> The appointment shall be for a maximum period of three (3) years on deputation with a provision for further extension on a year-to-year basis years up to a maximum of five (5) years, or until the candidate reaches their prescribed retirement age, whichever occurs earlier.</li> </ul>
<b>Age Limit and Continuation of Appointment</b>	<ul style="list-style-type: none"> <li>• <b>Working candidates</b> <ul style="list-style-type: none"> <li>○ with a prescribed age of retirement of 60 years may apply up to a maximum age of 57 years (as on the closing date of receipt of applications). Their appointment shall be valid maximum up to attainment of 60 years of age. Reappointment on contract will be subject to the decision of the Governing Body of the Society. However, the candidate cannot claim for his/her reappointment on contract.</li> <li>○ whose prescribed age of retirement is 65 years may apply up to a maximum age of 62 years (as on the closing date of receipt of applications). Their appointment shall be valid maximum up to attainment of 65 years of age. Reappointment on contract will be subject to the decision of the Governing Body of the Society. However, the candidate cannot claim for his/her reappointment on contract.</li> </ul> </li> <li>• <b>Retired Candidate</b> may apply up to a maximum age of 62 years (as on the closing date of receipt of applications). Their appointment may be extended, up to attainment of 65 years of age or as per the decision of the governing body of science city</li> </ul>

#### 4. Job Description / Scope of Work

The Director shall be responsible for the following, not limited to:

- The Director, Science City, shall be the administrative head, responsible for overall leadership, strategic coordination and efficient administration of the Science City and shall act as the Member Secretary of the Executive Committee and the Chief Executive Officer.
- Formulate, implement and monitor short-term and long-term institutional plans, including outreach activities, financial planning and operational roadmaps.
- Support initiatives to enhance the institutional visibility and standing of the Science City at national and international levels through coordinated programs and official representation.
- Exercise administrative oversight over the development, renewal and maintenance of galleries, exhibits, outreach activities, workshops and public engagement programs, ensuring quality and operational effectiveness.
- Coordinate and liaise with State and Central Government departments, agencies and statutory bodies on administrative, financial and operational matters.
- Oversee the smooth functioning, monitoring and periodic evaluation of Food Aggregators operating within the Science City premises.

- Under the direction and control of the Executive Committee and in accordance with the prescribed bye-laws and instructions of the competent authority, the Director may convene meetings of the Executive Committee and its committees or sub-committees, as required.
- The Director shall maintain proper records and minutes of the proceedings of the Committee meetings and shall send copies thereof to DSTTE and other State agency as required.
- The Director shall keep or cause to be kept all records of the Committee in its office or at any place specified by the Committee.
- Ensure full compliance with Government of Bihar rules, DSTTE instructions, statutory requirements and audit observations and place relevant matters before competent authorities, as required.
- Any other responsibilities as may be assigned by the competent authority from time to time.

## **5. Reporting Structure**

The Director shall report to the Chairman Executive Committee cum Additional Chief Secretary/Principal Secretary/Secretary, Department of Science, Technology and Technical Education, Government of Bihar or any other authority as notified by the Department/ Society.

## **6. Remuneration**

The Director's monthly remuneration will be calculated as following:

### **I. For those officers who are receiving pension:**

- The last salary received before retirement, add the dearness allowance (DA) on that salary, then subtract the pension amount.
- The dearness relief (DR) on the pension will continue to be paid separately, just as it was at the time of retirement.

### **II. For Those officers who are not receiving pension**

- Last pay drawn

### **6.1. Annual Increment**

- Retired candidates shall be eligible for a yearly increment at the rate of five percent (5%).
- Candidates who have not retired shall be eligible for pay protection and their increments shall be governed by the norms, rules, and regulations of their respective parent departments/organizations, as applicable.

## **7. Performance Evaluation:**

The performance of the Director shall be reviewed periodically by the Chairman Executive Committee cum Additional Chief Secretary/Principal Secretary/Secretary, Department of Science, Technology and Technical Education, Government of Bihar

## **8. Leave Entitlement**

The Director shall be entitled to avail Casual leave of 16 days in a year or as per Human Resources (HR) manual of the Science city.

## **9. Selection Process**

The selection process shall consist of inviting applications through an online application form and shortlisted eligible candidates shall be interviewed by the Selection Committee.

## **10. Travel and other facility**

As per requirement and approval by the competent authority or as per HR manual of the Science City.

## **11. Termination**

- The appointment shall be contractual/deputation and may be terminated by either party before the expiry of the contract period by giving one (1) months' prior notice or by payment of remuneration equivalent to the notice period in lieu thereof.
- Notwithstanding the above, the Government reserves the right to terminate the contract at any time without notice in cases of unsatisfactory performance, misconduct, breach of contractual terms, violation of Government rules or norms, disciplinary grounds or ill health rendering the appointee unfit for duties, as applicable.
- If the Director is found to be absent from duty for a continuous period of fifteen (15) days or more without prior approval or valid justification, such absence shall be treated as unauthorized and the contract shall be liable to termination by the Government without further notice
- Such termination shall not entail any right to compensation except payment of dues admissible up to the date of termination.