**Government of India**

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

F.No

**Applications are invited for filling up the post of Deputy Director,** a General Central Service Group 'A' Gazetted Non-Ministerial post on Deputation (including Short Term Contract/ ISTC) 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**: Deputy Director

**2. NO. OF POSTS:** Six (06)

**3. SCALE OF PAY**: Level-11 in the pay matrix (Rs.67700-208700)

**4. PERIOD OF DEPUTATION**:

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 four years. The maximum age-limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

**5. ELIGIBILITY CRITERIA:**

Officers of the Central Government or State government or union Territory Administration or Autonomous or Statutory Organisation or Public Sector Undertaking or recognized university or institute or institute or research institution:

(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 post in Level - 10 in the pay matrix or equivalent in the parent cadre or Department;

and

(b) possessing the following educational qualification and experience:

**ESSENTIAL:**

(i) Master's Degree in Geography or Geology from a recognized university or equivalent.

(ii) Seven years' working or research experience in the field of Geography or Geology or Geo-spatial technologies in executive or faculty position.

**DESIRABLE:**

i) Doctorate in Geography or Geology or Applied Geology or Geoinformatics or GIS and Remote Sensing or Geomatics or Geospatial Technology from a recognized University.
ii) Three years' experience in Geographical or Cartographical teaching or research involving collection of data and preparation of maps on various themes.

**6. DUTIES:**

i) To assist the Director in thematic maps, overall control of the technical sections.
ii) To assist the Director for preparation of maps for 'National Atlas' and other atlases & cartographic projects.
iii) Checking and validating the projects, feasibility study of new projects etc.
iv) To prepare details of specification of cartographic methods, map products & services.
v) Guiding training in cartography & related fields such as web mapping, cyber cartography, tele-mapping, 3D mapping, Braille mapping etc.
vi) To attend other duties as may be assigned

**7. AGE LIMIT**:

Not exceeding 56 (Fifty–Six) years as on the closing date for receipt of applications.

**8.** 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.**

**9. 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 candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.
iii. 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**.
iv. **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.**

**10. 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 **Deputy Secretary (SMP), Department 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 Pos*t or through *Speed Post* in a cover superscribed **"Application for the post of Deputy 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.

**11.** 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.

**12.** 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.

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

**(Dinesh Chander)**
**Under Secretary to the Govt. of India**

**ANNEXURE-I**

# BIO-DATA/CURRUCULUM VITAE PROFORMA

| | |
|---|---|
| 1. Name and Address<br>(in Block Letters) | |
| 2. Date of Birth (in Christian era) | |
| 3. i) Date of entry into service | |
| ii) Date of retirement under Central/ State Government Rules | |
| 4. Educational Qualifications | |
| 5. Whether Educational and other qualifications required for the post are satisfied. **(if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)** | |

| **Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular** | **Qualifications/ experience possessed by the officer** |
|---|---|
| **Essential** | **Essential** |
| A) Qualification | A) Qualification |
| B) Experience | B) Experience |
| **Desirable** | **Desirable** |
| A) Qualification | A) Qualification |

| | |
|---|---|
| B) Experience | B) Experience |

Note: In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated **by the candidate.**

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|---|---|
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. | |

7. 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 on regular basis | From | To | *Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting. Experience required for the post applied for |
|---|---|---|---|---|---|
| | | | | | |

*__Important:__ Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below:

| Officer/Institution | Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme | From | To |
|---|---|---|---|
| | | | |

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|---|---|---|---|
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| **8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent** | |
| **9. 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** | **c) Name of the parent office/organization to which the applicant belongs.** | **d) Name of the post and Pay of the post held in substantive capacity in the parent organisation** |
|---|---|---|---|
| | | | |

**9.1 Note:** In case of officers already on deputation, the application of such officer, should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance clearance and Integrity certificate.

**9.2 Note:** Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organisation

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| **10.** If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. | |
| **11. Additional details about present employment:**<br><br>Please state whether working under (indicate the name of your employer against the relevant column)<br><br>a) Central Government<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>f) Others | |

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|---|---|
| 12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | |
| 13. Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale | |

14. Total emoluments per month now drawn

| Basic Pay in the PB | Grade Pay | Total Emoluments |
|---|---|---|
| | | |

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

| Basic Pay with Scale of Pay and rate of increment | Dearness Pay/interim relief /other Allowances etc., (with break-up details) | Total Emoluments |
|---|---|---|
| | | |

| | |
|---|---|
| **16A. Additional Information,** if any, relevant to the post you applied for in support of your suitability for the post.<br><br>This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)<br><br>**(Note: Enclose a separate sheet, if the space is insufficient)** | |
| **16B. Achievements:**<br>The candidates are requested to indicate information with regard to;<br>(i) Research publications and reports and special projects<br>(ii) Awards/Scholarships/Official Appreciation<br>(iii) Affiliation with the professional bodies/institutions/societies and;<br>(iv) Patents registered in own name of achieved for the organization.<br>(v) Any research/ innovative measure involving official recognition vi) any other information.<br>**(Note: Enclose a separate sheet if the space is insufficient)** | |
| 17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. | |

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|---|---|
| (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) | |
| # (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"). | |
| 18. Whether belongs to SC/ST | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum vitae duly supported by the documents in respect of Essential Qualification/ Work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best on my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

**(Signature of the candidate)**

**Address** _____

_____

**Date**_____

**Certification by the Employee/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____
ii. His/ Her integrity is certified.
iii. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
iv. No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

**Countersigned**

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**(Employee/ Cadre Controlling Authority with Seal)**