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GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
(DEPARTMENT OF SCIENCE AND TECHNOLOGY)

NOTIFICATION

New Delhi, the....., 2020.

G.S.R._____ —In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the National Atlas and Thematic Mapping Organisation (**Group 'C' Recruitment Rules, 2004**, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the said post of **Upper Division Clerk and Lower Division Clerk** in the National Atlas and Thematic Mapping Organisation, Department of Science and Technology, Ministry of Science and Technology, namely:-

1. Short title and commencement — (1) These rules may be called the National Atlas and Thematic Mapping Organisation, **Office Superintendent (Group 'C') Recruitment Rules, 2020**.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Application.- These rules shall apply to posts specified in column (1) of the Schedule annexed to these rules.

2. Number of post, classification and level in pay matrix —The number of said post, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age-limit and qualifications etc. – The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualification – No person, –

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax —Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, and in consultation with Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving — Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule

Name of Posts.	Number of Posts.	Classification.	Level in pay matrix.	Whether selection post or Non selection post.
(1)	(2)	(3)	(4)	(5)
1.Upper Division Clerk.	11* (2020) *Subject to variation dependent on workload.	General Central Service, Group- 'C'. Non-Gazetted, Ministerial.	Level – 4 in the pay matrix (Rs.25,500-81100).	Non-Selection.

Age-limits for direct recruits.	Educational and other qualification required for direct recruits.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees.	Period of probation, if any.
(6)	(7)	(8)	(9)
Not Applicable.	Not Applicable	Not Applicable	Not Applicable.

Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which UPSC to be consulted in making recruitment.
(10)	(11)	(12)	(13)
(i) 80 percent of the vacancies by Promotion failing which by Deputation (ii) 20 percent by promotion through Limited Departmental Competitive Examination.	Promotion: (i) 80% by Promotion through Departmental Promotion Committee from Lower Division Clerk with eight years of regular service in pay Level 2 in the pay matrix (Rs.19900-63200) (ii) 20% through Limited Departmental Competitive Examination from Lower Division Clerk with five years regular service in Pay Level 2 in the pay matrix (Rs.19900-63200). Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and	Group-'C' Departmental Promotion Committee consisting of:- (1) Head of Department or Joint Director, National Atlas and Thematic Mapping Organisation -Chairman; (2) Deputy Director, National Atlas and Thematic Mapping Organisation - Member; (3)Senior Administrative Officer or Head of Office, National Atlas and Thematic Mapping	Not Applicable..

	<p>have successfully completed their probation period for promotion to the next higher level along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputatuion: Officers of Central Government/State Government/UT Administration:- (i) Holding analogous post on regular basis; OR (ii) With eight years regular service in the grade of Lower Division Clerk in Pay Level 2 in the pay matrix (Rs.19900-63200).</p> <p>Note 1: The departmental officers in the feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationist shall not be eligible for consideration of appointment by promotion.</p> <p>Note 2: 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 or department of the Central Government/State Government/UT Administration shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall be not exceeding Fifty six years as on the closing date of receipt of applications.</p>	<p>Organisation - Member.</p>	
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Name of Posts.	Number of Posts.	Classification.	Level in pay matrix.	Whether selection post or Non selection post.
(1)	(2)	(3)	(4)	(5)
2.Lower Division Clerk.	16* (2020) * Subject to variation dependent on workload.	General Central Service, Group- 'C'. Non-Gazetted, Ministerial.	Level-2 in the pay matrix (Rs.19900-63200).	Non-Selection

Age-limits for direct recruits.	Educational and other qualification required for direct recruits.
(6)	(7)
Between 18 years and 27 years [Relaxable for Governement servants up to forty years in accordance with the instructions or orders issued by the Central Government from time to time in this regard].	(i) 12 th Class or equivalent qualification from a recognised Board or University; (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (Time allowed 10 minutes)

<p>Note: The crucial date for determining the age-limit shall be as fixed by Staff Selection Commission.</p>	<p>{ 35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depressions per Hour (KDPH)/90000KDPH on an average of 5 key depressions of each word}.</p> <p>Note 1: Skill Test in typing shall be conducted only on Computers.</p> <p>Note 2: The qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates otherwise well qualified.</p>
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Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees.	Period of probation, if any.
(8)	(9)
Yes to the extent indicated in column 10.	<p>Two years for Direct recruits.</p> <p>Note: The probation period shall include successful completion of mandatory induction training of at least two weeks duration.</p>

Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled up by various methods.	In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption to be made.
(10)	(11)
<p>(i) 85% of vacancies by direct recruitment through Staff Selection Commission;</p> <p>(ii) 10% of the vacancies shall be filled up by promotion from amongst the Group C staff in level 1 in the pay matrix (Rs.18000-56900) and who possess 12th Class pass or equivalent qualification and have rendered three years' regular service in the level 1, on the basis of qualifying the Limited Departmental Competitive Examination. The maximum age-limit for eligibility for examination is forty five years and fifty years of age for the Scheduled Castes and Scheduled Tribes;</p> <p>(iii) 5% of the vacancies shall be filled on seniority-cum -fitness basis from Group 'C' employees who have three years' regular service in posts in level 1 in the pay matrix (Rs.18000-56900).</p> <p>Note: If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p>	<p>As stated in column (10).</p>

If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which UPSC to be consulted in making recruitment.
(12)	(13)
<p>Group-'C' Departmental Promotion Committee consisting of:-</p> <p>(1) Head of Department or Joint Director, National Atlas and Thematic Mapping Organisation -Chairman;</p> <p>(2) Deputy Director, National Atlas and Thematic Mapping Organisation - Member;</p> <p>(3)Senior Administrative Officer or Head of Office, National Atlas and Thematic Mapping Organisation - Member.</p>	<p>Not applicable.</p>

