

EARTH SYSTEM SCIENCE ORGANIZATION (ESSO)
Ministry of Earth Sciences (MoES), Government of India
INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Dr. Homi Bhabha Road, Pashan, Pune-411008.
(Advertisement No. PER/10/2019)

RECRUITMENT TO THE POST OF UPPER DIVISION CLERK

The Indian Institute of Tropical Meteorology (IITM) is an autonomous research organization fully funded by Ministry of Earth Sciences, New Delhi. It is a premier Institute of national and international repute, devoted to research in various aspects of atmospheric sciences with emphasis on tropical meteorology, particularly on the Climate Change and Indian Monsoon.

The Institute is in need of young talented dynamic graduates of Indian Origin from a recognized universities for performing the duties of Upper Division Clerk – Five posts: Three posts for General and Two posts for OBC (Non-Creamy Layer) Category.

Aspiring candidates may submit their applications along with CV online: <http://www.tropmet.res.in/Careers> by 30.08.2019 and submit their hard copy of duly filled online application form, CV and other relevant papers to the Administrative officer of this Institute latest by 05:00 pm on 06.09.2019 by speed post.

Requirements for the post is as under:

UPPER DIVISION CLERK	05 posts (03 posts for General and 02 posts reserved for OBC [Non-Creamy Layer] category)
PAY MATRIX	Pay Level 4 of 7 th CPC, Rs. 25500-58500 and allowances as admissible to Central Govt. Employees.
ESSENTIAL QUALIFICATION	<ul style="list-style-type: none"> • Bachelor's degree. • Knowledge of typing in English with minimum 30 w.p.m. • Knowledge of Computers. • 5 years experience in Administration /Accounts matters in Govt. organizations.
DESIRABLE	Good command in English and working knowledge of Hindi. One year Diploma in Computer Applications.
JOB RESPONSIBILITIES:	Day to day Administration/ Accounts related work
AGE LIMIT	28 years as on closing date of application. Upper age limit is relaxable by 5 years for candidates belonging to Scheduled Caste /Scheduled Tribe and 3 years for candidates belonging to OBC and as per rules for ex-servicemen and physically handicapped persons. There is no age limit for IITM and Government employees.
SELECTION PROCEDURE	Through Written Test

Screening of Applications for the Post of Upper Division Clerk

The preliminary screening of the applications will be based on candidate's qualifying credentials against (i) the essential requirements specified above, (ii) date of birth (after relaxation of age as applicable), (iii) completeness of the application like providing the details sought, submission of the passport size photograph, and copies of the marks list, academic certificates, signature etc. (iv) desirable qualification as specified in the above. The candidate's certificates should clearly specify whether he/she possess the knowledge / skills / requested in the essential / desirable requirements.

INSTRUCTIONS

1. The prescribed essential qualifications are minimum requirements and the mere possession of the same does not entitle candidates to be called for Written Test.
2. If the number of application, received in response to advertisement is large, it will not be convenient or possible to call all candidates for Written Test. Hence, the Institute may restrict the number of candidates to be called for Written Test to the reasonable limit through Short listing Process by adopting suitable criteria, like percentage of marks in Essential Qualifications as indicated by them in their application and/ or desirable qualification and/ or on the record of academic performance and/or relevant experience for the post prescribed in the advertisement as per the specific requirement of the Institute and/or any other benchmark decided by the committee constituted to screen the applications.
3. The criteria followed in short listing candidates will be final. No appeal or representation will be entertained against such Short listing criteria. No correspondence will be entertained with candidates who are not called for Written Test.
4. The final selection of the candidate will be based on the candidate's performance in the Written Test.
5. Pattern of descriptive and objective type written examination are as follows:

Mode of Examination	Scheme of Examination	Questions	Marks	Time
Written (Bilingual Hindi & English)	a) General Knowledge	25	25	2 Hrs.
	b) Mathematics	25	25	
	c) Office Procedure, Rules etc. (Central Govt.)	25	25	
English	d) English	*12	25	

(*Essay – 10 marks, Letter writing – 05 & Objective type – 10 marks)

The candidate scoring the highest marks in the written examination shall be selected.

6. Director, IITM has the discretion to prescribe any method for written examination, prescribe minimum qualifying marks for written examination which can be increased or decreased at any stage without assigning any reason thereof.
7. Shortlisted SC/ST candidates called for written examination will be paid **sleeper class to & fro train fare** by the shortest route on production of original tickets.

8. Experience and Desirable qualifications can be relaxed at the discretion of the Director in case of exceptionally good candidates.
9. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.
10. Experience shall mean the experience in the relevant field acquired in Government/ Semi-Government/ Public Sector Undertakings/ Autonomous bodies after obtaining the minimum essential qualification.
11. Online application submitted without the scanned copies of the certificates will be rejected.
12. Director, IITM has the right to cancel the recruitment process at any stage, without assigning any reason thereof.
13. Any discrepancies found in the certificates will attract the disqualification of applications. Non production of the original certificate at the time of written test will also make the candidate disqualified. Candidates currently working in any other organization need to provide the proof of their current employment with a service/ experience certificate from the employer. Appointment order will not be considered as proof of current employment.
14. At present, the place of posting is at Pune with transfer liability to any part of India.
15. Selected candidate may have to join the post immediately on being found fit by a Medical Authority.
16. The post is permanent on direct recruitment basis.
17. Aspiring candidates may submit their applications along with CV **online:** <http://www.tropmet.res.in/Careers>. Facility of submitting online application will commence on **11.07.2019 at 03:00 pm and close on 30.08.2019 at 05:00 pm.**
18. After submitting the online application, candidate must send the hard copy to the Administrative officer along with all necessary documents on the below mentioned address by indicating name of the post applied for and should reach the Administrative officer **on or before 06.09.2019.**
19. The envelope, containing complete application, should be super-scribed as "Application for the post of Upper Division Clerk –for IITM".
20. Applicants working in Government/ Semi-Government/ Public Sector Undertakings/ Autonomous bodies should apply through proper channel. If application is not routed through proper channel, then the applicant must produce the requisite 'No Objection Certificate' from their employer at the time of written test. The specimen of the forwarding/ NOC is given below.

21.

(For use of the forwarding office)

Certified that Shri/Smt./Kum _____ is working in this Institution/organization _____ (Office/Department), which is a Central Govt./ State Govt./ Autonomous Body of Central/ State Govt./ PSU Organization on Regular/ Temporary/ Contract/ adhoc basis since _____ and that entries made/ particulars furnished by him/her have been checked and verified and found correct as per office records. It is also certified that there is no vigilance/disciplinary case pending or being contemplated against him/her and his/her integrity is beyond doubt.

Date.....	Signature.....
Place.....	Name of the forwarding officer
	Designation
	Office Stamp (seal)

ADMINISTRATIVE OFFICER

Indian Institute of Tropical Meteorology

Dr. Homi Bhabha Road, Pashan,

Pune- 411008, INDIA

Phone 91-20-25904203

Fax 91-20-25895142

URL: <http://www.tropmet.res.in>

EARTH SYSTEM SCIENCE ORGANIZATION (ESSO)
Ministry of Earth Sciences (MoES), Government of India
INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Dr. Homi Bhabha Road, Pashan, Pune- 411008.
(Advertisement No. PER/10/2019)

RECRUITMENT TO THE POST OF UPPER DIVISION CLERK

The Indian Institute of Tropical Meteorology (IITM) is an autonomous research organization fully funded by Ministry of Earth Sciences, New Delhi. It is a premier Institute of national and international repute, devoted to research in various aspects of atmospheric sciences with emphasis on tropical meteorology, particularly on the Climate Change and Indian Monsoon.

The Institute is currently looking for recruiting a bright and talented candidate of Indian origin **for 05 posts of Upper Division Clerk [03 General and 02 posts for OBC (Non-Creamy Layer) category]** in the level 4 of pay matrix as per 7th CPC.

More details on essential qualifications etc. are available at IITM website
www.tropmet.res.in/Careers

Aspiring candidates may submit their applications along with CV **online:** <http://www.tropmet.res.in/Careers> by 30.08.2019 and submit their hard copy of duly filled online application form, CV and other relevant papers to the Administrative Officer of this Institute latest by 05:00 pm on 06.09.2019 by speed post.

पृथ्वी विज्ञान प्रणाली संगठन

पृथ्वी विज्ञान मंत्रालय, भारत सरकार

भारतीय उष्णदेशीय मौसम विज्ञान संस्थान

डॉ. होमी भाभा मार्ग, पाषाण, पुणे-411008

विज्ञापन सं.कार्मिक/10/2019

प्रवर श्रेणी लिपिक पद हेतु भर्ती

भारतीय उष्णदेशीय मौसम विज्ञान संस्थान (आईआईटीएम) पृथ्वी विज्ञान मंत्रालय, नई दिल्ली द्वारा पूर्णतः वित्तपोषित एक स्वायत्त अनुसंधान संगठन है। यह उष्णकटबंधीय मौसम विज्ञान पर बल देते हुए वायुमंडलीय विज्ञान, विशेष रूप से जलवायु परिवर्तन और भारतीय मानसून के विभिन्न पहलुओं में अनुसंधान हेतु समर्पित, राष्ट्रीय एवं अंतर्राष्ट्रीय ख्याति प्राप्त एक प्रमुख संस्थान है।

संस्थान वर्तमान में प्रवर श्रेणी लिपिक के 05 पदों (03 सामान्य एवं 02 अन्य पिछड़ा वर्ग - नॉन क्रीमी लेयर) केंद्रीय वेतन आयोग-7 के अनुसार वेतन मैट्रिक्स स्तर-4 के लिए भारतीय मूल के उज्ज्वल और प्रतिभाशाली उम्मीदवारों की भर्ती की तलाश में हैं।

अधिमानी अर्हता आदि की अधिक जानकारी आईआईटीएम वेबसाइट www.tropmet.res.in/Careers पर उपलब्ध हैं।

इच्छुक उम्मीदवार ऑन-लाइन माध्यम से <http://www.tropmet.res.in/careers> पर सी.वी. के साथ अपने आवेदन 30-08-2019 तक कर सकते हैं तथा ऑन-लाइन आवेदन पत्र की विधिवत भरी हार्डकॉपी एवं अन्य दस्तावेज स्पीडपोस्ट द्वारा दिनांक 06-09-2019 सायं 05:00 बजे तक संस्थान के प्रशासनिक अधिकारी को प्रस्तुत करें।