

**EARTH SCIENCE SYSTEM 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/06/2015)**

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, observational facilities, workshop and other scientific support. It has a strong link with various universities and national and international organizations.

The Institute is looking for recruiting a bright and talented candidate for 01 post of Senior Manager (Administration) in the Pay band of ₹15600-39100 with Grade Pay of ₹7600/- on deputation/absorption basis. The incumbent will head the Administration Division of IITM and will be required to advise the Director, on administrative and financial matters of the institute.

For details of the post and other requirements, please visit the Institute's website <http://www.tropmet.res.in>. Aspiring candidates may please submit your applications, in the proforma attached with detailed CV and other relevant papers to the Director of this Institute latest by 05.00 pm on 14th September 2015.

EARTH SCIENCE SYSTEM 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/06/2015)

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 is looking for recruiting a bright and talented candidate for 01 post of Senior Manager (Administration) in the Pay band of ₹15600-39100 with Grade Pay of ₹7600/- on deputation / absorption basis.

The requirements for the post are as under:

Senior Manager: One Post

Pay Band: ₹15600-39100 plus Grade Pay ₹ 7600/- plus allowances admissible to Central Govt. employees stationed at Pune;

The Senior Manager (Administration) of the Institute having 239 employees at its strength (including 125 scientists), plays a pivotal role not only in day-to-day work of the Institute but also in planning and execution of Projects, promotions of all its existing scientists and other employees and recruitment of new employees etc. In addition to keeping liaison with the parent ministry for proper flow of funds and other administrative matters, the Senior Manager is also involved in dealing with legal matters related to the Institute. The Senior Manager is the senior most administrative officer and will be the overall In-charge of all the administrative wings of the Institute such as the Personnel, Accounts, Purchase & Stores, General Administration, Service Benefit Unit etc. He will be required to advice Director on administrative and financial matters.

By Deputation/absorption basis:

Essential qualifications:

- (i) Master's Degree in any stream from a recognized University.
- (ii) Good knowledge of Information Technology (IT) and Computer operation.
- (iii) 06 years experience in Govt./PSU/Autonomous Bodies in the administration in the Pay Band of ₹15600-39100 with Grade Pay of ₹6600.

Cond...

Desirable Qualifications :

(i) MBA/LLB/Diploma in Management from a reputed Institution.

(ii) Should have working experience in dealing with recruitment policy, pension cases, financial management, purchase, estate management and organizing various events including Governing Council meeting and follow-up action.

(iii) A short write up less than a Page on challenges you have overcome and innovation you made in your immediately past job may be included along with the application.

(iv) Should possess leadership qualities to steer the whole administration of the Institute.

Eligibility criteria for deputation/absorption basis:

Officers under the Central Govt./State Govt./PSU/Autonomous Bodies :

(i) Holding analogous posts on regular basis in the parent cadre/department.

OR

(ii) With 6 years regular service in posts in PB-3 + GP ₹6600/- or equivalent in the parent cadre /department.

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.

Age limit :

The maximum age limit for appointment by deputation/ absorption shall not exceed 56 years, as on the closing date of receipt of application.

Cond...

INSTRUCTION

- ❖ Only Indian Nationals are eligible and need to apply.
- ❖ The place of posting is at Pune with transfer liability to any part of India.
- ❖ Age relaxations are applicable as per the Central Government rules.
- ❖ Mere possession of required qualification will not entitle the candidates to be called for interview.
- ❖ Candidates working in Government/Public Sector Undertakings/ Autonomous bodies should apply through proper channel. They may however, send advance copy of application along with the enclosure 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.
- ❖ The candidates should arrange two letters of reference to be sent directly to the undersigned from Gazetted Officers familiar with the candidate's work.
- ❖ The envelope, containing complete application, should be super-scribed as "Application for the post of Senior Manager for IITM".
- ❖ Candidates called for interview will be paid **sleeper class to & fro train fare** by the shortest route on production of original tickets.
- ❖ Desirable qualifications and experience can be relaxed at the discretion of the Director in case of exceptionally good candidates.
- ❖ Experience shall mean the experience in the relevant field acquired from a Government/Semi govt./Autonomous/Research/Reputed Organization after obtaining the minimum educational qualification asked for in the said category.
- ❖ No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- ❖ Canvassing in any form will disqualify the candidate from being called for interview.
- ❖ Candidates must produce all original documents in proof of details furnished in the application at the time of interview for verification and the same will be returned after verification.
- ❖ Candidates must send their application by Registered Post only. IITM will not be responsible for any postal delay or loss in transit.
- ❖ Selected candidate may have to join the post immediately on being found fit by Medical Authority.
- ❖ Persons interested in this post are requested to send their application in the pro-forma at Annexure-I. The application complete in all respects should be addressed to the Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune 411008 and should reach latest by 05.00 pm on 14th September 2015.
- ❖ This advertisement is also available on the website www.tropmet.res.in

Director

Indian Institute of Tropical Meteorology

Dr. Homi Bhabha Road, Pashan,

Pune – 411008 INDIA

Phone 91-20-25904203

Fax 91-20-25865142

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

विज्ञापन सं. कार्मिक/06/2015 वरिष्ठ प्रबंधक
ADVERTISEMENT NO. PER/06/2015 SENIOR MANAGER

छायाचित्र
Photograph

सामान्य/GEN अ.जा./SC अ.ज. जा./ST अ.पि.जा./OBC

[√ जिस वर्ग में आप आते हैं/√ the category you belong to]

1	उपनाम/SURNAME :	नाम/NAME :	पिता/पति का नाम FATHER'S/HUSBAND'S NAME				
[स्पष्ट अक्षरों में/in block letters]							
2	लिंग : पुरुष/स्त्री GENDER: MALE /FEMALE		विवाहित/अविवाहित MARRIED /UNMARRIED				
3	पत्राचार का पता MAILING ADDRESS	घर/फ्लैट/तल नं. House/Flat /Floor No.					
		भवन/गृह नाम Bldg./House Name					
		मार्ग/लेन/गल्ली Road/Lane/Galli					
		शहर/City					
		राज्य/State		पिन PIN			
4	स्थायी पता PERMANENT ADDRESS	घर/फ्लैट/तल नं. House/Flat/Floor No.					
		भवन/गृह नाम Bldg./House Name					
		मार्ग/लेन/गल्ली Road/Lane/Galli					
		शहर/City					
		राज्य/State		पिन PIN			
5	दूरभाष/मोबाईल/फैक्स सं. PHONE NO. /MOBILE NO./FAX NO.						
6	ई-मेल/EMAIL ID						
	जन्मतिथि DATE OF BIRTH	दिन DATE	महीना MONTH	वर्ष YEAR	अंतिम तिथि को आयु AGE AS ON CLOSING DATE	वर्ष YEARS	महीनें MONTHS
	एवं स्थान AND PLACE				संपूर्ण COMPLETED		
7	क्या अ.जा./अ.ज.जा./अ.पि.व./शारीरिक रूप से विकलांग में आते हैं WHETHER BELONGS TO SC/ST/OBC/ PHYSICALLY HANDICAPPED	[संबंधित प्रमाणपत्र संलग्न करें Enclose relevant certificate for the same]					

8 शैक्षिक योग्यता/EDUCATIONAL QUALIFICATION							
	परीक्षा/EXAM	विषय/SUBJECT	बोर्ड/विश्वविद्यालय BOARD/ UNIVERSITY	उत्तीर्ण वर्ष YEAR OF PASSING	प्रतिशत एवं श्रेणी % & CLASS		
A	एसएससी/SSC						
B	उपाधि बी.ए./बी.काम./बी. एससी. DEGREE B.A./B.Com/B.Sc.						
C	परास्नातक POST GRADUATION						
D	कोई अन्य/ANY OTHER						
9 तकनीकी योग्यता/TECHNICAL QUALIFICATION							
	परीक्षा/ EXAM	पाठ्यक्रम विवरण COURSE DETAILS	बोर्ड/विश्वविद्यालय BOARD/ UNIVERSITY	उत्तीर्ण वर्ष YEAR OF PASSING	प्रतिशत एवं श्रेणी % & CLASS		
A	टंकण/TYPING						
B	कम्प्यूटर निपुणता COMPUTER SKILLS						
10 पहली नौकरी से प्रारंभ करते हुए क्रमानुसार कार्य अनुभव/WORK EXPERIENCE IN CHRONOLOGICAL ORDER, STARTING WITH THE FIRST JOB [विवरण देते हुए अलग से पृष्ठ संलग्न करें/Attach separate sheet giving details]							
	नियोक्ता का नाम एवं पता Name & Address of the Employer	पद/Post held	कार्य की अवधि Period of work			वेतनमान Scale of Pay	कार्य की प्रकृति Nature of duties
			से/From	तक/To	कुल अनुभव Total experience		

(सभी कालम भरे जाने चाहिए/All columns should be filled)

दिनांक/DATE :

उम्मीदवार के हस्ताक्षर/SIGNATURE OF THE CANDIDATE :