

**Ministry of Earth Sciences (MoES), Government of India**  
**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**  
**Dr. Homi Bhabha Road, Pashan, Pune-411008.**  
**(Advertisement No. PER/03/2023)**

The Indian Institute of Tropical Meteorology (IITM), Pune, is an autonomous research organization under ESSO/MoES, fully devoted to cutting edge research in various aspects of Weather and Climate Sciences. The Institute has excellent infrastructural facilities such as High Performance Computers, modern library, workshop and other scientific support. It has a strong link with various universities and National and International Organizations. The details of the Institute are available at <http://www.tropmet.res.in>.

The institute invites applications from interested and eligible candidates, for filling up the following position:

<b>Sr. No.</b>	<b>Name of post</b>	<b>Mode of recruitment</b>	<b>Pay Matrix</b>	<b>Total posts</b>
1.	Section Officer	On Deputation/absorption basis (Initially for a period of one year and extendable as per the GoI guidelines )	Pay Level 7 (44900- 142400)	04

The requirement for the post is as under:

<b>SECTION OFFICER</b>	
<b>POST CODE</b>	001
<b>NUMBER OF POST</b>	04 (Four)
<b>PAY MATRIX</b>	Pay Level 7 of 7 <sup>th</sup> CPC, Rs. 44900-142400 and allowances as admissible.
<b>ESSENTIAL QUALIFICATION</b>	<ul style="list-style-type: none"> <li>i) Bachelor's degree</li> <li>ii) 5 years administrative / Accts/purchase &amp; stores experience (relevant to the post in a Govt. or Semi-Govt. Organization of which at least 3 years should be in a supervisory grade).</li> </ul>
<b>DESIRABLE</b>	Having knowledge of Computer Applications, Internet. MS Office etc. and well versed in the field of Administration.
<b>JOB RESPONSIBILITIES:</b>	To deal with all service related matters i.e. promotion, recruitment/Accounts/Purchase & Stores etc. in addition to keep liaison with parent Ministry and dealing with legal matters related to the Institute. Also any other additional responsibility assigned by HoA/Director.
<b>AGE LIMIT</b>	The maximum age limit for appointment by deputation/absorption shall not exceed 56 years, as on the closing date of receipt of application.

**Period of deputation :** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization / department of the Central Govt. shall ordinarily not exceed three years.

Since the recruitment is on deputation / absorption basis, Officers in Central Government Departments/Autonomous Bodies/ State Government Departments/Semi Govt. holding analogous Posts on regular basis in Pay Matrix Level-7 of 7<sup>th</sup> CPC in the parent cadre or Department are also eligible for applying.

## INSTRUCTIONS

1. Only Indian Nationals are eligible and need to apply.
2. The place of posting is at Pune with transfer liability to any part of India.
3. The Institute may restrict the number of candidates to be called for interview 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.
4. Director, IITM reserves the right to fill-up or not to fill up the post advertised without assigning any reasons thereof.
5. No request of direct absorption will be entertained.
6. No TA/DA will be paid for attending the interview. For SC/ST candidates admissible TA/DA shall be considered as per Government of India orders.
7. Mere possession of required qualification will not entitle the candidates to be called for interview.
8. Candidates working in Central Government Departments/Autonomous Bodies/ State Government Departments /Semi Government should apply through proper channel. They may however, send advance copy of application along with the enclosures which should reach on or before the prescribed last date. If application is not routed through proper channel the candidate must produce the requisite "No Objection Certificate" from their employer at the time of interview.
9. Candidates serving in Central Government Departments/Autonomous Bodies/ State Government Departments /Semi Government are required to enclose attested photocopies of the APAR of the last 5 years along with their application.
10. The candidates should arrange two letters of reference to be sent directly to the undersigned from Gazetted Officers familiar with the candidate's work.
11. The envelope, containing complete application, should be super-scribed as "Application for the post of Section Officer for IITM".
12. Experience and Desirable qualifications can be relaxed at the discretion of the Director in case of exceptionally good candidates.
13. Experience shall mean the experience in the relevant field acquired from a Central Government Departments/Autonomous Bodies/ State Government Departments /Semi Government.
14. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
15. Canvassing in any form will disqualify the candidate from being called for interview.
16. Candidates must produce all original documents as proof of details furnished in the application at the time of interview for verification and the same will be returned after verification.
17. Online application submitted without the scanned copies of relevant certificates will be rejected.
18. Facility of submitting online application will commence on **01.05.2023 by 3.00 p.m. and close on 15.06.2023 by 6.00 p.m.**

19. After submitting the online application candidates must send the hard copy of their application by Registered Post/ Speed Post only along with all necessary documents on the below mentioned address and should reach latest by **05.00 p.m. on 22.06.2023** failing which the online application will be treated as rejected.

20. Certificate to be submitted by the Cadre Controlling Authority

- (i) The certificate that the particulars furnished by the officer have been checked from available records and found correct.
- (ii) Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
- (iii) Certified that no vigilance /disciplinary case are either pending or contemplated against the applicant.
- (iv) Integrity of the applicant is certified as 'Beyond Doubt'.
- (v) Up-to-date CR dossier of the applicant /attested photocopies of APAR for the last 5 years (2018-2019 to 2022-2023). Photocopies of APAR have been attested on each page by the Head of the Department.

Date.....

Place.....

Signature.....

Name of the forwarding officer .....

Designation .....

Office Stamp (seal)

**ADMINISTRATIVE OFFICER**

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