

for uploading pls.
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National Atlas & Thematic Mapping Organisation

Ministry of Science and Technology

Department of Science & Technology

Govt. of India

INTERNSHIP SCHEME 2025

1. ABOUT National Atlas and Thematic Mapping Organisation (NATMO)

Headquartered in Kolkata, National Atlas and Thematic Mapping Organisation (NATMO) is a subordinate office under the Department of Science & Technology, Ministry of Science & Technology, Government of India. Pioneer in thematic mapping services since its inception in 1956, NATMO is the only agency of the country catering to the requirements of thematic maps and atlases for different sectors. The Mandate of NATMO is Compilation of the National Atlas of India in English and Hindi, Golden Map Service covering whole of India and Geographical/ Cartographical research & training. With changing times, NATMO also keeps pace with the latest technologies like GIS, GPS and Remote Sensing.

2. The Internship will be on unpaid basis/ non-sponsored basis.

3. The Scheme

3.1 **Name of the Scheme:** The NATMO Internship Scheme.

3.2 **Purpose:** To allow short term exposure of "selected candidates" with the different Divisions of NATMO, Government of India as "Interns". A list of domains/ areas for which Internship is invited is enclosed as **Annexure 'A'**.

3.3 **Objectives of the Scheme:** The Scheme has the following stated objectives:

- a. To allow young academic talent to be associated with the NATMO's work for mutual benefits.
- b. The "interns" shall have an opportunity to know about the Government functioning, Development Policy & implementation on "National Geospatial Policy, 2022" etc.

3.4 Internship:

- (i) Internship shall be available throughout the year based on the requirements of NATMO.
- (ii) Eligibility: Bonafide students of any recognized College/ University/ Institution within India or abroad, fulfilling following conditions are eligible to apply for the internship:
 - (a) Under-Graduate students, having completed/ appeared in the term end examinations of second year/ 4th semester of the Bachelor Degree course.
 - (b) Graduate students having completed/ appeared in the term end examinations of first year/ 2nd semester of their Post Graduate programme or perusing research/ PhD.
 - (c) The students who have appeared in the final examination or just completed Graduation/ PG and waiting for admission for higher studies may also be considered for Internship.
- (iii) Period: The period of Internship shall be at least six weeks but not exceeding six months. Interns not completing the requisite period will not be issued any certificate.
- (iv) Place of Internship: The Internship will be offered at Kolkata/ New Delhi (Hybrid mode).
- (v) How to Apply: Interested and eligible candidates need to apply via e-mail to ho.natmo@nic.in with a copy to kumarvikas77@natmo.gov.in. After submitting application, the copy of application shall also be post to:-
Deputy Director & HoO, NATMO,
Rashtriya Atlas Bhavan,
35, GN Block, Sector-V, Salt Lake City,
Kolkata-700 091 (West Bengal).
- (vi) Experience Certificate: A Certificate regarding successful completion of Internship shall be issued by the concerned Head of the Division in the enclosed format at **Annexure 'B'**.

3.5 Logistics & Supports: Interns will be required to have their own laptops. NATMO shall provide them working space, internet facility and other necessities as deemed fit by the concerned Head of Divisions.

3.6 Procedure and conditions for Applications:

- i. Interested applicants may apply online or through e-mail only in the address link/ e-mail to be indicated in the website of NATMO during 1st to 10th of every month. Application can only be made six months in advance but not later than 2 months before the month in which Internship is desired. For example, if any applicants wants to join Internship programme which is commencing in the month of Apr-25 then he/ she can apply from the month of Oct- 24 to Feb- 25. Application will be valid for the desired month.
- ii. Applicants must also clearly indicate the area of interest.
- iii. A candidate can apply for Internship only once during a financial year.
- iv. The applicants who do not fulfil the eligibility conditions, their applications shall be rejected by the Screening Committee.
- v. The selected applicant has to produce original mark sheets and NOC from the College/ University/ Institution at the time of joining, failing which his/ her candidature shall be cancelled.

3.7 Procedure for Selection and Other Modalities of the Scheme:

- (i) The Heads of Divisions can take a maximum of 3 (three) interns for Internship at a time. This number may be relaxed beyond 3(three) with the permission of the Director, NATMO. The decision of the Screening Committee regarding the suitability of a candidate as intern shall be final and binding.
- (ii) The selected candidates may be asked by the Training Section to submit the soft copy of their NOC from their Head of the Department/ Principal (**Annexure 'C'**) by giving sufficient time before issuance of the offer letter. It also has to be indicated in the NOC that the student would not be registered for any course requiring his/ her attendance in the class during the period of Internship. The Training Section has to obtain the original NOC issued by the College/ University/ Institution at the time of joining of the candidate and also verify his/ her eligibility from the original documents. If any discrepancy is found, the candidature of the candidate will be cancelled by the Training Section.
- (iii) The Training Section will upload the list of selected candidates on NATMO's website.
- (iv) Depending upon the number of applications received against a particular

domain/ area, NATMO reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.

(v) The concerned Head of Divisions shall be personally responsible for ensuring that the work programme and output mutually agreed upon with the Intern is satisfactorily completed. Interns shall be required to submit a brief report/ paper at the end of their assignment to the Heads of the concerned Divisions about their learning experience.

(vi) Seminars/ Presentation can be conducted by the concerned Heads of particular Divisions for their interns.

3.8 Attendance - While doing internship in NATMO, the candidate should have a minimum of 75% attendance and they have to mark In and Out time on daily basis. In case of less than 75% attendance no extension of internship period is allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the concerned Heads of the Divisions.

3.9 It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Head of Divisions only.

3.10 Scheme Review: NATMO reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the website of NATMO.

3.11 Relaxation: Director, NATMO will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

4. CODE OF CONDUCT:

The Intern appointed by the NATMO shall observe the following Code of Conduct, which shall include but not be limited to, the following:

(i) The Intern shall follow the rules, regulations and policies, which are in general applicable to employees of the NATMO.

(ii) The Intern shall follow the confidentiality requirement of the NATMO and shall not reveal to any person or organization confidential information relating to the NATMO, its work and policies.

(iii) The Intern shall not claim any intellectual property right, of work done at the NATMO and has to strictly maintain the confidentiality of NATMO's intellectual property. Any violation/ infringement will be viewed adversely against the Intern and may invite appropriate disciplinary action.

(iv) Interns may, with the prior permission of the NATMO may present their work to academic bodies or at seminars/ conferences. However, even for this purpose information that is confidential to the NATMO cannot be revealed under any circumstances.

(v) Any papers and documents written and/ or published by the Intern should carry the caveat that the views are the personal views of the Intern and do not represent or reflect the views of the NATMO.

(vi) Interns will follow the advice given to them by the NATMO regarding representations to third parties. No Intern shall interact with or represent the NATMO to the media (print and electronic).

(vii) In general, Interns may not interact with or represent the NATMO vis-à-vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the NATMO depending on the nature of their roles and responsibilities.

(viii) Interns will conduct themselves professionally in their relationship with the NATMO and the public in general.

(ix) The Internship requires physical presence at NATMO. Interns are required to be present at the NATMO premises as per the office timings of NATMO, unless otherwise permitted by the Supervisor/ Mentor in writing.

(x) The Intern has to make his/ her own accommodation arrangement during the Internship.

5. TERMINATION:

(i) The NATMO may disengage an Intern if the NATMO is of the view that the conduct of the Intern is not appropriate.

(ii) The NATMO may terminate the Intern with immediate effect if indiscipline and non-compliance of NATMO's policies is observed.

(iii) If an Intern decides to disengage from the NATMO, he/ she should provide 2 weeks' prior notice.

(iv) Upon termination, the Intern must hand over to the NATMO, any data, papers, equipments or other assets which might have been given to the Intern by the NATMO in course of his internship with the NATMO. This will include any Badges or ID Cards which may have been issued to the Intern.

(v) If it comes to the notice of the NATMO that the person whose services have been terminated by the NATMO continues to act in a manner which gives an impression that he/ she is still working for the NATMO, the NATMO shall be free to take appropriate legal action against such person.

(vi) The Competent Authority of NATMO may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the Intern.

6. POWER TO REMOVE DIFFICULTIES:

The Competent Authority of NATMO shall have the power to remove any difficulty which may come in the way of the implementation of these internship guidelines.

Domains / Areas available for Internship

- Basic Concept of Geography
- Surveying and Cartography
- Manual Cartography
- Digital Cartography
- Web Cartography
- Remote Sensing
- Concept of Thematic Mapping
- Concept of Field Survey, data collection & compilation
- Modern Tools & Methods of Data Collection
- Fundamentals of GIS
- Relief Representation using different Interpolation techniques
- Open-source Data
- Open-source GIS Application
- Application of GIS & Case Studies
- Field Survey
- Urban & Regional Planning
- 3D Mapping
- Tourism and Culture
- Urbanisation/ Smart City
- Water Resources
- LiFE-Lifestyle for Environment

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated:

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr./ Mrs./ Ms./ Dr.a student of College/ University/ Institution has successfully completed his/ her Internship with National Atlas & Thematic Mapping Organisation (NATMO), Government of India from..... to.....

During the period of Internship he/ she worked under..... in the following areas:

(i)

(ii)

2. He/ She has shown special flair forand his/ her performance in preparation of the report has been rated as.....

3. During the period of his/ her Internship programme he/ she was punctual and hardworking.

4. I wish him/ her every success in his/ her life and career.

(Signature of the Head of the Division)

FORMAT FOR NOC TO BE OBTAINED FROM
COLLEGE/ UNIVERSITY/ INSTITUTION

(To be given on Letter Head)/ To be signed by HoD / Principal

Dated:-

Subject:- No Objection Certificate for NATMO Internship Programme

It is certified that Mr./ Mrs./ Ms./ Dr. is a bonafide student
..... College/ University/ Institution ID No. of Semester/ Year
of (name of the programme) of this College/ University/
Institution.

The College/ University/ Institution has no objection for doing the
Internship programme at NATMO for the period from to It is also certified
that he/ she is not registered for any course requiring his/ her attendance in the class
during the said period.

The conduct of the student as recorded by the College/ University/
Institution has been found good/ satisfactory/ unsatisfactory.

(Signature and Seal)

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Dated 16th June, 2025
19th

Circulation/ Distribution:-

1. The Secretary to the Government of India, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi - 110 016
[Kind Attention: Shri Sanjay Kumar, Joint Secretary, SMP Division, DST with reference to DST OM F.No. SM/34/03/2025 (E-52533 dated 21-5-2025)]
2. NATMO Geo-Portal Division for uploading at www.portal.natmo.gov.in
3. College/ University/ Institute/ Ministries/ Departments (through e-mails)

Srabani Bhattacharya (Pahar)
19/06/2025

Deputy Director & Head of Office
NATMO