

# INDIAN INSTITUTE OF TROPICAL METEOROLOGY

Dr. Homi Bhabha Road, Pashan, Pune - 411008

(An Autonomous Institute of Ministry of Earth Sciences, Government of India)

Advertisement No. PER/04/ENVIS/2018

## **WALK-IN INTERVIEW : Date: 1<sup>st</sup> June 2018 ( 09.00 AM)**

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. The Institute has excellent infrastructural facilities such as high-performance computer, observational laboratories, modern library, workshop, etc. It has a strong link with various Universities and national and international organizations.

**Environmental Information System (ENVIS)** Resource Partner (a project of Ministry of Environment and Forest) at IITM on the subject area “**Acid Rain and Atmospheric Pollution**” was established in 2005. Since then it is gradually building up an inventory of information material on the air quality, climate change and its impact, disseminate information electronically and provide interactive webpage. Promote, implement and coordinate Green Skill Development Programme (GSDP). Implement and coordinate Grid Based Decision Support System (GRIDSS) programme.

Applications are invited from bright and motivated young candidates for ENVIS centre purely on temporary basis as per the below mentioned details. The place of work will be IITM, Pune. Selected candidate need to get involved in field activities. Details are as follows:

### **Post-1 : DATA ENTRY OPERATOR**

#### **Essential Qualifications:**

Science Graduate with at least 1 year Experience in Desk Top Publishing (DTP). Good knowledge of computers and windows software package like MSOffice (Word, Excel, power point), etc.

#### **Desirable Qualification:**

Candidates having knowledge of Photoshop, PageMaker, Adobe In Design are preferred.

#### **Other details:**

- Age Limit as on 1<sup>st</sup> June 2018 : 30 years
- No. Of Post : 1
- Consolidated Salary: Rs. 11,000/- per month
- Tenure : Initially for a period of 1 year and extendable depending on performance.
- Date of Interview: 1<sup>st</sup> June 2018

#### **INSTRUCTIONS:**

- 1) Only Indian Nationals are eligible for these posts.
- 2) Upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC, 10 years for physically handicapped persons and as per rule for ex-servicemen.
- 3) Desirable qualifications and experience can be relaxed at the discretion of the Director in case of exceptionally good candidates.
- 4) Experience shall mean the experience in the relevant field acquired from Government/Semi govt./Autonomous/Research/Reputed Organization after obtaining the minimum educational qualification asked for in the said category.
- 5) Selected candidate may have to join the post immediately on being found fit by Medical Authority.
- 6) **Candidates who fulfill the criteria only should apply.**
- 7) Director, IITM reserves the right to fill-up or not to fill up the posts advertised without assigning any reasons thereof.

**Director**  
**Indian Institute of Tropical Meteorology**  
**Dr. Homi Bhabha Road, Pashan, Pune - 411008**  
**Phone - 020-25904200, Fax 020-25865142**  
**URL: [www.tropmet.res.in](http://www.tropmet.res.in)**

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE - 411008**  
**ADVT. NO. PER/04/ENVIS/2018**

Application for the post of \_\_\_\_\_

**PROFORMA**

<b>1</b>	<b>Surname</b>	<b>First Name</b>		<b>Father's Name</b>		
	<b>Gender:</b>		<b>Marital Status:</b>			
<b>2</b>	<b>Present Occupation</b>					
<b>3</b>	<b>Residential Address</b>					
<b>4</b>	<b>Telephone No.</b>	<b>5.</b>	<b>Mobile Number</b>			
<b>6</b>	<b>E-mail Address:</b>					
<b>7</b>	<b>Date of Birth</b>					
<b>8</b>	<b>Whether belongs to SC / ST / OBC / Physical Handicapped / Ex- Service man :</b>					
<b>9</b>	<b>Academic Record</b>					
<b>Sr. No.</b>	<b>Qualification</b>	<b>Year of Passing</b>	<b>Board / University</b>	<b>Subject</b>	<b>Percentage of Marks</b>	
<b>i</b>	S.S.C.					
<b>ii</b>	H.S.C.					
<b>iii</b>	B.E./B.Tech./B.Sc./BCA					
<b>iv</b>	M.E./ M.Sc./MCA/MCM					
<b>v</b>	M.Tech.					
<b>10</b>	<b>Computer Skills</b>					
<b>11</b>	<b>Name of Organization</b>	<b>From</b>	<b>To</b>	<b>Experience</b>	<b>Salary</b>	<b>Brief Nature of duties</b>

Date:    /    / 2018

Place:

Signature of the Candidate

**Note: - Bring original certificates and Mark sheets along with photocopy of each document.**