

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

F.NO. - SM/01/06/2019

Applications are invited for filling up the two posts of Joint 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:** Joint Director
2. **NO. OF POSTS:** Two (02)
3. **SCALE OF PAY:** Pay level 12 (Pay Matrix Rs. 78,800- 2,09,200/-)(as per 7th CPC)
(Pre-revised scale Rs.15,600-39,100 + Grade Pay Rs.7600/-)
4. **PERIOD OF DEPUTATION:** 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 Government **shall ordinarily not exceed 4 (four) years.**

5. ELIGIBILITY CRITERIA:

Officers of the Central Government or State Government or Union Territory Administration or Autonomous or Statutory Organisations or Public Sector Undertaking or recognized university or institute or research institutions.

(a)(i) holding analogous post on a regular basis in the parent cadre or Department
or

(ii) with five years service rendered after appointment to the post on a regular basis in the post in Level-11 (as per 7th CPC) in the pay Matrix or equivalent in the parent cadre or department;
and

(b) possessing the following educational qualification and experience:

Essential:

- (i) Doctorate in Geography or Geology from a recognized university.
- (ii) Ten years working or research experience in the field of Geography or Geology or Geo-Spatial Technologies in executive or faculty position.

Desirable:

Knowledge of modern techniques of preparing thematic maps and exposure to web mapping technology or experience in handling map server.

6. DUTIES:

- i) To assist the Director in running the organization, 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.

7. AGE LIMIT:

Not exceeding 56 years as on the closing date for receipt of applications. The last date of receipt of applications shall be **forty-five (45) days (by 05.30 P.M.) from the date of publication of this advertisement 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 four years.**
- (iii) The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.

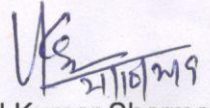
- (iv) No correspondence will be entertained from candidates who are not called for interview/selected for appointment. **CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.**
- (v) **Applications received after the closing date or received incomplete in any respect are liable to be 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)**.
- (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 **Shri. Vinod Kumar Sharma, Under Secretary (SMP), Deptt. of Science & Technology, Ministry of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016** within forty-five (45) days from the date of publication of this advertisement 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 Joint 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.

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.



(Vinod Kumar Sharma)

Under Secretary to the Govt. of India

Tele: 011-26510828

CURRICULUM VITAE PROFORMA
(To be submitted in Triplicate)

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.)

Qualifications/Experience required/
Prescribed for the post

Qualifications/Experience
possessed by the officer

Essential:

Desirable:

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 signature, if the space below is insufficient:

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 Undertaking
(d) Autonomous Organisation
(e) University
(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.
3. NOC for forwarding the application may be enclosed. It may also be confirmed that in the event of selection, the officer will be relieved of his/her duties.

Signature with Designation: _____

Address of the Employer: _____

Seal

List of enclosures: