



VACANCY CIRCULAR

No A/64520/Asstt Cartographer/CAO/R-1

GOVERNMENT OF INDIA
Ministry of Defence
Office of Joint Secretary & Chief Administrative Officer

Room No 170, E-Block, Dara Shukoh Road
NEW DELHI – 110 011.

Dated: 13 Jan 2020

All the Ministries/Depts of Govt. of India.

All the Chief Secretaries of State Governments & Union Territories

SUB: FILLING UP OF ONE VACANCY OF 'ASSISTANT CARTOGRAPHER' IN NATIONAL DEFENCE COLLEGE, MINISTRY OF DEFENCE, NEW DELHI ON DEPUTATION (INCLUDING SHORT TERM CONTRACT), DEPUTATION OR RE-EMPLOYMENT (FOR ARMED FORCES PERSONNEL).

Sir/Madam,

I am directed to state that **one** vacancy in the grade of Assistant Cartographer, (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level-7 in the Pay Matrix, is required to be filled in National Defence College, Ministry of Defence, New Delhi on Deputation (including short-term contract), Deputation or Re-Employment (for Armed Forces Personnel) on the following conditions : -

Deputation (Including Short Term Contract) :

Officers under the Central Government or State Government or Union Territory administration or Public Sector Undertaking or Recognized Research Institution, University or Statutory or Autonomous Organisation :

- (a) (i) holding analogous posts on a regular basis in the parent cadre or department;
or
(ii) with five years service rendered after appointment to the post on a regular basis in posts in the Level-6 in the Pay Matrix or equivalent in the parent Cadre or Department; and

Cont. on page....2

- (b) possessing the following educational qualifications and experience :
- (i) Master's degree in Geography from a recognised University or Institute; and
 - (ii) Three years experience in Cartography, surveying, mapping in a recognised Organisation or Institution.

Deputation or Re-employment (For Armed Forces Personnel)

The Armed Forces Personnel of the rank of Junior Commissioned Officer or equivalent in Indian Army, Navy and Indian Air Force who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputation shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter, they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on re-employment basis. (Re-employment upto the age of superannuation with reference to civil posts).

2. Job Profile : Brief particulars of duties assigned to the post of Assistant Cartographer, National Defence College, Ministry of Defence are as under:-

- (a) Preparation of-
 - (i) Maps with reference to text matters, showing air, road and sea communications.
 - (ii) Topographical and other scale maps showing rail, road, contours, bill shades, latitudes and longitudes etc.
 - (iii) Charts, Histograms, Graphs on various aspects.
- (b) Reproduction of maps, charts by ASO and blueprints methods.

3. The period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications. The appointment on deputation shall be governed by DOP&T 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 along with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs of last five

Cont. on page.....3

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 this office within **60** days of the date of publication of this advertisement in the Employment News. **Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified 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. All Ministries/Departments are requested to circulate this vacancy circular to all Organisations, Universities, recognised Research Institutions, Public Sector Undertakings, Semi-Government or Statutory or Autonomous Organisations under their administrative control.

6. The Curriculum Vitae proforma can be downloaded from our website www.caomod.gov.in

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

Yours faithfully


(Z S Koireng)
Deputy Director
CAO/R-1 & 3
For Joint Secretary & CAO

Copy to :

All Coord Sections of Integrated HQ of MOD (Army)
Integrated HQ of MoD(Air)/AIR HQ/PC-1
Integrated HQ of MOD (Navy)/Dte of Admin
All Coord Section of IS Orgns.
All Sections in the Office of the JS & CAO
CAO/P-2
CAO/EDP

