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**Note 1 :** The crucial date for determining the age-limit shall be the closing date for receipt of applications from the candidates (and not the closing date for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

**Note 2 :** In case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be last date upto which the Employment Exchange is asked to submit the names.

- 8. : (i) Higher Secondary or equivalent examination passed from a recognized University or Board (10 + 2 System);  
(ii) Experience in operation of PBX Board preferably of 5+25=25 lines capacity  
**Desirable :** Experience in Reception and attendant duties.
- 9. : No
- 10. : Two years
- 11. : By deputation failing which by direct recruitment
- 12. : Deputation from the grade of Lower Division Clerk with five years service in the grade rendered after appointment thereto on regular basis.
- 13. : **Group 'C' Departmental Promotion Committee consisting of :—**
  - (1) Head of the Department or Joint Director, National Atlas and Thematic Mapping Organisation —Chairman
  - (2) Deputy Director (by rotation), National Atlas and Thematic Mapping Organisation —Member
  - (3) Senior Administrative Officer, National Atlas and Thematic Mapping Organisation —Member
- 14. : Not applicable.
- 15. 1. : Upper Division Clerk
- 2. : 9\*(2004)  
\*Subject to variation dependent on workload.
- 3. : General Central Services, Group 'C', Non-Gazetted, Non-Ministerial.
- 4. : Rs. 4000-100-6000
- 5. : Selection
- 6. : No
- 7. : Not applicable
- 8. : Not applicable
- 9. : No
- 10. : Not applicable
- 11. : By Promotion
- 12. : Promotion from the grade of Lower Division Clerk, Hindi Typist with five years service in the grade rendered after appointment thereto on regular basis.
- 13. : **Group 'C' Departmental Promotion Committee consisting of :—**
  - (1) Head of the Department or Joint Director, National Atlas and Thematic Mapping Organisation —Chairman
  - (2) Deputy Director (by rotation), National Atlas and Thematic Mapping Organisation —Member
  - (3) Senior Administrative Officer, National Atlas and Thematic Mapping Organisation —Member
- 14. : Not applicable.

regular

of sets

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