



**VACANCY CIRCULAR**

**No. A/37975/M-2/CAO/R-III**

**GOVERNMENT OF INDIA**  
**MINISTRY OF DEFENCE**  
**OFFICE OF THE JOINT SECRETARY & CHIEF ADMINISTRATIVE OFFICER**

**Room No. 174, 'E' Block  
Dara Shukoh Road,  
New Delhi-110011**

**Dated, the 24 Apr 2019**

**To,**

**All the Ministries/Depts of Govt of India  
All the Chief Secretaries of State Govts  
The Chief Secretaries of Union Territories**

**SUB : FILLING UP OF FIVE POSTS OF MAP CURATOR IN GENERAL  
STAFF BRANCH, INTEGRATED HEADQUARTERS OF  
MINISTRY OF DEFENCE (ARMY) ON DEPUTATION BASIS**

**Sir,**

I am directed to say that five posts of Map Curator are required to be filled in General Staff Branch, Integrated Headquarters of Ministry of Defence (Army) on deputation basis. The details of the post are as under:-

| <b>Sl No.</b> | <b>Name of the Post, Classification and Level of Pay in the Pay Matrix.</b>  | <b>No. of Vacancies</b> | <b>Eligibility Condition :</b>   |
|---------------|--|-------------------------|--|
| <b>01</b>     | <b>Map Curator</b><br><br>General Central Service,<br>Group 'C', Non-Gazetted,<br>Non-Ministrial,<br><br>"Level 4 in the Pay Matrix" | 05 (Five)               | <b><u>Deputation</u> :-</b><br><br>Officers belonging to the Central Government or State Government or Union Territory Administration :-<br><br>(a) (i) holding analogous posts on regular basis;<br><br><b>or</b><br>(ii) holding posts in "Level 2 in the Pay Matrix" with eight years regular service; <b>and</b> |

|   |  |  |
|---|--|--|
|   |  | <p><b>(b) possessing the following qualifications and experience:-</b><br/> <b><u>Essential :-</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree or equivalent from a recognized University.</li> <li>2. Two years' experience in any recognized Map Library.</li> </ol> <p><b><u>Desirable :-</u></b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree or equivalent from a recognized University in Library Science or Geography or Earth Science.</li> <li>2. 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/9000 Key Depressions Per Hour on an average of 5 depressions for each word)..</li> </ol> |
| <p><b><u>Job Profile :-</u></b></p> <p>To operate and maintain maps and reproduction material libraries and other technical publications of interest to Military Survey Service as published by foreign and local agencies from time to time; proper indexing and cataloguing of all such material. To catalogue information with regard to the availability from any source (Foreign and Local) of maps and mapping material of defined areas. To collect and collate useful survey data from technical periodicals. Noting, drafting and handling of correspondence relating to maps and survey data. To compile Gazetteers. Compilations and drawing of indexes, i.e., plotting of graticules and sheet lines.</p> |  |  |

2. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

3. The Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications. The appointment on deputation shall be governed by the terms and condition laid down in Department of Personnel & Training OM No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

4. It is requested that the applications **(in duplicate)** in the enclosed proforma alongwith the complete and up-to-date CR dossiers or photocopies of ACRs/APARs for the last 05 years (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach Administrative Officer, CAO/R-III, O/o JS & CAO, Ministry of Defence, 'E' Block, Room No. 174, Dara Sukoh Road, New Delhi 110011 within 60 days of the date of publication of this advertisement. **Applications received late or without the ACRs/APRs, Integrity Certificate, Cadre Clearance and Vigilance Certificate or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authorities that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. **A separate certificate is also required to be furnished by Cadre Controlling Authority that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.**

5. The Curriculum Vitae Proforma can also be downloaded from our website [www.caomod.gov.in](http://www.caomod.gov.in).

6. All Ministries/Departments are requested to circulate this vacancy circular to all Organisations, under their administrative Control.

**NOTE : CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE**

Yours faithfully,

  
(ZS Koireng)  
Dy Director (R-I & R-III)  
for Joint Secretary & CAO

Copy to :-

**All Coord Sections of Integrated HQ of MOD (Army)**  
**Integrated HQ of Ministry of Defence (Air) PC Coord**  
**Integrated HQ of Ministry of Defence (Navy)/DOA (Civ)**  
**All Coord Sections of Inter Service Organisations**  
**All Sections of the Office of JS & CAO**  
**MOGSGS**

**CAO/P-2** - for information w.r.t your Note No. A/25197/CAO/P-2 (A)  
dated 20 Mar 2019.

