

For uploading
Mou. Hrya.
03.06.2025

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. E-003000006(Cont)/1/2025-Estt/1843

Date: 03.05.2025
06**WEB CIRCULAR****Subject: Engagement of Consultants in the National Atlas & Thematic Mapping Organisation on contract basis**

Applications are invited from retired central government employees for engagement as consultants on contract basis in National Atlas & Thematic Mapping Organisation, a subordinate office under Department of Science & Technology, Govt. of India. The consultants will be posted in the headquarter at Kolkata. Detailed terms & conditions of engagement of consultants are annexed. The eligibility criteria and other details are as follows:-

Sl. No.	Name of the Post	Maximum Age	No. of Post	Essential Qualification & Nature of Duty	Tenure of Contract
1	Consultant against the post of Joint Director (Admin or Technical)	63 years	01	As per annexure	Initially one (01) year, which may be extended as per requirement of the department. However, it shall not be extended beyond 05 years.
2	Consultant against the post of Deputy Director (Admin)	63 Years	01	As per annexure	Initially one (01) year, which may be extended as per requirement of the department. However, it shall not be extended beyond 05 years.
3	Consultant against the post of Deputy Director (IT)	63 Years	01	As per annexure	Initially one (01) year, which may be extended as per requirement of the department. However, it shall not be extended beyond 05 years.

Interested persons may submit their particulars in the enclosed format within 30 days from the date of Web Circular along with the documents mentioned in Annexure - II, addressed to the "Deputy Director & Head of Office, NATMO, Rashtriya Atlas Bhavan Campus, 35 GN Block, Sector V, Salt Lake City, Kolkata – 700091" or through Email to ho.natmo@nic.in

Sraboni Bhattacharya (Pakrasi)
03/06/2025

[Dr. Sraboni Bhattacharya (Pakrasi)]
Deputy Director & Head of Office

1. Geoportal Division, NATMO – for uploading in website

Candidates should possess the following essential eligibility criteria: -

- Candidate should have retired from the services of Central Government.
- Candidate should be medically fit.
- Candidate should be free from vigilance angle at the time of retirement (As a proof of this, a copy of Pension Payment Order or Gratuity Payment Authority will have to be submitted).
- Candidate should have knowledge of computers such as MS Office (Word and Excel), PPT, Internet and email.

Sl. No.	Name of the Post	Essential Qualification	Experience	Duties & Responsibilities
1	Consultant against the post of Joint Director (Admin or Technical)	Retired at the level of Joint Director at the pay level 12 or equivalent. <u>Failing which</u> Retired Deputy Director at Pay level 11 or equivalent.	5 years' experience of heading Accounts, Establishment matters, Administration and legal matters. Having good working knowledge in computer.	<u>Joint Director (Technical)</u> (1) To assist the Director in running the organisation, coordinating geographical research activities and to provide supervision and guidance wherever necessary. (2) Implementing training courses in cartography & related fields using web mapping, cyber mapping, tele-mapping, 3D mapping, Braille mapping etc. (3) To attend other duties as may be assigned OR <u>Joint Director (Admin)</u> (1) Overall supervision of all the Administrative functions of the Office. (2) Vetting and Monitoring of the functions of Consultant against the post of DD (Admin). (3) To assist Director, NATMO for all the Administrative activities of the Office. (4) To attend other duties as may be assigned
2	Consultant against the post of Deputy Director (Admin)	Retired at the level of Deputy Director at the pay level 11 or equivalent. <u>Failing which</u> Retired Research Officer at Pay level 10 or equivalent.	5 years' experience of heading Accounts, Establishment matters, Administration and legal matters or 10 years good working experience in the above fields. Having good working knowledge in computer.	(1) To assist Consultant against the post of JD (Admin) for overall supervision of all the Administrative functions of the Office. (2) To assist Director, NATMO for all the Administrative activities of the Office. (3) To attend other duties as may be assigned.
3	Consultant against the post of Deputy Director (IT)	Retired at the level of Deputy Director at the pay level 11 or equivalent. <u>Failing which</u>	1) 7 years experience in IT Infrastructure Management, Data Collection System Development, Data Processing	Overseeing all Information Technology aspects of NATMO, including data collection, processing, storage, analysis, and management for dissemination, ensuring the smooth functioning of IT systems. IT Infrastructure Management:

52/2025-0
28

Retired Research
Officer at Pay level 10
or equivalent.

and Analysis,
**Data Security and
Privacy, Project
Management,
Training and
Capacity Building**

2) Specific areas of
expertise

**Database
Management
Systems, Web
Development,
Cybersecurity**

Managing and maintaining the IT infrastructure used for NATMO including servers, networks, data centres, and communication systems. Implementing and monitoring data security protocols to protect sensitive data. Overseeing hardware and software upgrades and maintenance.

Data Collection and Processing:

Designing and developing IT systems for data/Geospatial data/mapping data collection through online platforms or mobile applications. Implementing quality checks and data validation procedures during data collection. Managing data processing pipelines, including data cleaning, validation, and aggregation.

Data Analysis and Reporting:

Developing data analysis tools and dashboards to visualize results. Generating reports and publications based on data analysis. Providing technical support for data analysis needs of this department.

Project Management:

DD(IT) is responsible for planning, budgeting, and resource allocation related to IT component. Coordinating with other divisions/Government departments to ensure smooth integration of IT systems

Compliance and Security:

Ensuring compliance with data privacy regulations and government standards for IT security. Monitoring for potential cyber threats and implementing necessary security measures.

Important Considerations:

Technical Expertise:

A Deputy Director (IT) should possess strong technical knowledge in areas like database management, network administration, data analytics, and application development.

22/02/25

ANNEXURE – II

(i) **Remuneration: -**

- a. Calculation of remuneration, allowances & leave of the retired employees may be done as per the extant orders/instructions of DoPT and DoE.
- b. In addition, whenever deputed for outstation field duties, they will be entitled to TA as per the entitlement of the grade from which they retired.

(ii) **Terms of tenure: -**

- a. The contract will be initially for one year or till the sanctioned vacant post against which retired persons have been engaged are filled up by regular employees, whichever is earlier.
- b. In case, the need for hiring still persists after one-year, contractual engagement will be reviewed and renewed on yearly basis on satisfactory work and conduct, not extended beyond 5 years after superannuation of the retired employee. The engagement of the consultants is applicable till the vacancies are filled up through direct recruitment or completion of the cut-off date as prescribed earlier

(iii) **Selection process: -**

- a. Applications received will be examined by a selection committee for assessing the suitability of the candidates.
- b. Shortlisted candidates will be called for interview before the selection committee. On the date and time fixed for interview, the applicant will present himself/herself before the selection committee, at his/her own cost, with following original documents: -
 1. Hard copy of application
 2. Details of work experience
 3. Pension Payment Order
 4. Aadhaar Card proof
 5. Last Pay Certificate
 6. Superannuation order
 7. Proof of qualification
 8. Medical certificate issued either by Government Hospital or AMA certifying that the retiree person is fit.
- 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) Work experience (60%)
 - (ii) Interview (30%)
 - (iii) Person retiring from NATMO and other Central Government Mapping organization (10%)
- 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.

(iv) **Duties and responsibilities: -**

The contractual retired person, irrespective of the post from which he/she retired will have to perform such duties as may be assigned to them.

(v) **Termination of engagement: -**

- a. In cases where the work and conduct of the engaged person is found to be unsatisfactory, or any lapse/ irregularities has been committed by such person, the contract may be terminated without any notice.
- b. On expiry of the contract period, no notice shall be given and unless the contract is further extended, the contract shall be deemed to have been terminated on the date on which it expires.
- c. In other cases, termination of contract can be done by either side by one-month prior notice.

22/02/25
28

(vi) **Timing/Working hours: -**

Contractual retired person will normally work during duty hours prescribed for the NATMO (i.e. 09:30 hrs to 18:00 hrs with lunch break from 13:30 to 14:00 hrs). However, in cases of exigencies of work, the consultant may be required to work on holidays or beyond office hours.

(vii) **Other conditions: -**

- a. No medical facility shall be provided to him/her by this department.
- b. The department shall not be responsible for any loss, accident, damages or injury suffered by him/her, whatsoever arising in or out of the execution of work including travel or field tour.
- c. During the terms of service, he/she shall not engage in any private business or professional activity which could conflict with the interest of the Government.
- d. He/she shall treat all official information as confidential and use the same only for the purpose of the performance of the services.

200
03/03/25

**APPLICATION FORM FOR APPOINTMENT AS CONSULTANT ON CONTRACTUAL BASIS IN
NATIONAL ATLAS & THEMATIC MAPPING ORGANISATION, KOLKATA**

1. Post Applied for :
2. Name (in CAPITAL) :
3. Father's Name :
4. Aadhar Number :
5. Date of Birth :
6. Contact No & Email ID :
7. Address for Communication :
8. Date of Joining in Govt. Service :
9. Date of Retirement :
10. Name of Ministry/ Department :
From which retired
11. Designation last held :
12. Last Pay Drawn & Pay level
(Copy of PPO to be enclosed) :
13. Educational Qualification :
14. Whether any departmental
Proceeding were drawn against you
during service in Govt. and particulars
thereof :

Recent Passport Size
Photo to be Pasted
here.

15. Work experience (Add separate sheet if required) :

Post held	From	To	Min./Deptt.	Subject handled in brief	Remarks

- i) I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief, as on date of the submission of application.
- ii) I declare that I was clear from vigilance angle at the time of retirement.
- iii) I understand that withholding of information or giving false information will result in rejection to hire/termination of employment/civil penalty.

Place:

Date:

Signature of the applicant