



Government of India
Ministry of Science & Technology
Department of Science & Technology
**NATIONAL ATLAS AND THEMATIC MAPPING ORGANISATION
(NATMO)**

C.G.O Complex (7th floor), D.F Block, Salt Lake, Kolkata-700 064
Telephones: 91-33-2334-6331/ 5006; Fax 91-33-2334-6460
Website: www.natmo.gov.in

No. 29-1/ 2012-Estt-II

Dated 26-2-2016

OFFICE MEMORANDUM

Sub: Filling up of the two posts of Joint Director in National Atlas and Thematic Mapping Organisation (NATMO) at Kolkata, a subordinate office of Department of Science & Technology on Deputation basis.

The undersigned is directed to say that National Atlas and Thematic Mapping Organisation (NATMO), a subordinate office of Department of Science & Technology with headquarters at Kolkata, requires the services of suitable officers for consideration for appointment to the two posts of Joint Director. The post of Joint Director is a General Central Service Group 'A' Gazetted post in Pay Band-3 carrying the pay scale of Rs. 15,600-39,100/- with Grade Pay of Rs. 7,600/- on Deputation basis. The job requirements, conditions of eligibility, etc. are given in the **Annexure-I**.

2. Applications of suitable officers, who are eligible and willing and who can also be spared immediately, within one month of the intimation of selection, may be sent to the Director, National Atlas and Thematic Mapping Organisation (NATMO), C.G.O Complex (7th floor), D.F Block, Salt Lake, Kolkata-700 064 in the prescribed Proforma as at **Annexure-II**, in triplicate, within 45 days of the issue of this Office Memorandum along with up-to-date Confidential Report dossier in original or photocopies of the ACRs/ APARs for the last five years, duly attested by an officer not below the rank of Under Secretary to the Government of India. While forwarding the applications, Integrity Certificate, Vigilance Clearance, and List of Major/ Minor Penalties, if any, imposed on the candidate during the last 10 years/ No Penalty Certificate should also be sent (**Annexure-III**). It may also be verified and certified that the particulars furnished by the officer are correct and no vigilance case is either pending or contemplated against him and no major/ minor penalty has been imposed on him during the last 10 years. Applications received after the last date or without documents mentioned above or incomplete applications will not be considered.

(A.Ekka)
Head of Office
& Deputy Director
Tel. No. (033)-2334-6331/ 6460/ 5006

Copy to:-

All Ministries/ Departments of Government of India

NATMO Web-site monitoring Cell (for uploading in NATMO web-site)



Government of India
Ministry of Science & Technology
Department of Science & Technology
NATIONAL ATLAS AND THEMATIC MAPPING ORGANISATION
(NATMO)

C.G.O Complex (7th floor), D.F Block, Salt Lake, Kolkata-700 064
Telephones: 91-33-2334-6331/ 5006; Fax 91-33-2334-6460
Website: www.natmo.gov.in

VACANCY NOTICE

Applications are invited from the eligible officers who are willing to be considered for appointment on deputation basis to the post of **Joint Director** (Group 'A' Gazetted) in Pay Band-3 of Rs. 15,600-39,100/- with Grade Pay of Rs. 7,600/- in National Atlas and Thematic Mapping Organisation (NATMO), a subordinate office under the Department of Science & Technology with headquarters at Kolkata. Further details of the posts, experience, educational qualifications, duties attached to the posts, etc. are enumerated in **Annexure-I**.

2. The officers under Central Government-

(a) (i) holding analogous post on regular basis; OR

(ii) with five years regular service in posts in the scale of Rs. 15,600-39,100/- with Grade Pay of Rs. 6,600/- or equivalent; and

(b) possessing the following educational qualifications and experience are eligible for consideration for appointment on deputation basis:-

Essential

- (i) Master's Degree in Geography or Geology of a recognized University or equivalent;
- (ii) Ten years experience in a supervisory capacity in a well-equipped map publication organization including knowledge of different operations of production of maps drawing and printing; and
- (iii) Research experience in Geography and Cartography as evidenced by publications

Desirable

- (i) Doctorate in Geography or Geology
- (ii) Knowledge of modern techniques of preparing thematic maps

3. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/ department shall not exceed three years. The departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. The terms and conditions of deputation will be regulated according to the orders contained in Government of India, DoPT OM No. 6/8/2009-Estt(Pay-II) dated 17-6-2010, as amended from time to time.

4. Duties of the Post

- i) To assist the Director in running the organisation, coordinating geographical research activities and to provide supervision and guidance wherever necessary.
- ii) Implementing training courses in cartography & related fields using web mapping, cyber mapping, tele-mapping, 3D mapping, Braille mapping etc.
- iii) To attend other duties as may be assigned.

5. Applications in the prescribed Proforma (**Annexure-II**), in triplicate, duly signed by the applicants should be forwarded through proper channels. The applications in respect of eligible candidates, who can be spared for taking up the assignment within one month of the intimation about selection may be forwarded duly verified/ countersigned by the Head of Office or an officer authorized to sign on his behalf, along with the following documents:

- (i) Up-to-date Annual Confidential Report (ACR) dossier in original of the candidate concerned or photocopies of the ACRs for the last five years duly attested by an officer not below the rank of Under Secretary to the Govt. of India.
- (ii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India.
- (iii) Vigilance Clearance including a Certificate that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer concerned; and
- (iv) List of major/ minor penalties, if any, imposed on the candidate during the last ten years/ No penalty Certificate.

6. Officers who volunteer for the post will not be permitted to withdraw their candidature later on. Applications received after the last date without documents mentioned above or incomplete applications will not be entertained. **The age of the applicants for deputation should not exceed 56 years as on the closing date of receipt of applications.**

7. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to posts on deputation basis. The Curriculum Vitae Proforma for submission of the application can be downloaded from National Atlas and Thematic Mapping Organisation (NATMO) website (www.natmo.gov.in). The applications should be forwarded through proper channels to the Director, National Atlas and Thematic Mapping Organisation (NATMO), C.G.O Complex (7th floor), D.F Block, Salt Lake, Kolkata-700 064 within 45 days from the date of this advertisement in the Employment News.

(A.Ekka)
Head of Office
& Deputy Director
Tel. No. (033)-2334-6331/ 6460/ 5006

Annexure-I
For Joint Director

1.	Name of the Post	: JOINT DIRECTOR
2.	Number of Posts falling vacant	: TWO (2)
3.	Scale of Pay with Grade Pay	: Rs.15,600-39,100/- (PB-3) plus Grade Pay Rs.7600/- p.m. (General Central Service, Group-A, Gazetted)
4.	Office	: National Atlas & Thematic Mapping Organisation (NATMO), Kolkata, a subordinate office under Department of Science and Technology.
5.	Age Limit	: The Maximum age limit for appointment by Deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
6.	Eligibility	: Officers under Central Government- (a) (i) holding analogous post on regular basis; OR (ii) with five years regular service in posts in the scale of Rs. 15,600-39,100/- with Grade Pay of Rs. 6,600/- or equivalent; and (b) possessing the following educational qualifications and experience are eligible for consideration for appointment on deputation basis:- <u>Essential</u> (iv) Master's Degree in Geography or Geology of a recognized University or equivalent; (v) Ten years experience in a supervisory capacity in a well-equipped map publication organization including knowledge of different operations of production of maps drawing and printing; and (vi) Research experience in Geography and Cartography as evidenced by publications <u>Desirable</u> (i) Doctorate in Geography or Geology (ii) Knowledge of modern techniques of preparing thematic maps
7.	Period of Deputation	: Period of Deputation, including period of Deputation in another ex-cadre post immediately preceding this appointment in the same organization/ department shall not exceed 3 years.
8.	Nature of Duties Attached to the Post	: i) To assist the Director in running the organisation, coordinating geographical research activities and to provide supervision and guidance wherever necessary. ii) Implementing training courses in cartography & related fields using web mapping, cyber mapping, tele-mapping, 3D mapping, Braille mapping etc. iii) To attend other duties as may be assigned.
9.	Last Date of submission of application	: Within 45 days from the date of issue of this Advertisement in the Employment News. <u>Application should reach:</u> Director, National Atlas & Thematic Mapping Organisation (NATMO), Ministry/ Department of Science & Technology, Govt. of India, C.G.O. Complex (7 th floor), DF Block, Salt Lake, Kolkata-700 064

Annexure-II

CURRICULUM VITAE PRO FORMA

(for submission of the Application in **Triplicate**)

APPLICATION FOR THE POST OF _____ IN THE PAY BAND OF Rs. _____/- (PB-____) WITH GRADE PAY OF Rs. _____/- ON DEPUTATION IN THE OFFICE OF THE DIRECTOR, NATIONAL ATLAS & THEMATIC MAPPING ORGANISATION (NATMO), A SUBODINATE OFFICE UNDER DEPARTMENT OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA, KOLKATA.

1.	Name and Address in BLOCK LETTERS.	:	
2.	Date of Birth (in Christian Era).	:	
3.	Date of retirement under Central/ State Government Rules.	:	
4.	Educational Qualifications.	:	
5.	Whether Educational Qualification 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).	:	
	<u>Qualifications/ Experience required</u>	:	<u>Qualifications/ Experience possessed by the Officer</u>
	<u>Essential:</u> 1. 2. 3. 4. <u>Desirable:</u> 1. 2. 3.		
6.	Please state clearly whether in the light of entries made by you	:	

	above, you meet the requirement of the post.					
7.	(a) Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. (Tenure of ad-hoc appointment in any post should be indicated separately)					
Sl. No.	Office/ Institution/ Organisation	Post held	From	To	Scale of Pay & Basic Pay	Nature of Duties (in details)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	(b) Published Research work, if any	:				
	(c) Training undergone, if any					
8.	(a) Nature of present employment, i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent.					
	(b) Present Post held and Office Address					
9.	In case the present employment is held on Deputation/ Contract basis, please state:-					

	(a) The Date of Initial Appointment.	:	
	(b) Period of Appointment on Deputation/ Contract.	:	
	(c) Name of the Parent Office/ Organisation to which you belong.	:	
10.	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant entry).	:	
	(a) Central Government.	:	
	(b) State Government.	:	
	(c) Autonomous Organisation.	:	
	(d) Government Undertakings.	:	
	(e) Government Enterprise.	:	
	(f) Universities.	:	
	(g) Others.	:	
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	:	
12.	Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	:	
13.	Total emoluments per month now drawn. (with Scale of Pay, Pay Band, Grade Pay, Basic Pay, Fixed Pay if any).	:	
14.	Additional information, if any, which you would like to mention in support of your suitability for the post. [This among other things may provide information with regards to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement]. (Note: Enclosed a separate sheet, if the space is insufficient).		
15.	Please state whether you are applying for Deputation (ISTC)/ Absorption/ Re-employment Basis. [Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are		

	eligible only for Short-Term Contract].		
16.	Whether belongs to SC/ ST/ OBC ?		
17.	Remarks. [The candidates may indicate information with regard to (i) Research publications and reports and special projects. (ii) Awards/ Scholarship/ Official Appreciation. (iii) Affiliation with the Professional Bodies/ Institutions/ Societies and (iv) Any other information. (Note: Enclose a separate sheet, if the space is insufficient)].	:	

I have carefully gone through the Vacancy Circular/ Advertisement and I am well aware that the bio-data duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:

Signature of the Candidate:

Name of the Candidate:

Office Address of the Candidate:

Residential Address of the Candidate:

Telephone No./ Mobile No. (if any):

Countersigned.....
(Employer with Seal)

.....
(Office Seal)

Certificate to be furnished by the Employer/ Head of Office/ Forwarding Authority

Certified that the particulars furnished by are correct and he/ she possesses educational qualifications and experiences mentioned in the Vacancy Circular/ Advertisement.

Also certified that:

- (i) There is no Vigilance Case pending/ contemplated against him/ her.
- (ii) The complete CR dossier/ ACRs/ APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent are enclosed.
- (iii) His/ Her integrity is beyond doubt.
- (iv) No major/ minor penalties have been imposed on him/ her during the last 10 years/ list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed.

(Strike out whichever is not applicable)

Date:

Signature:

Place:

Seal:

.....
(Office Seal)