

No.SM/02/04/2024 (E-48311)
Government of India/ भारत सरकार
Ministry of Science & Technology/ विज्ञान और प्रौद्योगिकी मंत्रालय
Department of Science & Technology/ विज्ञान और प्रौद्योगिकी विभाग
SMP Division/ एस.एम.पी. प्रभाग

New Delhi, the 30th May, 2024

To

The Director,
National Atlas and Thematic Mapping Organization (NATMO),
Rashtriya Atlas Bhawan, 35 GN Block,
Salt Lake Sector-V, Kolkata – 700091.

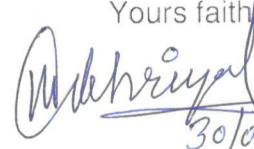
Subject: - Seeking comments of stakeholders in respect of Draft RR for the post of Senior Store Assistant.

Sir,

With reference to NATMO letter No.27-3/2016-Estt (RR)5310 dated 12.02.2020, I am directed to convey that the draft Recruitment Rules (RRs) with respect to the post of Senior Store Assistant (Group-B, Non-gazetted, Level-6 in pay matrix) have been approved by the Competent Authority for seeking stakeholders comments on the draft RRs. The draft RRs have been attached with this letter/e-mail.

2. It is requested that NATMO may take necessary action in this regard and intimate this Department as and when the draft RRs are put up for seeking stakeholders' comments. Further after passage of 30 days of time period of receiving the stakeholders' comments, NATMO may intimate/forward the stakeholders' comments, if any. In case no such comments are received within 30 days, then a 'NIL' report may be submitted to this Department for further processing of the RRs.

Yours faithfully,


30/05/2024

(Dinesh Chander)/ दिनेश चंद्र
Under Secretary to the Govt of India/
अवर सचिव, भारत सरकार

ANNEXURE -1

Draft RR as approved by the Competent Authority, for stake holders comments.

Sr. No.	SCHEDULE	
1.	Name of post	Senior Store Assistant
2.	Number of posts	1*(2024) *Subject to variation dependent on workload.
3.	Classification	General Central Services, Group 'B', Non-Gazetted, Ministerial.
4.	Pay Level in the Pay Matrix	Level – 6 in the PAY MATRIX (Scale of PayRs.35400-1,12,400)
5.	Whether selection post or non-selection post.	Selection
6.	Age limit for direct recruits	<p>Not exceeding 30 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) OR</p> <p>The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.</p> <p>Note :- However, the upper age limit will be governed as per DOPT OM No.15012/2/2010-Estt.(D) Dated 27th March, 2012 or as per latest Government Order.</p>
7.	Educational and other qualifications required for direct recruits	<p>(i) Master's Degree with Economics / Commerce / Statistics / Business Studies / Public Administration from a recognized University / Institute.</p> <p>(ii) One year experience in handling Stores and keeping accounts in a Store or in a concern or Central or State Government / Statutory or autonomous organization / PSU/ University / any recognized institution /</p>

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		<p>Banks or in a Private Sector organization listed on the stock exchange (s) of India.</p> <p>OR</p> <p>(i) Bachelor's Degree in Economics / Commerce / Statistics / Business Studies / Public Administration as a subject from a recognized University / Institute.</p> <p>(ii) Diploma in Materials Management / Warehousing Management / Purchasing / Logistics / Public Procurement from a recognized University / Institute.</p> <p>(iii) Two years experience in handling Stores and keeping accounts in a Store or a concern or Central or State Government / autonomous or statutory organization / PSU / University / Bank or in a Private Sector Organization listed on the stock exchange (s) of India.</p> <p>Note 1 : Qualifications are relaxable at the discretion of the Competent Authority / Staff Selection Commission for reasons to be recorded in writing. In the case of candidates otherwise well qualified.</p> <p>Note 2 : The qualification(s) regarding is / are relaxable at the discretion of the Competent Authority / Staff Selection Commission for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection Commission 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 vacancies reserved for them.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	No
9.	Period of probation, if any	Two years (for direct recruits)
10.	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.	By promotion failing which by deputation failing both by direct recruitment.


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11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made.	Store Assistant (Level – 4 in Pay Matrix) with eight years' service in the grade rendered after appointment thereto on a regular basis. Promotion shall be subject to successful completion of training of four weeks in the field of Administration, Establishments and Accounts matters.
12.	Group 'B' Departmental Promotion Committee (for Promotion / Confirmation) Consisting of :	(i) Director, National Atlas and Thematic Mapping Organization. Chairman (ii) Joint Director / Deputy Director / Head of the Office. National Atlas and Thematic Mapping Organization Member (iii) Senior Administrative Officer. National Atlas and Thematic Mapping Organization. Member.
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.	Consultation with UPSC is not necessary.

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