

No. SM/01/30/2010

Dated: February, 2011

OFFICE MEMORANDUM

Subject: Filling up of the post of Director, National Atlas and Thematic Mapping Organisation, Kolkata, a subordinate office of Department of Science & Technology on deputation (including short term contract) basis.

The undersigned is directed to state that the National Atlas and Thematic Mapping Organisation, Kolkata, a subordinate office of Department of Science & Technology requires the services of a suitable officer for consideration for appointment to the post of Director in the Pay Band of Rs. 37,400-67,000 with Grade Pay of Rs.10, 000 (pre-revised scale of Rs. 18,400-22,400/-) on deputation (including short-term contract) basis. The job requirements and conditions of eligibility etc. are given in Annexure I.

2. Applications of suitable officers, who are eligible and willing and who can also be spared immediately, within one month of the intimation of selection, may be sent to Deputy Secretary (SMP), Department of Science & Technology, Ministry of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016 in the prescribed proforma as at Annexure II **in triplicate** within 60 days of the issue of this advertisement in the Employment News along with up-to-date Confidential Report dossier in original or photocopies of the ACRs for the last five years duly attested by an officer not below the rank of Under Secretary to the Government of India; Integrity Certificate, Vigilance clearance, and List of major/minor penalties, if any, imposed on the candidate during the last 10 years/No penalty certificate. Applications received after the last date or without documents mentioned above or incomplete applications will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officer are correct and no vigilance case is either pending or contemplated against him and no major/minor penalty has been imposed on him during the last 10 years.

Hindi version is enclosed.

(Niraj K Gayagi)
Deputy Secretary to the Govt. of India

To

All Ministries/Departments of the Government of India (As per standard list)

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Copy to:

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi with 100 copies for circulation in all Universities.
2. Indian Institute of Technology, Bhubaneswar/Chennai/Delhi/Gandhinagar/Guwahati/Hyderabad/Indore/Jodhpur, Kanpur/Kharagpur/Mandi/Mumbai/Patna/Ropar and Roorkee.
3. Survey of India, Dehra Dun.
4. National Atlas & Thematic Mapping Organisation, Kolkata.
5. Registrar General of India, New Delhi.
6. Notice Board, DST.

No. SM/01/30/2010
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF SCIENCE & TECHNOLOGY

Technology Bhawan, New Mehrauli Road,
New Delhi-110 016.

VACANCY NOTICE

Applications are invited from the eligible officers who are willing to be considered for appointment on deputation (including short-term contract) basis to the post of Director (Group "A" Gazetted) in Pay Band of Rs. 37,400-67,000 with Grade Pay of Rs.10, 000 (pre-revised scale of Rs. 18,400-22,400/-) in National Atlas and Thematic Mapping Organisation, a subordinate office under the Department of Science and Technology with headquarters at Kolkata. **The vacancy in the post shall arise on 01.08.2011 on superannuation of the incumbent.** The duties attached to the post are enumerated in Annexure I.

2. The officers under Central/State Governments/Union Territories/Universities/recognized research institutions/Public Sector Undertakings/Statutory Semi-Government or Autonomous organisations holding analogous post on regular basis in the parent cadre/department; or with two years service in the grade rendered after appointment thereto on a regular basis in the Pay Band of Rs. 37,400-67,000 with Grade Pay of Rs.8,900 (pre-revised scale of Rs.16,400-450-20,000/-) or equivalent in the parent cadre/department; or with three years service in the grade rendered after appointment thereto on a regular basis in the post in the Pay Band of Rs. 37,400-67,000 with Grade Pay of Rs.8,700 (pre-revised scale of Rs.14300-400-18300) or equivalent in the parent cadre/department and possessing the following educational qualifications and experience are eligible for consideration for appointment on deputation(including short-term contract) basis:-

ESSENTIAL:

- (i) A Master's Degree in Geography of a recognized University/Institution or equivalent.
- (ii) 15 years experience of teaching and/or research in Geography and allied fields or in a supervisory technical position in a Cartographic Organisation.

DESIRABLE

- (i) Doctorate in Geography.
- (ii) Membership of national and international Geographical Societies.

3. DUTIES OF THE POST:

- i) Overall charge as Head of National Atlas and 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 specialised thematic maps for purposes of planning.
- iv) Guiding research and training in methods of thematic mapping

4. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization/department of the **Central Government shall ordinarily not exceed 3 years**. The terms and conditions of deputation will be regulated according to the orders contained in the Government of India, Department of Personnel and Training's O.M.No.1/12/87-Estt.P.II dated 29th April 1988 as amended from time to time.

5. Applications in the prescribed proforma (annexure II), in triplicate, duly signed by the applicants should be forwarded through proper channels. The applications in respect of eligible candidates, who can be spared for taking up the assignment within one month of the intimation about selection may be forwarded duly verified/countersigned by the Head of Office or an officer authorized to sign on his behalf, along with the following documents: -

- (i) Up-to-date Annual Confidential Report (ACR) dossier in original of the candidate concerned or photocopies of the ACRs for the last five years duly attested by an officer not below the rank of Under Secretary to the Govt. of India;
- (ii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India;
- (iii) Vigilance Clearance including that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the officer concerned; and
- (iv) List of major/minor penalties, if any, imposed on the candidate during the last 10 years/ No penalty Certificate.

6. Officers who volunteer for the post will not be permitted to withdraw their candidature later on. Applications received after the last date without documents mentioned above or incomplete applications will not be entertained. The age of the applicants for deputation should not exceed 56 years **as on the closing date of receipt of applications**.

7. The applications should be forwarded through proper channels to the Deputy Secretary(SMP), Department of Science and Technology, Ministry of Science and Technology , Technology Bhavan, New Mehrauli Road, New Delhi-110016 within **60 days** from the date of this advertisement in the Employment News.

(Niraj K Gayagi)
Deputy Secretary to the Govt. of India

1. Post **Director** (Head of NATMO, Kolkata)
2. Scale of Pay Pay Band of Rs. 37,400-67,000 with Grade Pay of Rs.10,000 (pre-revised scale of Rs. 18,400-22,400/-)
3. Office National Atlas & Thematic Mapping Organisation, Kolkata
4. Age Limit The Maximum age limit for appointment by deputation shall be not exceeding 56 years **as on the closing date of receipt of applications.**
5. Eligibility
By deputation (including short term contract):
Officers under the Central/State Governments/ Union Territories/ Universities/recognised Research Institutions/ Public Sector Undertakings/Statutory Semi-Government or Autonomous Organisations

(a)(i) Holding analogous post on regular basis in the parent cadre/department;
or

(ii) With 2 years service in the grade rendered after appointment thereto on a regular basis in the Pay Band of Rs. 37,400-67,000 with Grade Pay of Rs.8,900 (pre-revised scale of Rs.16,400-450-20,000/-) or equivalent in the parent cadre/department; or

(iii) With 3 years service in the grade rendered after appointment thereto on a regular basis in the post in the Pay Band of Rs. 37,400-67,000 with Grade Pay of Rs.8,700 (pre-revised scale of Rs.14300-400-18300) or equivalent in the parent cadre/ department; and

(b) Possessing the following educational qualifications and experience: -

Essential:
(i) A Master's Degree in Geography of a recognised University/Institution or equivalent.
(ii) 15 years experience of teaching and/ or research in Geography and allied fields or in a supervisory technical position in a Cartographic Organisation.

Desirable:
(i) Doctorate in Geography.
(ii) Membership of national and international Geographical Societies.
6. 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 organisation/department of the Central **Government shall ordinarily not exceed 3 years.**

ANNEXURE II

Bio Data Proforma for submission of application (in triplicate)

1. Name & Address (in Block Letters):
2. Present Post held and address :
3. Date of Birth (in Christian era):
4. Date of retirement under Central/State Govt. Rules:
5. Educational Qualifications:
6. 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)

<u>Qualifications/Experience required/ Prescribed for the post</u>	<u>Qualifications/Experience possessed by the officer</u>
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Essential :

Desirable :

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

Office/Institution/ Organisation	Post held	From	To	Scale of Pay and Basic Pay	Nature of Duties
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- Tenure of ad-hoc appointment in any post should be indicated separately.

8 A. Published Research work, if any:

8 B. Training undergone, if any:

9. Nature of present employment, i.e. ad-hoc or temporary or quasi-permanent or permanent.

10. 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:

11. Additional details about present employment. Please state whether working under:-

(a) Central Government (b) State Government (c) Government Undertakings

(d) Autonomous Organisations (e) Universities.

12. 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.

13. Total emoluments per month now drawn:

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

15. Whether belong to SC/ST/OBC:

16. Remarks:

Date

Signature of the candidate

Office Address:

Ph. 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 ACR Dossiers/photo- copies of 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:
