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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 in supersession of the National Atlas and Thematic Mapping Organisation, Canteen Employees Group 'C' and Group 'D' posts Recruitment Rules, 2002, in so far as it relates to the posts of Clerk (Coupon, Kitchen, Office, Accounts, General Duties and Sales), Tea/ Coffee Maker and Wash Boy, 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 posts of Clerk and Canteen Attendant 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 Ministry of Science & Technology, National Atlas and Thematic Mapping Organisation, Clerk and Canteen Attendant (Group 'C' Posts) 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 the 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, 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 the Union Public Service Commission and 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, the 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 post.	Classification.	Level in pay matrix.	Whether selection post or non-selection post.	Age-limits for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
1. Clerk	4*(2022) *Subject to variation dependent on workload.	General Central Service, Group-'C', Non-Gazetted, Non- Ministerial.	Level-2 in the pay Matrix (Rs.19,900-63,200/-)	Non-Selection	Between 18 and 25 years. (Relaxable for government servants up to the age of 40 years in accordance with the orders issued by the Central Government) Note: The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/ Newspaper the crucial date for determining the age limit shall be last date up to which applications have been called for.

Educational and other qualifications required for direct recruits.	Whether age and educational qualification prescribed for direct recruitment will apply in the case of promotes.	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.
(7)	(8)	(9)	(10)
Essential Qualifications: (a) 12 th Class pass or equivalent with Commerce from a recognised Board or University. (b) 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 depression /9000 KDPH on an average on 5 key depressions for each word) <u>Note-1:</u> Qualification(s) are relaxable at the discretion of the Competent Authority in the case of	No	Two years for direct recruits.	Promotion failing which by Direct Recruitment.

<p>candidates otherwise well qualified.</p> <p>Note-2: The qualification(s) regarding experience is/are relaxable at the discretion of the Competent Authority in case of candidates belonging to Scheduled Castes/ Scheduled Tribes if, at any stage of selection, the Staff Selection Commission/ Competent Authority is of the opinion the sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>			
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In case of recruitment by promotion/deputation/absorption, grades from which promotion or deputation/absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>Promotion:</p> <p>Canteen Attendant with at least three (3) years regular service in the Level -1 of Pay Matrix.</p> <p>A two weeks training on Organisational Behaviour, Communication Skill and Accounting Practices shall be desirable for the Canteen Attendant for promotion to the post of Clerk from ISTM or any other Institutes recognised by Government of India or State Government.</p> <p>Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, there seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>	<p>Group-‘C’ Departmental Promotion Committee (for Promotion/Confirmation)</p> <p>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>	<p>Consultation with UPSC not necessary.</p>

(1)	(2)	(3)	(4)	(5)	(6)
2. Canteen Attendant	8*(2022) *Subject to variation dependent on workload	General Central Service, Group-'C', Non-Gazetted, Non-Ministerial	Level-1 in the Pay Matrix (Rs. 18,000-56,900/-)	Not Applicable	Between 18 and 25 years. (Relaxable for government servants up to the age of 40 years in accordance with the orders issued by the Central Government) <u>Note:</u> The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News/ Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for.

(7)	(8)	(9)	(10)
Matriculation or equivalent	Not applicable.	Two years	Direct Recruitment

(11)	(12)	(13)
Not applicable.	Group-'C' Departmental Promotion Committee (for Confirmation) Consisting of:- (i) Head of the Department or Joint Director, National Atlas & Thematic Mapping Organisation - Chairman; (ii) Deputy Director, National Atlas & Thematic Mapping Organisation - Member; (iii) Senior Administrative Officer/Head of Office, National Atlas & Thematic Mapping Organisation - Member.	Consultation with UPSC is not necessary.

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