

Administrative Officer:

Name of post.	Number of posts.	Classi- fication.	Pay Level in the Pay Matrix.	Whether Selection post/Non Selection post.	Age limits for Direct Recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Administrativ Officer	1* (2018) *subject to variation dependent on workload.	General Central Service: Group B, Gazetted, Ministerial	Level-7 (`44900- 142400)	Selection	Not exceeding 30 years. (i) The crucial date for determining the age- limit shall be as advertised by the SSC. (ii) Relaxable for Government servants for upto 5 years in accordance with the instructions or orders issued by the Central Government.

Educational and other Qualification required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of Probation, if any.	Method of Recruitment, whether by direct recruitment or by promotion or deputation or absorption and percentage of vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
Essential Qualifications : (i) Bachelor's Degree of a recognized university; (ii) 5 years experience of Administration, accounts and establishment work in a supervisory capacity in	No	Two years (for Direct recruits)	100% by Promotion failing which by Deputation and failing both by Direct recruitment.

<p>Government office or a public body or a commercial organization of repute.</p> <p>Note 1: Qualifications are relaxable at the discretion of the SSC, for the reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification(s) regarding experience is relaxable at the discretion of the SSC, for the reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage, SSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p>Desirable Qualifications:</p> <p>(i) Degree or Diploma in Public Administration/Public Relations from a recognized University or Board.</p> <p>(ii) Knowledge of Government Rules & Regulations.</p> <p>(iii) Working knowledge in Computer.</p>			
---	--	--	--

<p>In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation/absorption to be made.</p>	<p>If a Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which UPSC to be consulted in making recruitment.</p>
<p>(11)</p>	<p>(12)</p>	<p>(13)</p>

<p>Promotion: Departmental Office Superintendent, Head Clerk, Accountant and Senior Store Assistant with five years regular service in the grade.</p> <p>Deputation: Officers from the Central/State Governments/UTs, (a) (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with atleast five years regular service in Level 6 in the pay matrix-6 or equivalent. (b) Possessing the educational qualifications and experience prescribed for direct recruits under Column 7.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not exceed 3 years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>	<p>Group B Departmental Promotion Committee consisting of:</p> <p>(i) Director, National Atlas and Thematic Mapping Organisation - Chairman</p> <p>(ii) Director/Deputy Secretary concerned, Department of Science and Technology - Member</p> <p>(iii) Joint Director National Atlas and Thematic Mapping Organisation - Member</p> <p>(iv) Deputy Director, National Atlas and Thematic Mapping Organisation - Member</p>	<p>Consultation with the UPSC is not necessary.</p>
---	---	---