



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

C.G.O Complex (7<sup>th</sup> 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](http://www.natmo.gov.in)

No. 4-1/2010-Estt-II

Dated: 19-08-2016

**VACANCY CIRCULAR**

**Subject:** Filling up of **Joint Director, Deputy Director, Senior Administrative Officer, Administrative Officer, Private Secretary (erstwhile Senior Personal Assistant), Stenographer Grade-I, Receptionist-cum-Telephone Operator, Plate Maker, Clerk** in the Office of the Director, NATMO, Kolkata, a subordinate Office under the Department of Science & Technology, Govt. of India on purely Transfer on Deputation/ Deputation basis.....reg.

It is proposed to fill up two posts of JOINT DIRECTOR (General Central Service, Group-A, Gazetted) in the Pay Band of Rs. 15,600-39,100/- (PB-3) plus Grade Pay Rs. 7600/- p.m., five posts of DEPUTY DIRECTOR (General Central Service, Group-A, Gazetted) in the Pay Band of Rs. 15,600-39,100/- (PB-3) plus Grade Pay Rs. 6600/- p.m., one post of SENIOR ADMINISTRATIVE OFFICER (General Central Service, Group-A, Gazetted) in the Pay Band of Rs. 15,600-39,100/- (PB-3) plus Grade Pay Rs. 5400/- p.m., one post of ADMINISTRATIVE OFFICER (General Central Service, Group-B, Gazetted, Ministerial) in the Pay Band of Rs. 9300-34800/- (PB-2) plus Grade Pay of Rs.4600/- p.m., one post of PRIVATE SECRETARY (erstwhile Senior Personal Assistant) (General Central Service, Group-B, Gazetted, Ministerial) in the Pay Band of Rs. 9300-34800/- (PB-2) plus Grade Pay of Rs.4600/- p.m., one post of Stenographer Grade-I (General Central Service, Group-B, Non-Gazetted, Non-Ministerial) in the Pay Band of Rs. 9300-34800/- (PB-2) plus Grade Pay of Rs.4200/- p.m., one post of RECEPTIONIST-CUM-TELEPHONE OPERATOR (General Central Service, Group-C, Non-Gazetted, Non-Ministerial) in the Pay Band of Rs. 5200-20200/- (PB-1) plus Grade Pay of Rs 2400/- p.m., one post of PLATE MAKER (General Central Service, Group-C, Non-Gazetted) in the Pay Band of Rs. 5200-20200/- (PB-1) plus Grade Pay of Rs 2400/- p.m., one post of CLERK (General Central Service, Group-C, Non-Gazetted, Non-Ministerial, Non-Technical) in the Pay Band of Rs. 5200-20200/- (PB-1) plus Grade Pay of Rs 1900/- p.m. in the Director, NATMO, Kolkata on Deputation basis initially for a period of three years, extendable as per Government instructions. The maximum age limit for appointment by deputation shall not exceed 56 years, as on the closing date of receipt of applications.

2. The job description of the post and eligibility criteria along with other details of the posts are given in **Annexure-I**. The person selected will be entitled to draw pay in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17-06-2010 as amend from time to time.

3. Applications of eligible and willing persons who can be spared immediately, in the prescribed format (**Annexure-II**) may be forwarded through proper channel to the undersigned at the above mentioned address within **45 days from the date of issue of this Advertisement in the Employment News**. The application should also be accompanied by photocopies of APARs/ ACRs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer (**Annexure-III**). It may also be confirmed that in the event of selection the officer concerned will be relieved of his/ her duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.

4. Applications, which are incomplete or are not accompanied with the photocopies of APARs/ ACRs for the last five years will not be entertained and no correspondence will be made or entertained in this regard.

5. Candidates once selected will not be allowed to withdraw his/ her name on a later date.

**(Anjali Sharma)**  
Head of Office

& Assistant Director (OL)

Tel. No. (033)-2334-6331/ 6460/ 5006

**Copy to:-**

All Ministries/ Departments of Government of India (through DST)  
NATMO Web-site monitoring Cell (for uploading in NATMO web-site)

**Annexure-I**  
**For Deputy Director**

1.	<b>Name of the Post</b>	: <b>DEPUTY DIRECTOR</b>
2.	<b>Number of Posts falling vacant</b>	: FIVE (5)
3.	<b>Scale of Pay with Grade Pay</b>	: Rs.15,600-39,100/- (PB-3) plus Grade Pay Rs.6600/- p.m. [In 7 <sup>th</sup> CPC> Level 11; Pay in Level Rs. 67,700/-] (General Central Service, Group-A, Gazetted)
4.	<b>Office</b>	: National Atlas & Thematic Mapping Organisation (NATMO), Kolkata, a subordinate office under Department of Science and Technology.
5.	<b>Age Limit</b>	: The Maximum age limit for appointment by Deputation <b>shall not be exceeding 56 years</b> as on the closing date of receipt of applications.
6.	<b>Eligibility</b>	: <b>Officers under Central Government-</b> (a) (i) holding analogous posts 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. 5,400/- or equivalent; and (b) possessing the following educational qualifications and experience are eligible for consideration for appointment on Transfer on Deputation basis:- <b><u>Essential</u></b> (i) Master's Degree in Geography or Geology of a recognized University or equivalent; (ii) Seven years' experience in a Map Publication office and knowledge of different operations of production of maps including drawing and printing or seven years' experience of research/ teaching, out of which atleast five years should be in processing data and/ or preparation of maps in a research, teaching, scientific of Government cartographic organization. <b><u>Desirable</u></b> (i) Doctorate in Geography or Geology (ii) Experience of Aerial Photo/ interpretation/ remote sensing. (iii) Research publication preferably on Cartography. (evidence of published work necessary)
7.	<b>Period of Deputation</b>	: Period of Deputation, including period of Deputation in another ex-cadre post immediately preceding this appointment in the same organization/ department <b>shall not exceed 3 years.</b>
8.	<b>Nature of Duties Attached to the Post</b>	: (1) To assist the Director in thematic maps, overall control of the technical sections. (2) To assist the Director for preparation of maps for 'National Atlas' and other atlases & cartographic projects. (3) Checking and validating the projects, feasibility study of new projects etc. (4) To prepare details of specification of cartographic methods, map products & services. (5) Guiding training in cartography & related fields such as web mapping, cyber cartography, tele-mapping, 3D mapping, Braille mapping etc. (6) To attend other duties as may be assigned.
9.	<b>Last Date of submission of application</b>	: Within <b>45 days</b> from the date of issue of this Advertisement in the Employment News. <b><u>Application should reach:</u></b> Director, National Atlas & Thematic Mapping Organisation (NATMO), Ministry/ Department of Science & Technology, Govt. of India, C.G.O. Complex (7 <sup>th</sup> floor), DF Block, Salt Lake, Kolkata-700 064

**Annexure-I**  
**For Senior Administrative Officer**

1.	<b>Name of the Post</b>	: <b>SENIOR ADMINISTRATIVE OFFICER</b>
2.	<b>Number of Posts falling vacant</b>	: ONE (1)
3.	<b>Scale of Pay with Grade Pay</b>	: Rs.15,600-39,100/- (PB-3) plus Grade Pay Rs.5400/- p.m. [In 7 <sup>th</sup> CPC> Level 10; Pay in Level Rs. 56,100/-] (General Central Service, Group-A, Gazetted)
4.	<b>Office</b>	: National Atlas & Thematic Mapping Organisation (NATMO), Kolkata, a subordinate office under Department of Science and Technology.
5.	<b>Age Limit</b>	: The Maximum age limit for appointment by Deputation <b>shall not be exceeding 56 years</b> as on the closing date of receipt of applications.
6.	<b>Eligibility</b>	: Promotion/ Transfer on Deputation:- (1) <b>Central or State Government officers;</b> (a) (i) holding analogous posts on regular basis; OR (ii) with three years regular service in posts in the scale of Rs. 9,300-34,800/- with Grade Pay of Rs. 4,600/- or equivalent; OR (iii) with five years regular service in posts in the scale of Rs. 9,300-34,800/- with Grade Pay of Rs. 4,200/- or equivalent; (b) having experience in administration, establishment and account matters (2) Departmental Administrative Officers with three years' regular service in that grade will also be considered along with outsiders and in case he is selected, the post will be deemed to have been filled by promotion.
7.	<b>Period of Deputation</b>	: Period of Deputation, including period of Deputation in another ex-cadre post immediately preceding this appointment in the same organization/ department <b>shall not exceed 3 years.</b> (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)
8.	<b>Nature of Duties Attached to the Post</b>	: (1) Responsible for smooth functioning of all the administrative, store & accounts of the NATMO. (2) To assist the Director, Joint Director in running the organisation. (3) To attend other duties as may be assigned.
9.	<b>Last Date of submission of application</b>	: Within <b>45 days</b> from the date of issue of this Advertisement in the Employment News. <b><u>Application should reach:</u></b> Director, National Atlas & Thematic Mapping Organisation (NATMO), Ministry/ Department of Science & Technology, Govt. of India, C.G.O. Complex (7 <sup>th</sup> floor), DF Block, Salt Lake, Kolkata-700 064

**Annexure-I**  
**For ADMINISTRATIVE OFFICER**

1.	<b>Name of the Post</b>	: <b>ADMINISTRATIVE OFFICER</b>
2.	<b>Number of Posts falling vacant</b>	: 01 (one)
3.	<b>Scale of Pay with Grade Pay</b>	: Rs.9300-34800/- (PB-2) plus Grade Pay Rs.4600/- p.m. [In 7 <sup>th</sup> CPC> Level 7; Pay in Level Rs. 44,900/-] (General Central Service, Group-B, Gazetted, Ministerial)
4.	<b>Office</b>	: National Atlas & Thematic Mapping Organisation (NATMO), Kolkata, a subordinate office under Department of Science and Technology.
5.	<b>Age Limit</b>	: The Maximum age limit for appointment by Deputation <b>shall not be exceeding 56 years</b> as on the closing date of receipt of applications.
6.	<b>Eligibility</b>	: <b><u>Transfer on Deputation:</u></b> <b>Officers under the Central/ State Government:</b> (a)(i) holding analogous posts on regular basis; or (ii) with atleast 3 years' regular service in posts in the Scale of Rs. 1640-2900/- [i.e.Rs.9300-34800/- (PB-2) plus Grade Pay Rs.4200/- p.m. after 6 <sup>th</sup> Central Pay Commission] or equivalent; (iii) 8 years' regular service in post in the Scale of Rs. 1400-2300/- [i.e. Rs.9300-34800/- (PB-2) plus Grade Pay Rs.4200/- p.m. after 6 <sup>th</sup> Central Pay Commission]or equivalent; AND (b) having experience of Administration, establishment and accounts matters. (The departmental officer 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)
7.	<b>Period of Deputation</b>	: Period of Deputation, including period of Deputation in another ex-cadre post held immediately preceding this appointment in the same organization/ department <b>shall not exceed 3 years.</b>
8.	<b>Nature of Duties Attached to the Post</b>	: (1) To execute the administrative policies as are decided by the Director. (2) To look after the day to day administration of the organisation including all functions relating to accounts, establishment and general administration. (3) To assist the Director, Joint Director, Head of Office etc. in running the organisation. (4) To attend other duties as may be assigned by the Sr. Admn. Officer, Director etc.
9.	<b>Last Date of submission of application</b>	: Within <b>45 days</b> from the date of issue of this Advertisement in the Employment News. <b><u>Application should reach:</u></b> Director, National Atlas & Thematic Mapping Organisation (NATMO), Ministry/ Department of Science & Technology, Govt. of India, C.G.O. Complex (7 <sup>th</sup> floor), DF Block, Salt Lake, Kolkata-700 064

**Annexure-I**  
**For PRIVATE SECRETARY**

1.	<b>Name of the Post</b>	: <b>PRIVATE SECRETARY (erstwhile Senior Personal Assistant)</b>
2.	<b>Number of Posts falling vacant</b>	: 01 (one)
3.	<b>Scale of Pay with Grade Pay</b>	: Rs.9300-34800/- (PB-2) plus Grade Pay Rs.4600/- p.m. [In 7 <sup>th</sup> CPC> Level 7; Pay in Level Rs. 44,900/-] (General Central Service, Group-B, Gazetted, Ministerial)
4.	<b>Office</b>	: National Atlas & Thematic Mapping Organisation (NATMO), Kolkata, a subordinate office under Department of Science and Technology.
5.	<b>Age Limit</b>	: The Maximum age limit for appointment by Deputation <b>shall not be exceeding 56 years</b> as on the closing date of receipt of applications.
6.	<b>Eligibility</b>	: <b>Promotion/ Deputation:</b> <b>Stenographers of the Central Government:</b> (a)(i) holding analogous posts on regular basis; or (ii) with 3 years regular service in the scale of Rs. 5500-9000/- [i.e.Rs.9300-34800/- (PB-2) plus Grade Pay Rs.4200/- p.m. after 6 <sup>th</sup> Central Pay Commission]or equivalent; The departmental Stenographers Grade-I in the scale of Rs. 5500-9000/- [i.e.Rs.9300-34800/- (PB-2) plus Grade Pay Rs.4200/- p.m. after 6 <sup>th</sup> Central Pay Commission] with 3 years regular service as Stenographer Grade-I will also be considered along with outsiders and in case he is selected he will be deemed to have been promoted as Private Secretary ( erstwhile Sr. PA)
7.	<b>Period of Deputation</b>	: Period of Deputation, including period of Deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government <b>shall not exceed 3 years.</b>
8.	<b>Nature of Duties Attached to the Post</b>	: (1) Relieving the officer of much of his routine work and generally assisting him in a manner as directed by him, such as : (a) Collection of information and files. (b) Compilation of data in given form. (c) Opening of files. (d) Maintenance of current files. (e) Sending of routine reminders. (2) Taking dictation in shorthand and its transcription in the best manner possible. (3) Keeping confidential records, preparing tour programme and TA bills, booking passage etc. (4) Typing of essential or confidential/ secret documents including other typing work as considered necessary in administration. (5) Screening of telephone calls and the visitors in a tactful manner. (6) Fixing up of appointments, and if necessary canceling them. (7) Keeping an account list of engagements, meetings etc. and reminding the officers sufficiently in advance for keeping them up. (8) Maintaining, in proper order, the papers required to be retained by the officer. (9) Keeping a note of the movement of files, passed by his officer and other officers, if necessary. (10) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued. (11) Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer. (12) Generally assisting officers in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss. (13) To attend other duties as may be assigned.
9.	<b>Last Date of submission of application</b>	: Within <b>45 days</b> from the date of issue of this Advertisement in the Employment News. <b>Application should reach:</b> Director, National Atlas & Thematic Mapping Organisation (NATMO), Ministry/ Department of Science & Technology, Govt. of India, C.G.O. Complex (7 <sup>th</sup> floor), DF Block, Salt Lake, Kolkata-700 064

**Annexure-I**  
**For Joint Director**

1.	<b>Name of the Post</b>	: <b>JOINT DIRECTOR</b>
2.	<b>Number of Posts falling vacant</b>	: TWO (2)
3.	<b>Scale of Pay with Grade Pay</b>	: Rs.15,600-39,100/- (PB-3) plus Grade Pay Rs.7600/- p.m. [In 7 <sup>th</sup> CPC> Level 12; Pay in Level Rs. 78,800/-] (General Central Service, Group-A, Gazetted)
4.	<b>Office</b>	: National Atlas & Thematic Mapping Organisation (NATMO), Kolkata, a subordinate office under Department of Science and Technology.
5.	<b>Age Limit</b>	: The Maximum age limit for appointment by Deputation <b>shall not be exceeding 56 years</b> as on the closing date of receipt of applications.
6.	<b>Eligibility</b>	: <b>Officers under Central Government-</b> (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:- <b><u>Essential</u></b> (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 <b><u>Desirable</u></b> (i) Doctorate in Geography or Geology (ii) Knowledge of modern techniques of preparing thematic maps
7.	<b>Period of Deputation</b>	: Period of Deputation, including period of Deputation in another ex-cadre post immediately preceding this appointment in the same organization/ department <b>shall not exceed 3 years.</b>
8.	<b>Nature of Duties Attached to the Post</b>	: 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.	<b>Last Date of submission of application</b>	: Within <b>45 days</b> from the date of issue of this Advertisement in the Employment News. <b><u>Application should reach:</u></b> Director, National Atlas & Thematic Mapping Organisation (NATMO), Ministry/ Department of Science & Technology, Govt. of India, C.G.O. Complex (7 <sup>th</sup> floor), DF Block, Salt Lake, Kolkata-700 064

**Annexure-I**  
**For STENOGRAPHER GRADE-I**

1.	<b>Name of the Post</b>	: <b>STENOGRAPHER GRADE-I</b>
2.	<b>Number of Posts falling vacant</b>	: 1 (One)
3.	<b>Scale of Pay with Grade Pay</b>	: Rs.9300-34800/- (PB-2) plus Grade Pay Rs.4200/- p.m. [In 7 <sup>th</sup> CPC> Level 6; Pay in Level Rs. 35,400/-] (General Central Service, Group-B, Non-Gazetted, Non-Ministerial)
4.	<b>Office</b>	: National Atlas & Thematic Mapping Organisation (NATMO), Kolkata, a subordinate office under Department of Science and Technology.
5.	<b>Age Limit</b>	: The Maximum age limit for appointment by Deputation <b>shall not be exceeding 56 years</b> as on the closing date of receipt of applications.
6.	<b>Eligibility</b>	: <b><u>Transfer on Deputation:</u></b> <b>Stenographers in the Central Government:</b> (a)(i) holding analogous posts on regular basis; or (ii) with 7 years regular service in the scale of Rs. 1400-2300 (Rs. 9300-34800/-, Grade Pay Rs. 4200/-) or equivalent; or (iii) with 10 years regular service in the scale of Rs. 1200-2040 (Rs. 5200-20200/-, Grade Pay Rs. 2800/-) or equivalent; (b) possessing a speed of 100 w.p.m. in Stenography (English/ Hindi) (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)
7.	<b>Period of Deputation</b>	: Period of Deputation, including period of Deputation in another ex-cadre post held immediately preceding this appointment in the same organization/ department <b>shall not exceed 3 years.</b>
8.	<b>Nature of Duties Attached to the Post</b>	: (1) Relieving the officer of much of his routine work and generally assisting him in a manner as directed by him, such as : (f) Collection of information and files. (g) Compilation of data in given form. (h) Opening of files. (i) Maintenance of current files. (j) Sending of routine reminders. (2) Taking dictation in shorthand and its transcription in the best manner possible. (3) Keeping confidential records, preparing tour programme and TA bills, booking passage etc. (4) Typing of essential or confidential/ secret documents including other typing work as considered necessary in administration. (5) Screening of telephone calls and the visitors in a tactful manner. (6) Fixing up of appointments, and if necessary canceling them. (7) Keeping an account list of engagements, meetings etc. and reminding the officers sufficiently in advance for keeping them up. (8) Maintaining, in proper order, the papers required to be retained by the officer. (9) Keeping a note of the movement of files, passed by his officer and other officers, if necessary. (10) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued. (11) Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer. (12) Generally assisting officers in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss. (13) To attend other duties as may be assigned.
9.	<b>Last Date of submission of application</b>	: Within <b>45 days</b> from the date of issue of this Advertisement in the Employment News. <b><u>Application should reach:</u></b> Director, National Atlas & Thematic Mapping Organisation (NATMO), Ministry/ Department of Science & Technology, Govt. of India, C.G.O. Complex (7 <sup>th</sup> floor), DF Block, Salt Lake, Kolkata-700 064

**Annexure-I**  
**For CLERK**

<b>1.</b>	<b>Name of the Post</b>	<b>:</b>	<b>CLERK</b> (in Tiffin Room Wing)
<b>2.</b>	<b>Number of Posts falling vacant</b>	<b>:</b>	01 (one)
<b>3.</b>	<b>Scale of Pay with Grade Pay</b>	<b>:</b>	Rs.5200-20200/- (PB-1) plus Grade Pay Rs.1900/- p.m. [In 7 <sup>th</sup> CPC> Level 2; Pay in Level Rs. 19,900/-] (General Central Service, Group-C, Non-Gazetted, Non-Ministerial, Non-Technical)
<b>4.</b>	<b>Office</b>	<b>:</b>	National Atlas & Thematic Mapping Organisation (NATMO), Kolkata, a subordinate office under Department of Science and Technology.
<b>5.</b>	<b>Age Limit</b>	<b>:</b>	The Maximum age limit for Deputation is <b>56 years</b> as on the closing date of receipt of application.
<b>6.</b>	<b>Eligibility</b>	<b>:</b>	<b><u>Deputation:</u></b> (a) <b>Central Government employees</b> (i) holding analogous posts on regular basis or Bearers of Tea/ Coffee makers with at least six years regular service in the respective grades. (b) Possessing the following qualifications and experience prescribed for Direct recruits:- (x) Matriculation or Equivalent. (y) Experience-One year.
<b>7.</b>	<b>Period of Deputation</b>	<b>:</b>	The 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/ department of the Central Govt. <b>shall ordinarily not exceed 3 years.</b>
<b>8.</b>	<b>Nature of Duties Attached to the Post</b>	<b>:</b>	(i) To issue coupons in respect of items prepared for daily sale on counter; (ii) To maintain daily sale register; (iii) Tally daily cash sales against the coupons issued off and submit daily account in respect of sales. (iv) Responsibility of Store Keeping and accounting Tiffin Room A-Type. (v) Any other additional duty allotted by the in-charge of the Canteen.
<b>9.</b>	<b>Last Date of submission of application</b>	<b>:</b>	Within <b>45 days</b> from the date of issue of this Advertisement in the Employment News. <b><u>Application should reach:</u></b> Director, National Atlas & Thematic Mapping Organisation (NATMO), Ministry/ Department of Science & Technology, Govt. of India, C.G.O. Complex (7 <sup>th</sup> floor), DF Block, Salt Lake, Kolkata-700 064



**Annexure-I**  
**For PLATE MAKER**

1.	<b>Name of the Post</b>	: <b>PLATE MAKER</b> (in Printing Wing)
2.	<b>Number of Posts falling vacant</b>	: 01 (one)
3.	<b>Scale of Pay with Grade Pay</b>	: Rs.5200-20200/- (PB-1) plus Grade Pay Rs.2400/- p.m. [In 7 <sup>th</sup> CPC> Level 4; Pay in Level Rs. 25,500/-] (General Central Service, Group-C, Non-Gazetted)
4.	<b>Office</b>	: National Atlas & Thematic Mapping Organisation (NATMO), Kolkata, a subordinate office under Department of Science and Technology.
5.	<b>Age Limit</b>	: The Maximum age limit for Deputation is <b>56 years</b> as on the closing date of receipt of application.
6.	<b>Eligibility</b>	: <b><u>Deputation:</u></b> Deputation from equivalent or analogous posts or from posts immediately below from similar <b>Central or State Government Department or Autonomous bodies of Commercial Institution of repute.</b>
7.	<b>Period of Deputation</b>	: Total period of Deputation <b>shall not exceed three years.</b>
8.	<b>Nature of Duties Attached to the Post</b>	: (1) To operate scanner, image setter, C.T.P, process camera etc. (2) To handle single or multi-colour offset printing machine, auto plate processor, C.T.P and 'Computerised Control Offset Machine (C.P.C)' for printing multicolor maps. (3) Colour mixing, maintenance of the offset printing machine & quality of production. (4) To retouch and correct negative, positive and plates, to separate colours, desktop publishing jobs. (5) To prepare printing plates, to maintain equipment and records of the section, to prepare chemicals. (6) Photo copying of maps and other materials, darkroom work, negative retouching. (7) To attend to other duties as may be assigned.
9.	<b>Last Date of submission of application</b>	: Within <b>45 days</b> from the date of issue of this Advertisement in the Employment News. <b><u>Application should reach:</u></b> Director, National Atlas & Thematic Mapping Organisation (NATMO), Ministry/ Department of Science & Technology, Govt. of India, C.G.O. Complex (7 <sup>th</sup> floor), DF Block, Salt Lake, Kolkata-700 064

**For RECEPTIONIST-CUM-TELEPHONE OPERATOR**

<b>1.</b>	<b>Name of the Post</b>	<b>:</b>	<b>Receptionist-Cum-Telephone Operator (RCTO) (in Estt. Wing)</b>
<b>2.</b>	<b>Number of Posts falling vacant</b>	<b>:</b>	01 (one)
<b>3.</b>	<b>Scale of Pay with Grade Pay</b>	<b>:</b>	Rs.5200-20200/- (PB-1) plus Grade Pay Rs.2400/- p.m. [In 7 <sup>th</sup> CPC> Level 4; Pay in Level Rs. 25,500/-] (General Central Service, Group-C, Non-Gazetted, Non-Ministerial)
<b>4.</b>	<b>Office</b>	<b>:</b>	National Atlas & Thematic Mapping Organisation (NATMO), Kolkata, a subordinate office under Department of Science and Technology.
<b>5.</b>	<b>Age Limit</b>	<b>:</b>	The Maximum age limit for Deputation is <b>56 years</b> as on the closing date of receipt of application.
<b>6.</b>	<b>Eligibility</b>	<b>:</b>	<b><u>Deputation:</u></b> Deputation from the grade of Lower Division Clerk with five years service in the grade rendered after appointment thereto on regular basis.
<b>7.</b>	<b>Period of Deputation</b>	<b>:</b>	The 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/ department of the Central Govt. <b>shall ordinarily not exceed 3 years.</b>
<b>8.</b>	<b>Nature of Duties Attached to the Post</b>	<b>:</b>	<ol style="list-style-type: none"> <li>(1) Noting, drafting and preparation of bills.</li> <li>(2) To see whether all facts open to check have been correctly stated.</li> <li>(3) To point out any mistakes or incorrect statement of the facts.</li> <li>(4) To draw attention, where necessary, to precedents or rules and regulations on the subject.</li> <li>(5) To put up the Guard file, if necessary, and supply other relevant facts and figures.</li> <li>(6) To bring out clearly the question under consideration and suggest a course of action, wherever possible.</li> <li>(7) Should be responsible for matter concerning procurement disposal and maintenance of stores and equipments including keeping records thereof.</li> <li>(8) To liaison with the landlords/ CPWD etc. regarding maintenance of office accommodation.</li> <li>(9) To take charge of up-keep of furniture, fittings and accessories etc.</li> <li>(10) To look after proper supplies of normal amenities to the staff members.</li> <li>(11) Maintain &amp; attend phone calls, EPBX, visitors.</li> <li>(12) To attend other duties as may be assigned.</li> </ol>
<b>9.</b>	<b>Last Date of submission of application</b>	<b>:</b>	Within <b>45 days</b> from the date of issue of this Advertisement in the Employment News. <b><u>Application should reach:</u></b> Director, National Atlas & Thematic Mapping Organisation (NATMO), Ministry/ Department of Science & Technology, Govt. of India, C.G.O. Complex (7 <sup>th</sup> floor), DF Block, Salt Lake, Kolkata-700 064

**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/ TRANSFER 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)*

**Signature:**

**Date:**

**Seal:**

**Place:**

.....  
**(Office Seal)**