



सत्यमेव जयते

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

\* \* \* \* \*

Dated: 20<sup>th</sup> November, 2018

**ADVT. No. NATMO/01/2018-Rectt.**

Advertisement: **Engagement of Technical Consultants (02) and Administrative Consultant (01) in National Atlas & Thematic Mapping Organisation, Kolkata, on Contract Basis.**

National Atlas & Thematic Mapping Organisation (NATMO) intends to engage the services of 02 Technical Consultants and 01 Administrative Consultant as detailed below, on contract basis, for a period of six months on fulltime basis (can be extended if required). The incumbents meeting the requirements are requested to apply as per the Proforma given at Annexure-I.

**A. TECHNICAL CONSULTANT (Project execution & Monitoring):- 1 No.**

**1) Qualifications & Experience:**

**Essential:**

Professionals, including Government employee retired in Level 13/Grade Pay of Rs.8700 or above, having Doctorate Degree in Geography from a recognised University and having experience of at least five years in a supervisory position in handling thematic mapping/cartographic/geo-spatial technologies projects.

**Desirable:**

Experience in handling mapping projects with related publications on web platform. Knowledge of working in Geo-portals and web services.

**2) Age:**

Not less than 61 years on the closing date for application as laid down in the Advertisement/Notice.

**3) Remuneration:**

Rs.75,000/- per month (Consolidated). Selected candidates will not be eligible for any allowances such as DA, HRA, etc. and other perks like transport facility, residential accommodation, CGHS, Medical Reimbursement, etc.

**4) Nature of Duties:**

- (i) Shall render assistance to the Director, NATMO in formulation of projects, monitoring the progress of ongoing projects/implementation of projects in time-bound manner.
- (ii) Any other work that may be assigned by the Director, NATMO.

**B. TECHNICAL CONSULTANT (Monitoring/Installation/Launching of NATMO Geo-portal):- 1 No.**

**1) Qualifications and Experience :**

**Essential:**

Professionals, including Government employee retired in Level 13/Grade Pay of Rs.8700 or above, having Doctorate Degree in Mathematics/Statistics/ Information Technology from a recognised University and having experience of at least five years in a supervisory position in handling Geo-Portal related projects.

**Desirable:**

Experience in launching and handling of geo-portals, handling web-platform for thematic mapping/cartographic/geo-spatial technologies/ web-mapping projects.

**2) Age:**

Not less than 61 years on the closing date for application as laid down in the Advertisement/Notice.

**3) Remuneration:**

Rs.75,000/- per month (Consolidated). Selected candidates will not be eligible for allowances, such as DA, HRA, etc. and other perks like transport facility, residential accommodation, CGHS, Medical Reimbursement, etc.

**4) Nature of Duties:**

- (i) Shall render assistance to the Director, NATMO in installation of NATMO Geo-portal, monitoring the process of launching of the Portal, formation of Data Centre and uploading of data.
- (ii) Any other work that may be assigned by the Director, NATMO.

**C. ADMINISTRATIVE-cum-LEGAL CONSULTANT: 1 No.**

**1) Qualification and Experience:**

**Essential:**

Government employee retired in Level 11/Grade Pay of Rs.6600 or above, having Bachelor's Degree from a recognised University and having experience of at least five years in a supervisory capacity in handling administrative and legal matters.

**Desirable:**

Knowledge of Government rules and regulations and experience of having worked in e-environment

**2). Age:**

Not less than 61 years on the closing date for application as laid down in the Advertisement/Notice.

**3). Remuneration:**

Consolidated Rs.75,000/- per month (Consolidated). Selected candidates will not be eligible for allowances such as DA, HRA, etc. and other perks like transport facility, residential accommodation, CGHS, Medical Reimbursement, etc.

#### **IV). Nature of Duties:**

- (i) Shall render assistance to the Director, NATMO in handling all kinds of administrative and legal works related to the organisation.
- (ii) Any other work that may be assigned by Director, NATMO

#### **TERMS AND CONDITIONS:**

1. The consultant having accepted the offer of engagement, shall enter into a contract, also having the confidentiality clause with the Director, NATMO, detailing the terms and conditions of engagement, before being assigned any work.
2. The tenure of Consultant will be Six Months from the date of engagement which may be extended for another six month or may be terminated by giving one month's notice on either side.
3. Any breach of contract executed by the technical consultant with the Department shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such technical consultant from future engagement by the Department.
4. NATMO or its representatives reserves the right to reject any application without assigning any reasons.
5. The selected consultants will, however, be eligible for official e-mail id, government identification card, internet connection in office, telephone in office, office with standard equipment, library facility, etc.
6. The Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. The Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next year. Department would be free to terminate the service of the consultant in case of absence from duty by more than 15 days beyond the entitled leave in a calendar year.
7. The consultant shall be expected to follow all the rules and regulations of the Government of India as applicable to Group -'A' officers which are in force. He/She will be expected to display utmost honesty, secrecy of the Office and sincerity while discharging his/her duties. In case the service of the consultants are not found satisfactory or found in conflict with the interests of the Government, his/her services will be liable for discontinuation without assigning any reason.

#### **3. Mode of Selection:**

Applications received in response to notification will be scrutinized by the 'Selection-cum-Search Committee' and maximum 05 applicants would be shortlisted, who will be called for a personal interaction and documents verification with original documents. Based on qualifications, experiences & outcome of personal interaction, the candidate will be selected by the above Committee.

#### **4. How to apply:**

Candidates desirous of applying for engagement mentioned above, may submit their application as per the format provided at 'Annexure-I, to **The Director, National Atlas & Thematic Mapping Organisation, Department of Science &**

**Technology, Government of India, CGO Complex(7<sup>th</sup> Floor), DF Block, Salt Lake, Kolkata – 700 064, before 31<sup>st</sup> January 2019.** Applications received after the closing date or received incomplete in any respect, are liable to be summarily rejected. NATMO shall not be responsible for any delay on the part of postal department for delivery of the application, even if posted before the last date. No representation against such rejection will be entertained.

**(Sajikrishnan K.)**  
Research Officer & Head of Office

**Annexure -I**

**APPLICATION/CURRICULUM VITAE FOR THE POST OF CONSULTANT**

1. Advertisement No. :
2. Post applied for :
3. Name and Address :  
(in Block Letters)
4. Date of Birth (in Christian Era):
5. Nationality :
6. Religion :
7. Date of retirement under  
Central/State Govt. Rules:
8. Educational Qualifications (*to be supported by self-attested photocopies of certificate(s) /mark sheets*)

Affix colored  
passport size  
photograph (not  
more than three  
months old)

S. No.	Qualifications	Year	Division & Percentage	Subjects Taken	Inst. Name	Board/ University	Place	Country
1.	Graduation							
2.	Post-Graduation							
3.	Doctorate							
4.	Others							

9. Whether experience details, educational and other qualifications required for the post are satisfied? (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

	Qualifications/Experience Required	Qualifications/Experience possessed by the Officer
<b>Essential</b>		
<b>Desirable</b>		

10. Details of Employment/Experience in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

S. No.	Organi- sation	Level (Pay)	Desig- nation	Ministry	Dept.	Office	Place	Experience (Major)	Experience (Minor)	Date From	Date To
1.											
2.											
3.											

11. Total Experience in years after acquiring the essential qualification: (Self-attested copy(s) of experience certificate(s) to be enclosed as per experience claimed above or the same required to be certified by the present employer/parent organisation)

12. Details of Scientific/Research work including;

- (a) Scientific publications in referred journals:
- (b) Publication of books etc. :
- (c) Scientific output (patents etc.) :
- (d) Any other scientific output:

13. Specialization (with reference to experience desired for the post)

14. Professional Training:

S. No.	Organisation/Institute	Period	Details of Training

15. (i) Address for correspondence: : .....  
 (in BLOCK LETTERS) : .....  
 : .....  
 : .....  
 PIN Code: .....

(ii) Telephone No. (a) Office :  
 (b) Residence :  
 (c) Mobile No. :  
 (d) Email ID (Mandatory) :

16. Nearest Railway Station :

17. Permanent Address : .....  
 (in BLOCK LETTERS) : .....  
 : .....  
 : .....  
 PIN Code: .....

Telephone No. : .....

18. Give below the names of two references (they must not be related to you) who are in a position to testify from their personal knowledge as to your fitness for the proposed appointment. They must be persons of repute on concerned field or under whom you have worked or studied.

(i) Name with full address:  
E-mail Id:

(ii) Name with full address:  
E-mail Id:

19. Any other information you may wish to add:  
[Like list of publications, Membership of learned Societies, awards, recognition, etc. (in brief)]

20. Details of Enclosures:

21. DECLARATION

I have carefully gone through the **Advertisement**; I certify that the information contained in the Curriculum Vitae duly supported by documents submitted by me is correct and complete to the best of my knowledge and belief. I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my candidature and I am liable for appropriate action as a consequence.

I am not aware of any circumstances, which might impair my fitness for applying for the Post.

Place:

Date:

Signature of the Candidate