



भारत सरकार | Government of India

राष्ट्रीय एटलस एवं थीमैटिक मानचित्रण संगठन | National Atlas & Thematic Mapping Organisation

विज्ञान और प्रौद्योगिकी विभाग | Department of Science & Technology

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NOTICE

#ApprovedDate

The Office Memorandum File No. T-ExDp/1/2025-PES/1893 (copy attached), regarding Guidelines of Project Implementation and Manpower emolument under various extramural projects Entrusted by Different Ministries/Departments to NATMO, has been issued on dated 16/06/2025 and is circulated for all concerned as listed below: -

Distribution:

1. Director, NATMO (for kind information)
2. PS to the Director
3. Head of Office
4. Under Secretary, DST (for kind information and record), *SMP Division.*
5. All Divisional Heads (.....)/DDs/ ROs/AD (OL)/SOs of NATMO
6. DDO - NATMO
7. In-charge, Store, NATMO
- ✓ 8. In-charge, Data Centre for upload in NATMO website
9. Notice Board

This issues with the approval of Competent Authority.

Encl: As above.

Sraboni Bhattacharya (Pakrasi)
20/06/2025

(Sraboni Bhattacharya
Pakrasi)

Deputy Director & Head of
Office

भारत सरकार
विज्ञान एवं प्रौद्योगिकी विभाग
विज्ञान और प्रौद्योगिकी मंत्रालय
राष्ट्रीय एटलस एवं थीमैटिक मानचित्रण संगठन



GOVERNMENT OF INDIA
DEPARTMENT OF SCIENCE & TECHNOLOGY
MINISTRY OF SCIENCE & TECHNOLOGY
NATIONAL ATLAS & THEMATIC MAPPING ORGANISATION

File No:

Date: 16/06/25

OFFICE MEMORANDUM

Subject: Guidelines of Project Implementation and Manpower Emolument Under Various Extramural Projects Entrusted by Different Departments to NATMO.

1. Undersigned is directed to state that Project Personnel will be engaged for implementation of various extramural projects entrusted by different departments to NATMO. A guideline on emolument and selection process is hereby formulated on approval of the Competent Authority for engagement of Project Personnel on short term contract basis.

Emolument and Essential Qualification of the Project Personnel

| Sl No. | Designation/ Manpower Position | Essential Qualification and Experience | Monthly Emolument |
|--------|--|---|-----------------------------|
| 01 | Senior Programme Officer | Ph.D in Geography/ Geology/ Geoinformatics/ Geographical Information System and Remote Sensing/ Geomatics or Geospatial Technology or related subject from a recognised University or institute with six years' field experience in implementation of mapping/ cartographical projects | Rs. 78,000/- (Consolidated) |
| 02 | ICT Expert/ Programme Professional | MCA or BE/ B Tech in Computer Science or NIELIT B Level or A Level with domain expertise in Hardware and Networking with five years' experience in implementation of ICT/ Geospatial projects. | Rs. 48,000/- (Consolidated) |
| 03 | Senior Project Assistant/ Senior Technical Assistant | Master's Degree in Geography/ Geology/ Geoinformatics/ Geographical Information System and Remote Sensing/ Geomatics or Geospatial Technology or related subject from a recognised University or institute with five years' experience in implementation of mapping/ cartographical projects. | Rs. 42,000/- (Consolidated) |
| 04 | Project Assistant/ Technical Assistant | Master's Degree in Geography/ Geology/ Geoinformatics/ Geographical Information System and Remote Sensing/ Geomatics or Geospatial Technology or related subject from a recognised University or institute with two years' experience in implementation of mapping/ cartographical projects. | Rs. 37,000/- (Consolidated) |
| 05 | GIS Assistant/ Map Assistant/ Junior Project Assistant | Bachelor Degree in Geography/ Geology/ Geoinformatics/ Geographical Information System and Remote Sensing/ Geomatics or Geospatial Technology or Diploma in Geographical Information System/ Remote Sensing/ Geo-informatics or related subject from a recognised University or institute with two years' experience in data presentation/ mapping. | Rs. 20,000/- (Consolidated) |

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2. The emolument of respective posts/ designations is fixed at a consolidated amount in the above monthly emolument ranges depending on the quantum of workload and experience of the person. The above emolument will be applicable w.e.f. 01.07.2025.
3. The number of persons to be engaged under a specific project will be as per the recommendations of the respective Expert Committee/ Project Advisory Committee
4. **Selection process: -**
 - a. Applications received will be examined by an Expert Committee/Selection Committee Project Advisory Committee for assessing the suitability of the candidates.
 - b. Shortlisted candidates will be called for interview before the above committee. On the date and time fixed for interview, the applicant will present himself/herself before the selection committee, at his/her own cost (no TA/ DA will be admissible for interview), with following original documents: -
 - i. Hard copy of application
 - ii. Details of work experience
 - iii. Aadhaar Card proof
 - iv. Proof of qualification
 - v. Medical certificate issued by Government Hospital
 - c. A weightage-based assessment shall be done for preparing a panel of recommended candidates on merit basis. The weightage would be based on the following:
 - (i) Qualification and work experience (60%)
 - (ii) Interview (40%)
 - d. Letter of engagement will be issued to the selected candidates and they have to join their duty within 15 days of issue of the engagement letter.
5. This issues with the approval of the competent authority.

Srabani Bhattacharya (Parkrai)
16/06/2025

(Srabani Bhattacharya Parkrai)
Deputy Director & Head of Office