

Government of India
Ministry of Science & Technology
Department of Science & Technology
NATIONAL ATLAS AND THEMATIC MAPPING ORGANISATION
(NATMO)

3rd M.S.O. Building (7th floor), C.G.O. Complex,
D.F Block, Salt Lake City, Kolkata-700 064
Website : www.natmo.gov.in

F. No. 27-3/2022-Estt.. / 6222

Date: 07/09/2022

NOTIFICATION

The draft RRs with respect to the posts of Store Assistant (Group - C, Non-Gazatted, Level - 4) and Store Keeper (Group - C, Non-Gazatted, Level - 2) have 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.

Signed by Rajendra Kumar
Meena
Date: 09-09-2022 12:38:13
Reason: Approved
(R.K Meena)
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 05/09/2022
2. In-charge, NATMO Website, for uploading in the NATMO website, the 'Notification' attached with the above mentioned mail dated 05/09/2022 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 National Atlas and Thematic Mapping Organisation (Group "C" and Group "D" posts) Recruitment Rules, 2004, in so far as it relates to the posts of Store Assistant and Store Keeper, 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 Store Assistant and Store Keeper 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, Store Assistant and Store Keeper (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 posts, 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 posts 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, the 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)
1. Store Assistant	2* (2022) *Subject to the variation dependent on workload	General Central Service, Group-'C', Non-Gazetted, Ministerial	Level- 4 in the Pay Matrix (Rs 25,500 - 81,100/-)	Non-Selection

Age limits for Direct Recruits.
(6)
Between 18 and 27 years (Relaxable for Government servants upto 40 years in accordance with instructions or orders issued by the Central Government). <u>Note:</u> The crucial date for determining the age limit shall be the date as fixed by the Staff Selection Commission.

Educational and other Qualification required for direct recruits.
(7)
<p>Essential Qualifications:</p> <p>(a) (i) 12th Pass from a recognized Board/ University.</p> <p>(ii) Two year experience in handling stores and keeping Accounts in a Store or a concern of Central or State Government, autonomous/statutory organization, PSUs or University/ Banks or in a Private Sector Organization listed on the stock exchange(s) of India.</p> <p>OR</p> <p>(b) Bachelor's Degree with Commerce/Economics/Statistics/Business Studies/ Public Administration as a subject from a recognized University/Institute.</p> <p>Desirable Qualifications:</p> <p>(i) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. {35 w.p.m. and 30 w.p.m. correspond to 10500 Key Depressions per Hour (KDPH)/ 9000 KDPH on an average of 5 key depressions for each word}. (Time allowed 10 minutes).</p> <p>(ii) Knowledge of making bulk purchases through tender, GeM or CPPP in Central/State government, autonomous, PSU Organisations.</p> <p><u>Note1:</u> Qualifications are relaxable at the discretion of Staff Selection Commission / Competent Authority for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p><u>Note2:</u> The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission/ Competent Authority 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, the Staff Selection Commission / Competent Authority 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>

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)
No	Two Years (for Direct recruits)	Promotion failing which by deputation failing both by Direct Recruitment.	<p>Promotion:</p> <p>Store Keeper with at least eight (8) years service in the grade rendered after appointment there to on regular basis.</p> <p><u>Note:</u> Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service, or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.</p> <p>Deputation :</p> <p>Officers of the Central Government</p> <p>(a) (i) holding analogous post on regular basis; or (ii) With eight years regular service in the Pay Level-2 in ministerial cadre; and</p> <p>(b) possessing the qualifications and experience prescribed for Direct Recruits under column 7.</p> <p>Note-1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment on promotion.</p> <p>Note-2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or d</p>

			<p>Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note-3: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
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If a Departmental Promotion Committee exists, what is its composition (12)	Circumstances in which Union Public Service Commission to be consulted in making recruitment. (13)
<p>Group-'C' Departmental Promotion Committee (for Promotion/ Confirmation) Consisting of:-</p> <p>(i) Head of Department or Joint Director, National Atlas & Thematic Mapping Organization - Chairman;</p> <p>(ii) Deputy Director, National Atlas & Thematic Mapping Organization - Member;</p> <p>(iii) Senior Administrative Officer/Head of Office, National Atlas & Thematic Mapping Organization - Member.</p>	Not applicable.

(1)	(2)	(3)	(4)	(5)
2. Store Keeper	3*(2022) *Subject to variation dependent on workload	General Central Services, Group 'C', Non-Gazetted, Ministerial	Level-2 in the Pay Matrix (Rs. 19,900-63,200/-)	Not Applicable

(6)
<p>Between 18 and 27 years</p> <p>(Relaxable for government servants upto 40 years in accordance with the instructions or orders issued by the Central Government).</p> <p>Note: The crucial date for determining the age limit shall be the date as fixed by the Staff Selection Commission [where recruitment is not through Staff Selection Commission, 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, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Union Territories of Ladakh, Andaman & Nicobar Islands and Lakshadweep)].</p>

(7)

Essential :

(i) 12th pass from a recognised Board /University.

(ii) One year experience in handling Stores and keeping Accounts in a Store or a concern of Central or State Government, autonomous/ statutory organizations, PSUs or University or in any Private Organization listed on the stock exchange(s) of India.

Note1: Qualification is relaxable at the discretion of Competent Authority /Staff Selection Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note2: The qualification(s) regarding experience 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, the Competent Authority/Staff Selection Commission is of the opinion that sufficient number of candidate from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

(8)	(9)	(10)	(11)
Not applicable	Two years Note: There shall be a mandatory induction training of at least two weeks duration for successful completion of probation as prescribed by the Central Government.	Direct recruitment. Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government: (a) Holding analogous posts on regular basis in the parent cadre/ department; and (b) Possessing educational qualifications and experience prescribed for direct recruits under Col. 7. (The maximum age limit for appointment by Deputation shall not be exceeding 56 years as on the closing date of receipt of applications).	Not applicable

(12)	(13)
<p>Group-'C' Departmental Promotion Committee (for considering confirmation) consisting of:-</p> <p>(i) Head of Department or Joint Director, National Atlas & Thematic Mapping Organisation - Chairman;</p> <p>(ii) Deputy Director, National Atlas & Thematic Mapping Organisation - Member;</p> <p>(iii) Senior Administrative Officer/ Head of Office, National Atlas & Thematic Mapping Organisation - Member.</p>	<p>Not applicable.</p>

[File No. SM/02/30/2020]

(Anita Dhadra)
Under Secretary to the Government of India