

13. : **Group 'C' Departmental Promotion Committee consisting of :—**

- | | |
|---|-----------|
| (1) Head of Department or Joint Director,
National Atlas and Thematic Mapping Organisation | —Chairman |
| (2) Deputy Director (by rotation),
National Atlas and Thematic Mapping Organisation | — Member |
| (3) Senior Administrative Officer,
National Atlas and Thematic Mapping Organisation | — Member |

14. : Not applicable.

23. 1. : Lower Division Clerk

2. : 16* (2004)

*Subject to variation dependent on workload.

3. : General Central Services, Group 'C', Non-Gazetted, Ministerial.

4. : Rs. 3050-75-3950-80-4590

5. : Selection

6. : No

7. : 27 years

(Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.)

Note 1 : The crucial date for determining the age-limit shall be the closing date for receipt of applications from the candidates (and not the closing date for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

Note 2 : In case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.

8. : Matriculation or equivalent qualification with minimum speed of 30 words per minute in typewriting. Physically handicapped persons who are otherwise qualified to hold the Lower Division Clerk post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchange for the Handicapped (or by a Civil Surgeon where there is no such Board) shall be exempted from the typing qualification.

9. : No

10. : Two years

11. : 15% by promotion and 85% by direct recruitment

12. : **Promotion :**

15% of the posts (10% examination quota and 5% seniority quota) amongst the Group 'D' employees borne in regular establishment subject to the following conditions :—

(1) Selection will be made through a departmental examination confined to such Group 'D' employees who fulfil the requirements of minimum educational qualifications viz., Matriculation or equivalent.

(2) The maximum age limit to this examination would be 45 years (50 years for the Scheduled Castes and the Scheduled Tribes employees.)

(3) At least three years service in Group 'D' after appointment thereto on regular basis.

(4) The maximum number of recruitment by this method would be limited to 15% (10% examination quota and 5% seniority quota) of the posts in the cadre of Lower Division Clerk occurring in a year. Unfilled vacancies would be carried over to next year.

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|-----|---|-----------|----|
| (1) | Head of Department or Joint Director,
National Atlas and Thematic Mapping Organisation | —Chairman | 3. |
| (2) | Deputy Director (by rotation),
National Atlas and Thematic Mapping Organisation | — Member | 4. |
| (3) | Senior Administrative Officer,
National Atlas and Thematic Mapping Organisation | — Member | 5. |
14. : Not applicable. 6.
24. 1. : Hindi Typist 7.
2. : 1*(2004)
- *Subject to variation dependent on workload.
3. : General Central Services, Group 'C', Non-Gazetted, Ministerial. 8.
4. : Rs. 3050-75-3950-80-4590 9.
5. : Selection 10.
6. : No 11.
7. : 27 years 12.
- (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government.) 13.
- Note 1 :** The crucial date for determining the age-limit shall be the closing date for receipt of applications from the candidates (and not the closing date for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep). 14.
- Note 2 :** In case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be last date upto which the Employment Exchange is asked to submit the names. 15.
8. : Matriculation or equivalent examination pass with proficiency in Hindi. Should have a minimum speed of 40 words per minute in Hindi typewriting. 16.
9. : No 17.
10. : Two years 18.
11. : By direct recruitment 19.
12. : Not applicable 20.
13. : **Group 'C' Departmental Promotion Committee consisting of :—**
- | | | | |
|-----|---|-----------|-----|
| (1) | Head of the Department or Joint Director,
National Atlas and Thematic Mapping Organisation | —Chairman | 21. |
| (2) | Deputy Director (by rotation),
National Atlas and Thematic Mapping Organisation | — Member | 22. |
| (3) | Senior Administrative Officer,
National Atlas and Thematic Mapping Organisation | — Member | 23. |
14. : Not applicable. 24.
25. 1. : Store Keeper 25.
2. : 3*(2004)
- *Subject to variation dependent on workload. 26.