

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

F.No.- SM/01/07/2019

**Applications are invited for filling up the post of Senior Administrative Officer, 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:** Senior Administrative Officer
2. **NO. OF POSTS:** One (01)
3. **SCALE OF PAY:** Pay level 10 (Pay Matrix Rs. 56100-177500/-)(as per 7<sup>th</sup> CPC)  
(Pre-revised scale Rs. 15,600-39,100 + Grade Pay Rs.5400/-)
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 3 (Three) years.**
5. **ELIGIBILITY CRITERIA:**  
By composite method (deputation Including Short-Term Contract) plus promotion):  
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 institution.  
(a)(i) holding analogous post on a 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 the post in Level-8 (as per 7<sup>th</sup> CPC) in the pay Matrix (Rs.47600-151100) or equivalent in the parent cadre or department;

Or

(iii) with three years' service rendered after appointment to the post on the regular basis in level-7 (as per 7<sup>th</sup> CPC) in the pay matrix (Rs.44900-142400) or equivalent in the parent cadre or department;

And

(b) possessing the following educational qualification and experience:

(i) Bachelor's degree from a recognized University or institute;

(ii) three years experience in Accounts, Administration, Establishment work in a Government office or public sector undertaking or autonomous body or statutory organization.

**Note 1:** The Departmental Administrative officers in level-7 in the pay matrix (Rs.44900-142400) with three years regular service in that grade and having the educational qualification and experience prescribed for considering appointment on Deputation basis is considered along with outsiders. If the Departmental candidate is selected for appointment to the post, it shall be treated as having filled by promotion.

**Note 2:** Period of deputation (including short-term contract ) including 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 three years.**

**6. AGE LIMIT:**

The maximum age limit for appointment by deputation (including short term contract) shall not be 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.** For the application format and other general condition visit our website [www.dst.gov.in](http://www.dst.gov.in)

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

**VACANCY NOTICE**

Applications are invited from Indian citizens for filling up One post of Senior Administrative Officer in National Atlas and Thematic Mapping Organization (NATMO), a subordinate office under the Department of Science & Technology with headquarters at Kolkata on Deputation (including Short Term Contract) basis. The post of Senior Administrative Officer, NATMO is a General Central Service Group 'A' Gazetted Non-Ministerial post in the Pay level-10 (Pay Matrix Rs. 56100-177500/- as per 7<sup>th</sup> CPC).

**For the application format and details of qualifications, experience, age limit & other requirements etc. visit our website [www.dst.gov.in](http://www.dst.gov.in).**

(Vinod Kumar Sharma)  
Under Secretary to the Govt. of India