

Ministry of Earth Sciences (MoES), Government of India
INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Dr. Homi Bhabha Road, Pashan, Pune-411008.
(Advertisement No. PER/05/2020)

RECRUITMENT TO THE POST OF JUNIOR TECHNICAL OFFICER

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 bright and talented candidates of Indian Origin from a recognized universities for performing the duties of Junior Technical Officer – 01 post (Unreserved Category).

Aspiring candidates may submit their applications along with CV online: <http://www.tropmet.res.in/Careers> by **15.02.2021** 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 **23.02.2021** by speed post.

Requirements for the post is as under:

JUNIOR TECHNICAL OFFICER	01 post (UR)
PAY MATRIX	Pay Level 7 of 7 th CPC, Rs. 44900-142400 and allowances as admissible.
ESSENTIAL QUALIFICATION	A good Master's degree in Science or a degree in Technology or Engineering or a Diploma in Engineering with about 5 years experience of work in the required discipline.
DESIRABLE	<ul style="list-style-type: none">• Proven Experience with Industry Certified courses on specialization related to Computer/IT, Networking, software etc. Example: Cisco, Redhat, Microsoft certifications.• Experience in systems and servers administration particularly in Linux environment.• Experience in management of various servers/software and exposure to various tools and applications.• Experience in management of LAN, WAN related Networking technologies.• Experience in administration of network security systems like firewalls, routers, handling of campus wireless network.• Ability to work in large groups and handling of IT projects.• Knowledge of HPC Systems would be an added advantage.
JOB RESPONSIBILITIES:	To work in development, Maintenance and troubleshooting of Institutes IT related works/services.

AGE LIMIT	30 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 permanent and Government employees.
SELECTION PROCEDURE	Through Interview.

Screening of Applications for the Post of Junior Technical Officer

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 mark 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 Interview.
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 Interview. Hence, 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.
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 Interview.
4. The final selection of the candidate will be based on the candidate's performance in the Interview.
5. The number of vacancies may vary.
6. Shortlisted SC/ST candidates called for Interview will be paid **sleeper class to & from train fare** by the shortest route on production of original tickets.
7. Experience and Desirable qualifications can be relaxed at the discretion of the Director in case of exceptionally good candidates.

8. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.
9. 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 and appointed directly by the relevant Organisation and not through private Contractors. This rule will not apply for employees employed at IITM through private Contractors.
10. Online application submitted without the scanned copies of the certificates will be rejected.
11. The duly filled online application form, CV and other relevant papers should be accompanied by self attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through State or Central Government/ recognized Universities etc. Incomplete applications received or not accompanied with the required certificates / documents are liable to 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 Interview will also make the candidate disqualified. **Such candidate will not be paid any fare.** 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 **22.12.2020 at 03:00 pm and close on 15.02.2021 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 23.02.2021.**

19. The envelope, containing complete application, should be super-scribed as “Application for the post of **Junior Technical Officer –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 Interview. 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.....

Place.....

Signature.....

Name of the forwarding officer

Designation

Office Stamp (seal)

ADMINISTRATIVE OFFICER

Indian Institute of Tropical Meteorology

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Pune- 411008, INDIA

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