

**SM/01/07/2019**  
**Government of India**  
**Ministry of Science and Technology**  
**(Department of Science & Technology)**

Technology Bhawan, New Mehrauli Road  
New Delhi, 24th October, 2019

To

The Chief Secretaries of all State Government/ Union Territories

**Sub: Filling up of the One post of Senior Administrative Officer , National Atlas and Thematic Mapping organization (NATMO), Kolkata, a subordinate office of Department of Science and Technology on deputation (Including Short Term Contract) basis.**

Sir/Madam,

I am directed to invite applications from eligible officers who are willing to be considered for appointment on Deputation (Including Short Term Contract) basis to the post of Senior Administrative Officer Pay level 10 (Pay Matrix Rs. 56100-177500/-)(Pre-revised scale Rs.15,600-39,100 + Grade Pay Rs.5400/-) in National Atlas and Thematic Mapping Organisation (NATMO), a subordinate office under the Department of Science and Technology with headquarters at Kolkata.

2. The application format and details of qualification, experience, age limit & other requirements etc. are available on the Department of Science and Technology website [www.dst.gov.in](http://www.dst.gov.in)

3. It is requested that this may be brought to the notice of all concerned and complete applications of eligible and willing officers may be forwarded to Shri Vinod Kumar Sharma, Under Secretary (SMP), Department of Science and Technology , Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016 within the closing date for receipt of applications.

Yours faithfully

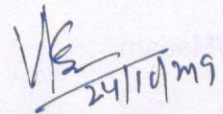
(Vinod Kumar Sharma)  
Under Secretary to the Govt. of India  
Tel. No. 011-26510828

Copy to:

1. All Ministries / Departments of the Government of India. It is requested that the vacancy circular may be circulated to all eligible officers.



2. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi with 100 copies for circulation in all Universities.
3. Indian Institute of Technology, Bhubneswar/Chennai/Delhi/Gandinagar/Guwahati/Hyderabad/Jodhpur/Kanpur/Kharagpur/Mandi/Mumbai/Patna/Ropar and Roorkee.
4. The Surveyor General of India, Survey of India, Dehra Dun- with the request to upload the vacancy Circular on SOI's Website.
5. Director NATMO, Kolkata – with the request to upload the vacancy Circular on NATMO's Website.
6. Registrar General of India, New Delhi
7. Notice Board, DST.
8. Shri. Sanjay Mishra , Scientist –G, DST with the request to upload the Vacancy Circular on DST's Website (copy of advertisement is enclosed) for 45 days from the date of publication of the vacancy circular in Employment Newspaper .(soft copy already sent)



(Vinod Kumar Sharma)

Under Secretary to the Govt. of India

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

**F.NO.- SM/01/07/2019**

**Advt. No. DST/02/2019-SMP**

**Applications are invited for filling up the One 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 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 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. DUTIES:**

1) Responsible for smooth functioning of all the Administrative work, Store & Accounts of the NATMO.

(2) To assist the Director, Joint Director in running the organization.

(3) To attend other duties as may be assigned.

## **7. 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)

## 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 three 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 Senior Administrative Officer 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.)*

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Qualifications/Experience required/  
Prescribed for the post

Qualifications/Experience  
possessed by the officer

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**Essential:**

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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:

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

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

10. 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: