



Dated: 20.09.19

**Hiring of GM (Operation) on Deputation/ Short Term Contract on contractual basis.**

1. GSDL, a wholly owned company of Government of NCT of Delhi, intends to hire 1 (one) GM (Operation), either through Deputation or by Short Term Contract on contractual basis.
2. Applications are invited from eligible and interested candidates for the post of GM (Operation) on the prescribed format as per Annexure-I. Last date of submission of application is 45 days from the publication of advertisement in newspaper.
3. Following are the terms & conditions for hiring of GM (Operation):

S.No.	Particulars	Requirements
1	Name of the Post	GM (Operation) (one post)
2	Mode of recruitment	Deputation, failing which short term contract of 5 years.
3	Scale of Pay/ Remuneration	
a)	For Deputation	Level 13 Pay Matrix with initial basic pay of ₹. 1,23,100/- plus admissible allowances
b)	On contractual Basis under Short Term Contract	Consolidated fixed remuneration shall be decided as per the extant instruction of Finance Department GNCTD, regarding remuneration payable to the person engaged on contract basis against sanctioned vacant post. As per the extent instruction, this amount comes to consolidated fixed remuneration of ₹. 1,37,872/- per month.
4	Period	
a)	For Deputation	Period of deputation shall not exceed 5 years. Initial appointment shall be for a period of one year, which may be further extended on yearly basis depending upon the performance of the candidate and requirement by the Company.

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**Geospatial**  
**DELHI LIMITED**  
(A GOVT. OF NCT OF DELHI COMPANY)

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Ph: +91-11-23813287, Fax: +91-11-23813541  
E-mail: [cs.gsdl@nic.in](mailto:cs.gsdl@nic.in); Website: [www.gsdl.org.in](http://www.gsdl.org.in)  
CIN No.: U85191DL2008SGC178367

S.No.	Particulars	Requirements
b)	For Short Term Contract	Initially for a period of one year, which may be further extended for a period of four more years (on yearly basis) depending upon the performance of the candidate and requirement by the company.
5	<b>Maximum Age</b>	
a)	For Deputation	The maximum age limit for appointment by deputation shall not exceed 50 years as on the closing date of receipt of application.
b)	For Short Term Contract	The maximum age limit for appointment by short term contract basis shall not exceed 45 years as on closing date of receipt of application.
6	<b>Eligibility, Educational Qualification &amp; Work Experience</b>	
6(A)	For Deputation	
I	<b>Eligibility</b>	<p>i) Officers of the Central Government/ State Government/ Recognized Research Institutions/ Universities/ Public Sector Undertaking/ Semi Government/ Statutory or Autonomous Organizations:</p> <p>(a) Holding analogous post on regular basis in parent cadre.</p> <p>(b) Officers with 05 years of regular service in the Pay Band-3, ₹ 15600-39100+7600/- (Grade Pay).</p> <p>(c) Officer with 10 years of regular service in Pay Band-3, ₹ 15600-39100+6600/- (Grade Pay).</p>
II	<b>Educational Qualification</b>	
i)	<b>Essential Qualification</b>	(a) Post Graduate degree in Science with first class (with minimum 60%) and PG Diploma in Survey/ Mapping/ GIS/ Photogrammetry/ Remote Sensing from any University/ Institute recognized by UGC/

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S.No.	Particulars	Requirements
		<p>AICTE/ Central Government/ State Government.</p> <p>OR</p> <p>Post Graduate degree in Geo-informatics with first class (with minimum 60%) from any University/ Institute recognized by UGC/ AICTE/ Central Government/ State Government.</p> <p>OR</p> <p>Civil Engineering Graduate with first class (with minimum 60%) from any University/ Institute recognized by UGC/ AICTE/ Central Government/ State Government.</p> <p>OR</p> <p>Engineering Graduate in any other discipline with first class (with minimum 60%) and PG Diploma in Survey/ Mapping/ GIS/ Photogrammetry/ Remote Sensing from any University/ Institute recognized by UGC/ AICTE/ Central Government/ State Government.</p> <p>(b) Fair knowledge of Computer operation is essential.</p>
ii)	Desirable Qualification	M. Tech/ Ph. D in GIS/ Remote Sensing/ Geo-informatics/ Photogrammetry.
III	Work Experience	Minimum 15 years of total experience in the field of "Spatial Data" and Geospatial Technologies/ collection and managing GIS Data/ Surveying and Mapping using modern trends in Data Acquisition and

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S.No.	Particulars	Requirements
		Mapping/ Digital Cartography/ 3D GIS and GPS/ Remote Sensing/ Spatial data infrastructure/ GIS Applications.
<b>6(B)</b>	<b>For Short Term Contract</b>	
<b>I</b>	<b>Eligibility</b>	Indian citizen working in private sector companies/consultancy organizations/ other organizations, fulfilling the eligibility criteria of Age, Educational qualification and experience.
<b>II</b>	<b>Educational Qualification</b>	Educational Qualification is same for both type of applicants i.e. Deputation and Short term contract basis. It has been mentioned under Para 6(A) II above.
<b>III</b>	<b>Work Experience</b>	Work Experience is same for both type of applicants i.e. Deputation and Short term contract basis. It has been mentioned under Para 6(A) III above. Work experience shall be reckoned as on the last date of receipt of application.

4. Application has to be forwarded in the format as provided at **Annexure-I**.

5. Instructions and guidelines for forwarding the application has been provided at **Annexure-II**

(S.K. Taneja)  
Company Secretary



**Annexure-I**

**FORMAT OF APPLICATION**

Copy of passport  
size photograph  
to be pasted here

1. Name in full (BLOCK LETTERS): \_\_\_\_\_
2. Post Applied for : \_\_\_\_\_
3. Father's/Husband's Name : \_\_\_\_\_
4. Date of Birth (DD/MM/YYYY) : \_\_\_\_\_
5. Age as on closing date of receipt of application: (Years) \_\_\_\_\_  
(Months) \_\_\_\_\_ (Days) \_\_\_\_\_
6. Nationality : \_\_\_\_\_
7. Sex (Male/Female) : \_\_\_\_\_
8. Permanent residential Address: \_\_\_\_\_  
\_\_\_\_\_  
District: \_\_\_\_\_ State: \_\_\_\_\_ Pin: \_\_\_\_\_
9. Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_  
District: \_\_\_\_\_ State: \_\_\_\_\_ Pin: \_\_\_\_\_
10. (a) Telephone No. (With STD Code): \_\_\_\_\_

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(b) Mobile No. : \_\_\_\_\_

11. E-Mail address : \_\_\_\_\_

12. (a) Present Employer : \_\_\_\_\_

(b) Status of Present employer:

- |                               |                                |
|-------------------------------|--------------------------------|
| (i) Central Government        | (ii) State Government          |
| (iii) Autonomous Organization | (iv) Public Sector Undertaking |
| (v) Others                    |                                |

(c) Present post held : \_\_\_\_\_

(d) Complete postal address of employer: \_\_\_\_\_

13. Educational Qualifications (In chronological order):

Sl. No.	Examination	University/Board	Year of Passing	Division / Grade	% of Marks	Subject(s)

(Attach a separate sheet if required)

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14. Experience (In chronological order):

Sl. No.	Name of the Institutions/ Organization	Post held	Scale of Pay i.e. Pay level/ pay band and grade pay	Nature of appointment (Permanent/ Adhoc / Temporary)	Period		Nature of Work	Last Basic Pay (in ₹.)	Reason (s) for Leaving
					From	To			

(Attach a separate sheet if required)

15.	Please state briefly how you find yourself best suitable for the post applied for:

16. Achievement(s)/Award(s) : \_\_\_\_\_
17. Membership in Professional body: \_\_\_\_\_
18. Extra-curricular activities : \_\_\_\_\_
19. Hobbies : \_\_\_\_\_
20. Any other information : \_\_\_\_\_

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21. Name and address with telephone numbers of two references (other than relatives).

1.

2.

22. I, do hereby declare that-

- i. In view of the information submitted above, I am eligible for the post applied for.
- ii. I have never been punished or been convicted by a Court of Law for any offence.
- iii. There are no criminal proceedings contemplated/ pending against me.
- iv. All statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment forfeited. I have carefully read the instructions and guidelines issued for the candidates.

Date:

Place:

Signature of the candidate

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## INSTRUCTIONS AND GUIDELINES TO CANDIDATES

1. **CITIZENSHIP:** Applicant must be an Indian Citizen.
2. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential minimum qualifications required for the post and other conditions stipulated. They are advised to satisfy themselves before applying, that they possess at least the essential qualifications and essential experience laid down for the posts applied for, or otherwise provided in the Advertisement.
3. The candidate should mention all the qualifications and experience in the relevant column over and above the minimum qualifications and should attach self-attested copies of the Certificates including mark sheets in support thereof.
4. In support of Educational Qualifications, mere submission of the mark sheets alone in lieu of Degree / Diploma / Educational Certificates will not be accepted by the GSDL.
5. The provisional claim whatsoever in regard to eligibility criteria for the post(s) will not be accepted by the GSDL.
6. The date of determining the eligibility, educational qualifications, experience and age limit prescribed for the various posts mentioned above shall be the last date prescribed for submission of application.
7. Only post qualification (as prescribed) experience would be taken as relevant experience.
8. **HOW TO APPLY**
  - (i) Candidates must carefully read the instruction and apply in the Application Format given in **Annexure-I**, which can be downloaded from the website of GSDL i.e. [www.gsdl.org.in](http://www.gsdl.org.in).

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(ii) The application should be submitted strictly in accordance with the prescribed format. Any alternations/ cuttings/ over-writing shall be duly countersigned by the Candidate.

(iii) Before filling in the application form, the candidate must be ensure of fulfilling the eligibility criteria with respect to age, essential qualifications and experience etc. for the post being applied for. His/ her candidature will stand cancelled in case the candidate does not fulfill the eligibility criteria and/ or has furnished incorrect/ false information/ certificate/ documents or has suppressed any material fact(s).

(iv) The application, complete in all aspects must reach the **Company Secretary, GSDL, 3<sup>rd</sup> Floor, C-Wing, Vikas Bhawan-II, Civil Lines, Delhi - 110054, by SPEED POST or REGISTERED POST** on or before the prescribed closing date.

9. Candidates should clearly note that the GSDL will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. The application received after the prescribed last date will **NOT** be entertained under any circumstances and all such applications will be summarily rejected. Candidates should, therefore, ensure that their application(s) reaches GSDL's office on or before the prescribed last date.

10. Candidates are requested to super scribe the words "**APPLICATION(S) FOR THE POST OF GM (OPERATION)**" on the top of the Envelope while sending the application.

11. **CERTIFICATE(S) TO BE ATTACHED:** Candidates should note that they should attach with their applications self-attested copies of the following documents:

(i) Matriculation or equivalent certificate in support of their declaration of age.

(ii) Degree or Diploma Certificate or other certificate including mark-sheets in support of their educational qualifications;

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(iii) If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated.

(iv) In case of candidates applying on Short Term Contract on contractual basis, Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). These certificates should be issued on Letter Head and duly stamped by the Competent Authority.

(v) In case of candidates applying on deputation basis, Certificate from Employer/ Head of office/ Forwarding authority as per **Annexure-III** has to be enclosed.

**12. ORIGINAL CERTIFICATE(S) SHOULD NOT BE SENT WITH THE APPLICATION. THESE SHOULD BE PRODUCED AT THE TIME OF INTERACTION.**

13. Candidate should note that the date of birth only as recorded in the Matriculation, Higher Secondary Examination Certificate or an equivalent certificate will be accepted by the GSDL and no subsequent request for its change will be considered or granted.

14. If copies of the above certificates are not received with the application, it will be rejected and no appeal against its rejection will be entertained.

**15. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:** Candidates must not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates must also not furnish the certificate(s)/document(s) having any correction or alteration or any tampering in a document or its attested copy submitted by them. If there is any inconsistency between two or more documents or their attested copies, an explanation regarding such inconsistency should be submitted.

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## 16. OTHER INFORMATION/INSTRUCTION:

(i) All Candidates, whether in Government service or in Government owned organization or other similar organizations may submit their applications directly to the GSDL. However, they are required to submit a declaration that they have informed, in writing, to their Head of Office/Department, that they have applied for the post of GM (Operation). If any candidate forwards his application through his employer, he should ensure that at least an advance copy reaches the GSDL by the closing date; otherwise, it is likely to be rejected. The candidates in private employment may submit their applications directly to the GSDL.

(ii) Candidates must present themselves at such place, as may be fixed by the GSDL for a personal interview as and when required. The GSDL does not defray payment of any expenses by the candidates called for interview.

(iii) The GSDL will publish the results on its web-site in due course. The GSDL will, therefore, not entertain any query regarding publication of results. Further, the GSDL will not enter into any correspondence with the candidates about reasons for their non-selection.

(iv) Canvassing in any form will disqualify the candidate.



**(S.K. Taneja)**  
Company Secretary



**Annexure-III**

**(Certificate to be furnished by the Employer/ Head of office/ Forwarding authority)**

Certified that the information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possess educational qualifications and experience mentioned in vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:

- i. That there is no vigilance/ disciplinary case or criminal case pending or contemplated against Sh./ Smt. \_\_\_\_\_
- ii. That his/ her integrity is certified.
- iii. That his/ her CR/ APAR dossier in original is enclosed/ photocopies of the ACRs/ APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. That no major/ minor penalty has been imposed on him/ her during that last ten years or A list of major/ minor penalties imposed on him/ her during the last ten years is enclosed (as the case may be).
- v. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_

Official Seal

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.

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