

**EARTH SYSTEM SCIENCE ORGANIZATION (ESSO),  
MINISTRY OF EARTH SCIENCES, GOVERNMENT OF INDIA  
INDIAN INSTITUTE OF TROPICAL METEOROLOGY (IITM),  
Dr. Homi Bhabha Road, Pashan, Pune-411008  
Advertisement No. PER/07/2018**

**WALK-IN-INTERVIEW on 17.07.2018 AT 09.00 AM**

**FOR PURELY ON TEMPORARY AND SHORT TERM CONTRACT BASIS POSTS**

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.

The scientific program “AIR POLLUTION AND HUMAN HEALTH IN INDIAN MEGA CITIES (APHH)” is established as part of bilateral cooperation between India and UK by Ministry of Earth Sciences in India. The objectives of APHH is to provide a platform for the research investigators to engage and facilitate the development of long- and short-term relationships between partner institutes. The APHH secretariat is established at IITM, Pune. Secretariat is expected to properly coordinate project groups, facilitate the partnership and campaigns, collate and do the data management and scientific analysis of various air quality and health related data base. In delivering this, the secretariat will support the agreed UK and Indian government goal to develop sustainable long-term research partnerships that contribute to sustainable development and economic growth. For the APHH Secretariat, following one position of **Event Coordinator** is required to be filled purely on temporary and contract basis for a maximum period of 3 years.

<b>Name and number of Post</b>	<b>Event Coordinator - 1 post</b>
<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• A First-class Master’s Degree in Environmental Sciences/ Physics /Environmental Engineering /Health Sciences from a recognized University/ Institution.</li> <li>• A minimum of 5 years’ research and development experience (after master’s degree) / or Ph.D. degree. A good working experience in GIS software for scientific usage. Experience in coordinating scientific programs related to air quality and Human Health/Climate Change.</li> </ul>
<b>Desirable Qualification</b>	<ul style="list-style-type: none"> <li>• Good communication/ presentation skills, both spoken and written.</li> <li>• Able to spearhead projects in the medium and long term.</li> <li>• Experience in air quality /weather data management and analysis.</li> <li>• Experience in working with people at all levels in Government and private organizations. Also in organization of scientific workshops/symposiums.</li> <li>• Proficiency in MS Office and related PC based computer software.</li> </ul>
<b>Job Responsibilities</b>	To steer the overall scientific aspect of APHH program coordination. Provide all scientific and technical leadership for short courses/ campaign and other related aspects. Analyzing and organizing the data as per the scientific topical categories.
<b>Salary</b>	Rs. 49,000/- + HRA
<b>Upper Age Limit</b>	Up to 40 years as on 01.07.2018
<b>Interview Date &amp; Reporting time</b>	17 <sup>th</sup> July 2018 at 09.00 a.m.

## **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 attend the walk-in interview along with filled in application form, CV along with original mark sheets and certificates and photocopy of each document on the scheduled date and time.**
- 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/07/2018

**Application for the post of Event Coordinator  
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>	Have you qualified NET/GATE/JAM /JEST? If yes, details thereof					
<b>11</b>	<b>Computer Skills</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: 17 /07/ 2018

Place: Pune

Signature of the Candidate

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