



राष्ट्रीय एटलस एवं थिमैटिक मानचित्रण संगठन
National Atlas & Thematic Mapping Organisation
Government of India, (Department of Science & Technology)

File No-E-004200011/1/2025-Trng Sec /506

Dated: 06.07.2026

10

WINTER INTERNSHIP-2026-2027

1. About NATMO: National Atlas and Thematic Mapping Organisation (NATMO) is a subordinate office under the Department of Science & Technology, Ministry of Science & Technology, Government of India. It's headquartered in Kolkata and serves as the nodal agency for preparing thematic maps and atlases for the country. Pioneer in thematic mapping services since its inception in 1956, NATMO is the only agency of the country catering to the requirements of thematic maps and atlases for different sectors. The Mandate of NATMO is for preparing and updating National, School and State Atlases in multiple languages, along with developing thematic maps and digital cartographic databases. It supports sustainable planning by mapping natural resources at the district level and providing utility-based mapping services. The organisation also promotes geographical research and training, including services for visually impaired and low-vision individuals.

2. The Internship will be on unpaid/non-sponsored basis.

3. Objectives of the programme: The programme has the following stated objectives:

- To allow young academic talent to be associated with the NATMO's work for mutual benefits.
- The "interns" shall have an opportunity to know about the Government functioning, Development Policy & Implementation of various National Policies.

4. Overview of Internship Programme

4.1 Name of the Programme: WINTER INTERNSHIP – 2026-2027

4.2 Purpose: To allow short term exposure of "selected candidates" with the different mapping activities of NATMO, Government of India as "Interns".

4.3 Domains/ Areas available for Internship:

- Thematic Mapping

Vikas
07/07/2026

Agarwal
07/07/26

- Remote sensing, GIS & GPS

4.4 Commencement of the Internship:

Internship shall be available from the month of October to March, i.e., Winter Internship, depending on the requirements of NATMO & availability of resources.

☐ **Winter Internship:** (October to March)

4.5 Eligibility:

- The applicant should be a citizen of India.
- Bonafide students of any recognized College/University/Institution within India, fulfilling following conditions are eligible to apply for the internship:
 - i. Under-Graduate students, having completed/appeared in the term end examinations of second year/4th semester of the Bachelor Degree course.
 - ii. Graduate students having completed/appeared in the term-end examinations of the **first year/2nd semester** of their **Post Graduate** program or pursuing **research/PhD**.
 - iii. The students who have appeared in the final examination or have just completed **Graduation/Post Graduate** and are awaiting admission to higher studies may also be considered for an internship.

4.6 Duration: The period of Internship shall be at least six weeks but not exceeding twelve weeks (3 months). Interns not completing the requisite period will not be issued any certificate.

4.7 Schedule of Internship –

- a) The first batch of the internship is proposed to commence from 1st October, 2026.
- b) The second batch of the internship is proposed to commence from the 1st December, 2026.
- c) The third batch of the internship is proposed to commence from the 1st February, 2027.

4.8 Place of Internship: The Internship will be offered in **Kolkata**.

4.9 Number of Interns: NATMO has maximum **15** intake capacity **in each batch (total 3 batches)** for internship.

4.10 Logistics & Supports: Interns will be required to have their own laptops/gadgets with appropriate GIS software (ArcGIS). NATMO shall provide them working space, internet facility and other necessities as deemed fit by the concerned Head of Divisions.

5. How to Apply: Interested and eligible candidates need to apply via e-mail in prescribed application form to trng.section@natmo.gov.in with a copy to kumarvikas77@natmo.gov.in.

After submitting application, the hard copy of the application shall also be post to: -

Head of Training Section, NATMO, Rashtriya Atlas Bhavan,
35, GN Block, Sector-V, Salt Lake City, Kolkata-700091 (West Bengal)

Vikas
07.07.2026

Ajay
07/07/26

6. Applications Procedure:

- a. Please ensure your application reaches (with required documents must be submitted both in hard copy and through email) in the office **60 days** prior to the internship start date. For example, if any applicants want to join the Internship program, which is commencing in the month of 1st October 2026, then his/her application with required documents have to reach office on or before 1st August 2026. The application will be considered valid for the desired program.
- b. Applicants must also clearly indicate the area of interest.
- c. Applicants must also clearly indicate the desired month of internship.
- d. The applicants who do not fulfil the eligibility conditions (please see point no. 4.5), their applications shall be rejected by the Screening & Selection Committee.

7. Required Documents (Self Attested Hard Copy along with Application Form and via Email):

- a. Age Proof
- b. Proof of educational qualification (From 12th class to current)

8. Selection Process:

- i. Selection will be made on a first-come, first-served basis.
- ii. The decision of the Screening & Selection Committee regarding the suitability of a candidate as intern shall be final and binding.
- iii. Shortlisted candidate will be informed through e-mail. After that will go through document verification. The selected applicant has to produce original required documents i.e. mark sheets, certificates etc. at the time of document verification and NOC from their Head of the Department/Principal (**Annexure 'A'**) from the College/University/Institution at the time of joining. It also has to be indicated in the NOC that the student would not be registered for any course requiring his/her attendance in the class during the period of Internship. If any discrepancy is found, the candidature of the candidate will be cancelled by the Training Section.
- iv. The Training Section will upload the final list of selected candidates on NATMO's website.
- v. Depending upon the number of applications received against a particular domain/area, NATMO reserves the right to fix up the eligibility criteria, domain, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof.

9. Internship Completion Certificate: A Certificate regarding successful completion of

[Signature]
07-07-2026

[Signature]
07/07/26

Internship shall be issued by the concerned Head of the Division in the enclosed format at Annexure 'B'.

10. Accommodation: No accommodation will be provided.

11. Other Modalities of the Programme:

11.1 **Attendance** - The interns are required to remain present and attend the internship programme from Monday to Friday during office hours, i.e., from 09:30 AM to 06:00 PM. While doing internship in NATMO, the candidate should have a minimum of 75% attendance and they have to mark In and Out time on daily basis. In case of less than 75% attendance no extension of internship period is allowed and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the concerned Heads of the Divisions.

11.2 **Programme Review:** NATMO reserves the right to review the programme at any time. The programme so reviewed will be placed on the website of NATMO.

11.3 **Relaxation:** Competent Authority, NATMO will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

12. Work Supervision & Reporting:

- a. The Head of Division will ensure the timely initiation of the work plan and the satisfactory submission of the final project report. Interns must submit a project report on their work and learning experience at the end of the assignment. The Head of Division is required to submit the copy of the project report to the library and the copy of the certificate to the Head of Training Division.
- b. It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Head of Divisions only.

13. Important Terms and Conditions

- i. Before submitting their application, candidates should carefully ensure that they meet the prescribed eligibility criteria and fulfill all other requirements specified in the advertisement.
- ii. Any suppression of facts shall lead to disqualification at any stage of the selection process.
- iii. Any form of canvassing, direct or indirect, or any attempt to influence the selection process by or on behalf of a candidate shall result in the immediate disqualification of the candidate.
- iv. Incomplete, erroneous, or applications received after the prescribed deadline shall be rejected. No further correspondence in this regard shall be entertained.
- v. Interns must follow all rules, regulations, and policies applicable to employees of

[Handwritten signature]
07.07.2026

[Handwritten signature]
07/07/26

NATMO and maintain professional conduct at all times.

- vi. Interns must strictly maintain confidentiality and shall not disclose any information related to NATMO's work, policies, or intellectual property.
- vii. Interns shall not claim any intellectual property rights over work done and must ensure that any publication clearly states that views are personal and not of NATMO.
- viii. Interns shall not interact with media or represent NATMO to third parties without prior official permission.
- ix. Interns must be physically present as per office timings. The NATMO may disengage an Intern if the NATMO is of the view that the conduct of the Intern is not appropriate.
- x. The NATMO may terminate the Intern with immediate effect if indiscipline and non-compliance of NATMO's policies is observed.
- xi. If an Intern decides to disengage from the NATMO, he/she should provide 2 weeks prior notice.
- xii. Upon termination, the Intern must hand over to the NATMO, any data, papers, equipments or other assets which might have been given to the intern by the NATMO in course of his internship with the NATMO. This will include any Badges or ID Cards which may have been issued to the Intern.
- xiii. The Competent Authority of NATMO may initiate appropriate action against erring Intern and decision of the Competent Authority would be final and binding on the Intern.
- xiv. NATMO reserves the right to reject any or all applications and to amend or modify the terms and conditions of the internship at any time without assigning any reason.

14. Power to Remove Difficulties

The Competent Authority of NATMO shall have the power to remove any difficulty which may come in the way of the implementation of these internship guidelines.


07.07.2026


07/07/26



राष्ट्रीय एटलस एवं थीमैटिक मानचित्रण संगठन
National Atlas & Thematic Mapping Organisation
Government of India, (Department of Science & Technology)

**FORM FOR INTERNSHIP PROGRAMME
AT NATMO, KOLKATA**
(To be filled in by the Applicant)

Affix Recent
Passport Size
Photo

1. Personal Information

Name (In Capital letter)			
Date of Birth		Gender	
Correspondence Address			
Nationality		Phone No.	
Mobile No.		Email Id	

2. Parent's Contact Information

Parent's Name		Relation	
Phone No.		Mobile No.	
E-mail			

3. Educational Qualification:

Sl. No.	Name of Board/ University/ Institute	Examination Passed	Discipline /Subject	Year of Joining (month/ year)	Year of Completion (month/ year)	Percentage (%) /CGPA	Pursuing/ Completed
1.							
2.							
3.							
4.							
5.							

4. Institute Information

Name of the Institution			
Address			
Degree/Programme		Department	

Vidya
08/08/26

Adyunt
27/7/26

5. Category of Internship:

☐ Winter Internship

6. Desired batch and month of Internship:

☐ 1st Batch (From 1st October, 2026)

☐ 2nd Batch (From 1st December, 2026)

☐ 3rd Batch (From 1st February, 2027)

7. Desired Domain/Area of Interest:

I declare that the information given by me is true, correct and to the best of my knowledge and nothing has been concealed.

(Signature in full)

Name:

Place of submission:

Date:

Note:

(1) Application should be filled in the above proforma only; no other format will be accepted.

(2) Attached self-attested copies of necessary document with this application.

(For Office use only)

Application Form: Accepted/Rejected

Registration Number (if accepted):

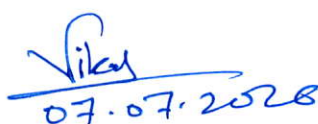
Month of Internship:

Batch of Internship:

Domain allotted:

Place of Internship allotted (with Division)

Remarks, if any:


07.07.2026


07/07/26

(Signature of I/C, Training)

Annexure -"A"

FORMAT FOR NOC TO BE OBTAINED FROM
COLLEGE/ UNIVERSITY/ INSTITUTION

(To be given on Letter Head) To be signed by HoD/Principal

Dated: -.....

Subject: - No Objection Certificate for NATMO Internship Programme

It is certified that Mr./Mrs./Ms./Dr. is a bonafide student..... College/University/Institution ID No..... of..... Semester/Year of..... (name of the programme) of this..... College/ University/Institution.

The College/University/Institution has no objection for doing the Internship programme at NATMO for the period from..... to..... It is also certified that he/she is not registered for any course requiring his/her attendance in the class during the said period.

The conduct of the student as recorded by the College/University/Institution has been found good/satisfactory/unsatisfactory.

(Signature & Seal)


67-07-2020


04/07/20

FORMAT OF INTERNSHIP COMPLETION CERTIFICATE

(To be given on Letter Head)

Dated:-.....

TO WHOM IT MAY CONCERN

This is to certify that Mr./Mrs./Ms./Dr.
..... a student
of..... College/ University/ Institution
has successfully completed his/her Winter Internship, 2026 with National
Atlas & Thematic Mapping Organisation (NATMO), Government of India
from..... to.....

During the period of Internship, he/she worked
under.....in the following area
..... on the topic of
.....
.....

He/she has shown special flair for assigned work and his/her
performance in preparation of the report has been rated as Satisfactory.
During the period of his/her Internship programme he/she was punctual and
hardworking.

I wish him/her every success in his/her life and career.

(Signature of the Head of the Division)


07-07-2026


07/07/26