

Government of India  
**NATIONAL ATLAS & THEMATIC MAPPING ORGANISATION**  
 Department of Science & Technology  
 C.G.O. Complex (7<sup>th</sup> Floor), DF Block,  
 Salt Lake City, Kolkata – 700 064  
 \* \* \* \* \*

NO.F.26-44/2014-Estt./3502

Dated 10/05/2019

**OFFICE MEMORANDUM**

16.

Sl. No.	Name of Post	Sanctioned strength as per existing RRs	Level in the pay matrix at present	Group/ Classification
1.	Director	1	Level-14	A
2.	Joint Director	2	Level-12	A
3.	Deputy Director	8	Level-11	A
4.	Research Officer	29	Level-10	A
5.	Senior Administrative Officer	1	Level-10	A
6.	Senior Statistical Officer	1	Level-10	A
7.	Hindi Officer <sup>1</sup>	1	Level-10	A
8.	Administrative Officer	2	Level-7	B Gazetted
9.	Senior Personal Assistant <sup>2</sup>	1	Level-7	B Gazetted
10.	Scientific Officer	31	Level-7	B Gazetted
11.	Assistant Manager*	1	Level-7	B Gazetted
12.	Statistical Officer	1	Level-6	B(Non-Gazetted)
13.	Research Assistant <sup>3</sup>	200	Level-6	B(Non-Gazetted)
14.	Senior Library & Information Assistant <sup>4</sup>	5	Level-6	B(Non-Gazetted)
15.	Senior Technical Assistant(P)*	1	Level-6	B(Non-Gazetted)
16.	Stenographer Grade I <sup>5</sup>	1	Level-6	B(Non-Gazetted)
17.	Stenographer Grade II	2	Level-6	B(Non-Gazetted)
18.	Office Superintendent	3	Level-6	B(Non-Gazetted)
19.	Hindi Translator <sup>6</sup>	1	Level-6	B(Non-Gazetted)
20.	Head Clerk	5	Level-6	B(Non-Gazetted)
21.	Accountant	1	Level-6	B(Non-Gazetted)
23.	Senior Store Assistant	1	Level-6	B(Non-Gazetted)
24.	Technical Assistant (Process)*	2	Level-5	C
25.	Statistical Assistant	2	Level-5	C
26.	Litho Machine Printer Grade II*	1	Level-5	C
27.	Junior Geographical Assistant	68	Level-5	C
28.	Staff Car Driver Grade I	4	Level-5	C

<sup>1</sup>The post of Hindi Officer re-designated (and upgraded to Level 10) as Assistant Director (OL) vide DST's letter No.SM/02/02/2016 dated 23.02.2016.

<sup>2</sup> The post of Senior Personal Assistant stand re-designated as Private Secretary as per Gol's Orders. This will be reflected in the revised RRs.

<sup>3</sup> Posts of Research Assistant and Senior Geographical Assistant stand merged and nomenclated as Research Assistant vide Order No.F.1-7/2009-DIR/1054 dated 31.03.2010 of NATMO and the sanctioned strength of Sr. Geographical Assistant has also been merged with that of Research Assistant.

<sup>4</sup> As per NATMO's records, the posts of Senior Librarian and Information Assistant (after merger of Senior Librarian and Map Curator) and Library Information Assistant (after merger of Librarian and Library Assistant) stand merged and re-designated as Senior Librarian and Information Assistant.

<sup>5</sup> The posts of Stenographer Grade I and Stenographer Grade II have been merged and nomenclated as Stenographer Grade-I and the post of Stenographer Grade-III has been re-nomenclated as Stenographer Grade-II as per Gol's orders. This will be reflected in the revised RRs.

<sup>6</sup> The post of Hindi Translator re-designated as Junior Translator vide DST's letter No.SM/02/02/2016 dated 23.02.2016.

29.	RCTO	1
30.	Upper Division Clerk <sup>7</sup>	11
31.	Store Assistant	2
32.	Stenographer Grade III	1
33.	Staff Car Driver Grade II	3
34.	Field Assistant	7
35.	Compositor*	1
36.	Staff Car Driver (Ordinary Grade)	3
37.	Electrician	1
38.	Lower Division Clerk	16
39.	Gestetner Operator	1
40.	Store Keeper	3
41.	Hindi Typist	1
42.	Multi-Tasking Staff	31
43.	Clerk (Canteen)	4
44.	Canteen Attendant <sup>8</sup>	8
<b>Total</b>		<b>470</b>

Level-4	C
Level-4	C
Level-4	C
Level-4	C
Level-4	C
Level-4	C
Level-4	C
Level-2	C
Level-2	C
Level-2	C
Level-2	C
Level-2	C
Level-2	C
Level-2	C
Level-2	C
Level-1	C
Level 2	C
Level-1	C

The strength has been prepared based on existing recruitment rules.

**CLOSURE OF NATMO PRINTING PRESS VIDE OFFICE ORDER DATED 28.07.2018 – POSTS/STRENGTH ABOLISHED AS PER CABINET DECISION (not reflected in the above tabular statement)**

Sl. No.	Name of Post	No. of sanctioned Post	Level in the pay matrix
<b>Group A</b>			
1.	Manager	1	Level-10
<b>Group B (Gazetted)</b>			
2.	Assistant Manager	1	Level-7
<b>Group C</b>			
3	Litho Machine Printer, Grade III	1	Level-4
4.	Technical Assistant(Process)	2	Level-5
5.	Photographer	2	Level-4
6.	Photo Draftsman	1	Level-4
7.	Printer	2	Level-4
8.	Plate Maker	1	Level-4
9.	Plate Keeper	1	Level-3
10.	Machine Man	3	Level-2
11.	Compositor	2	Level-2
<b>Total</b>		<b>17</b>	

\* Remaining posts/strength of Assistant Manager, Senior Technical Assistant (Process), Litho Machine Printer Grade II, Technical Assistant (Process) and Compositor relating to Printing Press shall be abolished after retirement of existing staffs in position.

<sup>7</sup>The post of Caretaker has been merged with Upper Division Clerk as per Government Order.

<sup>8</sup>The posts of Tea/Coffee Maker, Bearer and Wash Boy have been redesignated as Canteen Attendant vide this Office Order No.36-13/2002-Estt./4748 dated 08/10/2013 as per DOP&T OM No.3/2/2009-Dir(C) dated 06/09/2010.

*T. Banerjee* 16.5.19  
(Tapati Banerjee)  
Director

**Distribution:**

1. The Secretary to the Government of India, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi – 110 016 (kind attention: Shri S. K. Sinha, Director, SMP)
2. Head of Office
3. Sr. Accounts Officer, RPAO-II (SOI & NATMO), 15, Wood Street, Kolkata – 700 016
4. File