

**Ministry of Science & Technology**  
**Department of Science & Technology**  
**Technology Bhawan, New Mehrauli Road,**  
**New Delhi - 110016**

F.No.- SM/01/30/2010

**Applications are invited for filling up the post of Director**, a General Central Service Group 'A' Gazetted Non-Ministerial post on Deputation (including Short Term Contract) basis in National Atlas and Thematic Mapping Organization (NATMO), a subordinate office under the Department of Science & Technology with headquarters at Kolkata, **as per details given below:-**

1. **NAME OF THE POST:** Director
2. **NO. OF POSTS:** One
3. **SCALE OF PAY:** Level-14 in the pay matrix (Rs.144200 - 218200)
4. **PERIOD OF DEPUTATION:** The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government **shall ordinarily not to exceed 5 years.**

**5. ELIGIBILITY CRITERIA:**

Officers of Central or State Government or Union Territories or autonomous or statutory organization or public sector undertakings or Universities or recognized research institution:

- (a)
  - (i) holding analogous post on regular basis in the parent cadre or department; or
  - (ii) with two years' service rendered after appointment to the post on a regular basis in level-13A in the pay matrix (Rs.131100-216600) or equivalent in the parent cadre or department; or
  - (iii) with three years' service rendered after appointment to the post on a regular basis in level-13 in the pay matrix (Rs. 123100-215900) or equivalent in the parent cadre/ department; and
- (b) possessing the following educational qualifications and experience, are eligible for consideration for appointment on Deputation (including short-term contract) basis:-

**ESSENTIAL:**

- (i) Doctorate in Geography with Master's Degree in Geography from a recognized University or institute.
- (ii) 15 years working or Research Experience in the field of Geography or Geology or Geo-spatial Technologies in executive or faculty position including at least three years experience in administration or establishment work.

## **DESIRABLE:**

- (i) Membership of National and International Geographical Societies or Indian National Science Congress or Indian National Cartographic Association or similar type of organisations or associations.
- (ii) Research publication preferably on Cartography and allied disciplines as evidenced by publication in peer-reviewed journals.

## **6. DUTIES:**

- (i) Overall charge as Head of National Atlas & Thematic Mapping Organization (NATMO), Kolkata.
- (ii) Preparation of National Atlas of India and State Atlases in English, Hindi and Regional languages.
- (iii) Preparation of a series of specialized thematic maps for purposes planning.
- (iv) Guiding research and training in methods of thematic mapping.

## **7. AGE LIMIT:**

Not exceeding 58 years as on the closing date for receipt of applications. The last date of receipt of applications shall be **thirty (30) days (by 05.30 P.M.) from the date of publication of the notice for extension of closing date of applications in the Employment News /Rozgar Samachar.**

## **8. GENERAL:**

- (i) The terms and conditions of appointment will be in accordance with the Department of Personnel & Training's O.M.No.6/8/2009-Estt.(Pay.II) dated 17.06.2010, as amended from time to time.
- (ii) 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. **shall not ordinarily exceed Five years.** The post of Director, NATMO, is likely to fall vacant w.e.f. 09<sup>th</sup> November, 2021.
- (iii) The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.
- (iv) No correspondence will be entertained from candidates who are not called for interview/selected for appointment. **CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.**
- (v) **Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. DST shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.**

**9. HOW TO APPLY:** Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed **Curriculum Vitae Proforma (Annexure-I)**. The receipt of applications would be acknowledged by the Department via e-mail only.

- (i) The applications of eligible and willing candidates along with the following certificates/documents may be forwarded in the Curriculum Vitae Proforma through proper channel to **Deputy Secretary (SMP), Deptt. of Science & Technology, Ministry of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016** within thirty (30) days from the date of publication of the notice for extension of closing date of application in the Employment News/ Rozgar Samachar.
- (ii) Up to date APAR/ Confidential Reports dossier in original of the candidate concerned or photocopies of the APARs for the last 5 (Five) years duly attested by an officer not below the rank of Under Secretary to the Govt. of India.
- (iii) Integrity Certificate signed by an officer not below the rank of the Deputy Secretary to the Govt. of India.
- (iv) Vigilance Clearance certificate indicating that no disciplinary proceeding or criminal proceeding are either pending or contemplated against the officer concerned.
- (v) List of major/ minor penalties, if any imposed on the candidate during the last 10 years/ no penalty certificate.
- (vi) While forwarding the applications, the certificate given at the end of the Curriculum Vitae Proforma may also be completed.
- (vii) The applications should be sent by *Registered Post* or through *Speed Post* in a cover superscribed "**Application for the post of Director in NATMO on deputation (including short term contract) basis**".
- (viii) Applications can also be delivered by hand to any of the following authorized officer, by obtaining a duly signed receipt bearing date of receipt. No claim shall be entertained in the absence of such a receipt from duly authorized officer:-
  - (a) Section Officer, C.R. Section, DST. Or
  - (b) Authorized Staff of C.R. Section, DST.

**10.** List of Applications received up to prescribed time and date shall be posted on DST website within **seven working days** of closing date of applications. The candidates are advised to check the status of their applications. Any representation in this regard (non inclusion of name in the list of applications received within the prescribed time limit) can be filed within **seven days** of date of posting the list on the website along with the relevant proof of delivery of application within the prescribed time limit.

**11.** Attested copies of certificates in support of educational qualifications, date of birth and experience should be attached with the application. Candidates will have to produce the original certificates thereof as and when required.

**12. Advance copies of the Applications will not be entertained.**

**(Anita Dhadra)**  
**Under Secretary to the Govt. of India**

**Tele: 011-26510828**

**CURRICULUM VITAE PROFORMA**

1. Name & Address:  
*(In Block Letters)*
2. E-mail Address:  
*(mandatory)*
3. Mobile Number:  
*(mandatory)*
4. Date of Birth  
*(in Christian era):*
5. Date of retirement under Central/State Govt. Rules:
6. Educational Qualifications:
7. Whether educational & other qualifications required for the post are satisfied? *(if any qualifications has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)*

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Qualifications/Experience required/  
Prescribed for the post

Qualifications/Experience  
possessed by the officer

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Essential:

Desirable:

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8. Please state clearly whether in the light of entries made by you above, you met the requirement of the post.
9. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient:

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Office/Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

*\*Tenure of ad-hoc appointment in any post should be indicated separately.*

10A. Published Research work, if any:

10B. Training undergone, if any:

11. Nature of present employment, i.e. ad-hoc or temporary or quasi-permanent or permanent:
12. Please state clearly whether in the light of the entries made by you above, you meet the requirement of the post:
13. 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 basis:
  - (c) Name of the parent office/Organisation to which you belong:
14. Additional details about present employment. Please state whether working under:  
*(indicate the name of your employer against the relevant column)*
  - (a) Central Government
  - (b) State Government
  - (c) Government Undertakings
  - (d) Autonomous Organisations
  - (e) Universities
  - (f) Others
15. Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
16. Total emoluments per month now drawn:
17. Additional information, if any, which you would like to mention in support of your suitability for the post.  
*(This among other things, may include Information with regard to:*
  - (i) additional academic qualifications*
  - (ii) professional training; and*
  - (iii) work experience)*  
*(Note: Enclose a separate sheet, if the space is insufficient.)*
18. Whether belong to SC/ST:
19. Remarks:

I, \_\_\_\_\_, have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the UPSC at the time of selection for the post.

Signature of the candidate: \_\_\_\_\_

Office Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Phone No. with STD code: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CERTIFICATE

1. The above particulars have been verified and found correct.
2. The Vigilance Clearance, Penalty Statement, Integrity Certificate, Original APAR/ACR Dossiers or photo-copies of APAR/ACR dossiers for the last five years duly attested by an officer not below the rank of Under Secretary to the Govt. of India, are enclosed/forwarded.

Signature with Designation: \_\_\_\_\_

Address of the Employer: \_\_\_\_\_

\_\_\_\_\_

Seal

List of enclosures: