Government of India

NATIONAL ATLAS & THEMATIC MAPPING ORGANISATION

Department of Science & Technology

C.G.O. Complex (7th Floor), DF Block,

Salt Lake City, Kolkata – 700 064

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NO.F.26-44/2014-Estt. Dated 10/05/2019

OFFICE MEMORANDUM

Sl. No.	Name of Post	Sanctioned strength as per existing RRs	Level in the pay matrix at present	Group/ Classifiction
1.	Director	1	Level-14	A
2.	Joint Director	2	Level-12	A
3.	Deputy Director	8	Level-11	A
4.	Research Officer	29	Level-10	A
5.	Senior Administrative Officer	1	Level-10	A
6.	Senior Statistical Officer	1	Level-10	A
7.	Hindi Officer[1]	1	Level-10	A
8.	Administrative Officer	2	Level-7	B Gazetted
9.	Senior Personal Assistant[2]	1	Level-7	B Gazetted
10.	Scientific Officer	31	Level-7	B Gazetted
11.	Assistant Manager*	1	Level-7	B Gazetted
12.	Statistical Officer	1	Level-6	B(Non-Gazetted)
13.	Research Assistant[3]	110	Level-6	B(Non-Gazetted)
14.	Senior Geographical Assistant	90	Level-6	B(Non-Gazetted)
15.	Senior Library & Information Assistant[4]	5	Level-6	B(Non-Gazetted)
16.	Senior Technical Assistant(P)*	1	Level-6	B(Non-Gazetted)
17.	Stenographer Grade I[5]	1	Level-6	B(Non-Gazetted)
18.	Stenographer Grade II	2	Level-6	B(Non-Gazetted)
19.	Office Superintendent	3	Level-6	B(Non-Gazetted)
20.	Hindi Translator[6]	1	Level-6	B(Non-Gazetted)
21.	Head Clerk	5	Level-6	B(Non-Gazetted)
22.	Accountant	1	Level-6	B(Non-Gazetted)
23.	Senior Store Assistant	1	Level-6	B(Non-Gazetted)
24.	Technical Assistant (Process)*	2	Level-5	C
25.	Statistical Assistant	2	Level-5	C
26.	Litho Machine Printer Grade II*	1	Level-5	C
27.	Junior Geographical Assistant	68	Level-5	C
28.	Staff Car Driver Grade I	4	Level-5	C
29.	RCTO	1	Level-4	C
30.	Upper Division Clerk[7]	9	Level-4	C
31.	Care Taker	2	Level-4	C

[1]The post of Hindi Officer re-designated (and upgraded to Level 10) as Assistant Director (OL) vide DST's letter No.SM/02/02/2016 dated 23.02.2016.

[2] The post of Senior Personal Assistant stand re-designated as Private Secretary as per GoI's Orders. This will be reflected in the revised RRs.

[3] Posts of Research Assistant and Senior Geographical Assistant stand merged and nomenclated as Research Assistant vide Order No.F.1-7/2009-DIR/1054 dated 31.03.2010 of NATMO.

[4] As per NATMO's records, the posts of Senior Librarian and Information Assistant (after merger of Senior Librarian and Map Curator) and Library Information Assistant (after merger of Librarian and Library Assistant) stand merged and re-designated as Senior Librarian and Information Assistant.

[5] The posts of Stenographer Grade I and Stenographer Grade II have been merged and nomenclated as Stenographer Grade-I and the post of Stenographer Grade-III has been re-nomenclated as Stenographer Grade-II as per GoI's orders. This will be reflected in the revised RRs.

[6] The post of Hindi Translator re-designated as Junior Translator vide DST's letter No.SM/02/02/2016 dated 23.02.2016.

[7] The post of Caretaker has been merged with Upper Division Clerk.

32.	Store Assistant	2	Level-4	C
33.	Stenographer Grade III	1	Level-4	C
34.	Staff Car Driver Grade II	3	Level-4	C
35.	Field Assistant	7	Level-4	C
36.	Compositor*	1	Level-2	C
37.	Staff Car Driver (Ordinary Grade)	3	Level-2	C
38.	Electrician	1	Level-2	C
39.	Lower Division Clerk	16	Level-2	C
40.	Gestetner Operator	1	Level-2	C
41.	Store Keeper	3	Level-2	C
42.	Hindi Typist	1	Level-2	C
43.	Multi-Tasking Staff	31	Level-1	C
44.	Clerk (Canteen)	4	Level 2	C
45.	Tea maker/coffee maker	6	Level-2	C
46.	Wash Boy	2	Level-1	C
	Total	**470**		

The strength has been prepared based on existing recruitment rules.

CLOSURE OF NATMO PRINTING PRESS VIDE OFFICE ORDER DATED 28.07.2018 – POSTS/STRENGTH ABOLISHED AS PER CABINET DECISION (not reflected in the above tabular statement)

Sl. No.	Name of Post	No. of sanctioned Post	Level in the pay matrix
Group A			
1.	Manager	1	Level-10
Group B (Gazetted)			
2.	Assistant Manager	1	Level-7
Group C			
3	Litho Machine Printer, Grade III	1	Level-4
4.	Technical Assistant(Process)	2	Level-5
5.	Photographer	2	Level-4
6.	Photo Draftsman	1	Level-4
7.	Printer	2	Level-4
8.	Plate Maker	1	Level-4
9.	Plate Keeper	1	Level-3
10.	Machine Man	3	Level-2
11.	Compositor	2	Level-2
	Total	**17**	

* Remaining posts/strength of Assistant Manager, Senior Technical Assistant (Process), Litho Machine Printer Grade II, Technical Assistant (Process) and Compositor relating to Printing Press shall be abolished after retirement of existing staffs in position.

T Banerjee 15.5.19

(Tapati Banerjee)
Director

Distribution:

1. Secretary to the GOI, DST, New Delhi (Attn. Sri S.K. Sinha, Director, SMP)
2. Head of Office, NATMO,
3. Sr. A.O, RPAO-II (SOI & NATMO), 15, Wood Street, Kolkata-16,
4. File