

Government of India  
Ministry of Science & Technology  
Department of Science & Technology  
**NATIONAL ATLAS AND THEMATIC MAPPING ORGANISATION**

(NATMO)  
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D.F Block, Salt Lake City, Kolkata-700 064  
Website : [www.natmo.gov.in](http://www.natmo.gov.in)

F. No. 27-3/2022-Estt../6077

Date:22/08/2022  
23

**NOTIFICATION**

The draft RRs with respect to the post of Receptionist-cum-Telephone Operator, General Central Service, Group – C, Non-Gazetted, Non-Ministerial Level-4 in the pay matrix (25,500-81,100) has been approved by the competent authority (copies enclosed).

2. Before taking up the proposals for amendment to the Recruitment Rules with concerned agencies for finalizing the Recruitment Rules, comments, if any, are invited from all stakeholders in the matter within a period of thirty days from the date of notification in the website of this organisation. The objections/suggestions received from the stakeholders within the specified period shall be considered by this organization as per rules/requirement.

3. The comments may be furnished to the office.

  
(Mousumi Roy Chowdhury)  
Deputy Director  
& Head of Office  
For Director

**Copy to :**

1. Smt. Anita Dhadra, Under Secretary(SMP), Ministry of Science & Technology, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi – 110016 w.r.t your e-mail dated 16/08/2022
2. In-charge, NATMO Website, for uploading in the NATMO website, the 'Notification' attached with the above mentioned mail dated 16/08/2022 which is being forwarded herewith.
3. Notice Boards, NATMO, Kolkata.

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART II, SECTION-3, SUB-SECTION (i)]

GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE AND TECHNOLOGY  
(DEPARTMENT OF SCIENCE AND TECHNOLOGY)

Notification

New Delhi, the....., 2022.

G.S.R..... - In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the National Atlas and Thematic Mapping Organisation (Group "C" and Group "D" posts) Recruitment Rules, 2004, in so far as it relates to the post of Receptionist-cum-Telephone Operator, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Receptionist-cum-Telephone Operator in the National Atlas and Thematic Mapping Organisation, Department of Science and Technology, Ministry of Science and Technology, namely:-

1. Short title and commencement. — (1) these rules may be called the National Atlas and Thematic Mapping Organisation, Receptionist-cum-Telephone Operator (Group 'C' Post) Recruitment Rules, 2022.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification and level in pay matrix. —The number of said post, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age-limit and qualifications' etc. — The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualification. — No person, —

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax. —Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, and in consultation with Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving. — Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule

Name of post	Number of Posts	Classification	Level in the Pay Matrix	Whether Selection post/Non Selection post.
(1)	(2)	(3)	(4)	(5)
Receptionist-cum-Telephone Operator	1* (2022) *Subject to the variation dependent on workload	General Central Service, Group-‘C’, Non-Gazetted, Non-Ministerial	Level -4 in the pay matrix (Rs. 25,500- 81,100 )	Not Applicable

Age limits for Direct Recruits.
(6)
<p>Between 18 and 27 years</p> <p>(Relaxation of the upper age-limit for departmental candidates upto 40 years for appointment by direct recruitment to Group-‘C’ posts in accordance with the instructions or orders issued by the Central Government)</p> <p><u>Note 1:</u> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.</p> <p><u>Note 2:</u> In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be last date up to which the Employment Exchange is asked to submit the names.</p>

Educational and other Qualification required for direct recruits.
(7)
<p><b>Essential Qualifications:</b></p> <p>(1) Bachelor’s Degree from a recognised University/ Board.</p> <p>(2) Experience in operation of PBX board preferably of 5+25=25 lines capacity.</p> <p><b>Desirable Qualifications :</b></p> <p>A typing speed of 35 words per minute in English or 30 words in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word)</p> <p><b>Note1:</b> Qualifications are relaxable at the discretion of Staff Selection Commission/ Competent Authority, for the reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualification(s) regarding experience is relaxable at the discretion of the Staff Selection Commission/ Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection the Staff Selection Commission/ Competent Authority, for the reasons to be recorded in writing, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>

Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotees.	Period of Probation, if any.	Method of Recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by Promotion/ Deputation/ absorption grades from which promotion/ deputation/ absorption to be made.
(8)	(9)	(10)	(11)
Not applicable	Two Years (for Direct recruitment)	By Deputation failing which by Direct Recruitment	Deputation from the Level-2 in Pay Matrix with eight years service rendered after appointment thereto on regular basis.

If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(12)	(13)
<p>Group-‘C’ Departmental Promotion Committee (for considering confirmation) consisting of:-</p> <p>(i) Head of Department or Joint Director, National Atlas &amp; Thematic Mapping Organisation - Chairman;</p> <p>(ii) Deputy Director, National Atlas &amp; Thematic Mapping Organisation - Member;</p> <p>(iii) Senior Administrative Officer/ Head of Office, National Atlas &amp; Thematic Mapping Organisation - Member.</p>	<p>Consultation with UPSC is not necessary.</p>

[File No. SM/02/09/2020]

(Anita Dhadra)  
Under Secretary to the Government of India