

Ministry of Earth Sciences (MoES), Government of India
INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Dr. Homi Bhabha Road, Pashan, Pune-411008.
(Advertisement No. PER/06/2022)
PHASE II

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 positions on direct recruitment basis:

Sr. No.	Name of post	Mode of recruitment	Pay Matrix	Total posts	Age
1.	Senior Scientific Assistant	On direct recruitment	Pay Level 6 (35400-112400)	05 (OBC-2, UR-3)	30 years
2.	Upper Division Clerk	On direct recruitment	Pay Level 4 (25500-81100)	08 (UR-4, OBC-2, ST-1 & EWS-1)	28 years

The requirements for the posts are as under:

SENIOR SCIENTIFIC ASSISTANT	
POST CODE	001
NUMBER POST	05 posts (Reserved for OBC-2, UR-3 category)
PAY MATRIX	Pay Level 6 of 7 th CPC, Rs. 35400-112400 and allowances as admissible.
ESSENTIAL QUALIFICATION	A Master's degree or equivalent in Meteorology, Atmospheric Sciences, Physics, Mathematics, Applied Mathematics, Statistics, Applied Physics, Geophysics, Electronics or B.E./ B. Tech. / M. Tech. (Electronics / Electrical Engineering) Degree from a recognized University / Institute.
DESIRABLE	Experience in working with Meteorological Instruments, Electronics, Sensors, Mechanical devices, Radars, etc. experience in numerical modeling of Weather and Climate processes /phenomena, working with satellite data, and new tools like AI/ML for Weather & Climate Applications.
JOB RESPONSIBILITIES:	<ul style="list-style-type: none"> i) To play an active role in research activities of the Institute. ii) Activities pertaining to research programme like planning and implementation, scientific facilities maintenance etc. iii) Operation and maintenance of instruments in the laboratory and update of logbook, etc. iv) Any other jobs as assigned.
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 and Government employees.
SELECTION PROCEDURE	Through Test.

UPPER DIVISION CLERK	
POST CODE	002
NUMBER POST	08 posts (Reserved for UR-4, OBC-2, ST-1 & EWS-1 category)
PAY MATRIX	Pay Level 4 of 7 th CPC, Rs. 25500-81100 and allowances as admissible.
ESSENTIAL QUALIFICATION	<ul style="list-style-type: none"> • Bachelor's degree. • Knowledge of typing in English with minimum 30 w.p.m. • Knowledge of Computers. • 5 years experience in Administration /Accounts matters in a Govt. organizations.
DESIRABLE	Good command in English and working knowledge of Hindi. One year Diploma in Computer Applications.
JOB RESPONSIBILITIES:	Day to day Administration/ Accounts related work
AGE LIMIT	<p>28 years as on closing date of application.</p> <p>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 and Government employees.</p>
SELECTION PROCEDURE	Through Test.

INSTRUCTIONS

1. **Director, IITM reserves the right to cancel the recruitment process (In total / partially) at any stage, without assigning any reason thereof .**
2. The number of vacancies may vary.
3. The prescribed essential qualifications are minimum requirements and the mere possession of the same does not entitle candidates to be called for Test.
4. If the number of application, received in response to advertisement is large, it will not be convenient or possible to call all candidates for Test. Hence, the Institute may restrict the number of candidates to be called for Test 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.
5. Director, IITM has the discretion to prescribe any method for Test, prescribe minimum qualifying marks for above Test which can be increased or decreased at any stage without assigning any reason thereof.
6. The criteria followed in shortlisting candidates will be final. No appeal or representation will be entertained against such Shortlisting criteria. No correspondence will be entertained with candidates who are not called for Test.
7. Shortlisted SC/ST candidates called for Test will be paid **sleeper class to & fro train fare** by the shortest route on production of original tickets.
8. Experience and Desirable qualifications can be relaxed at the discretion of the Director in case of exceptionally good candidates.
9. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.
10. 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.
11. Online application submitted without the scanned copies of the certificates will be rejected.
12. Any discrepancies found in the certificates will attract the disqualification of applications. Non production of the original certificate at the time of Test 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.
13. At present, the place of posting is at Pune with transfer liability to any part of India.
14. Selected candidate may have to join the post immediately on being found fit by a Medical Authority.
15. The post is permanent on direct recruitment basis.

16. Aspiring candidates may submit their applications along with CV **online:** <http://www.tropmet.res.in/Careers>. Facility of submitting online application will commence on **07.09.2022 at 03:00 pm and close on 28.10.2022 at 05:00 pm**.
17. 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 04.11.2022**.
18. The envelope, containing complete application, should be super-scribed as **“Application for the post of -for IITM for Category”**.
19. 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 test. The specimen of the forwarding/ NOC is given below.
- 20.

(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.....	Signature.....
Place.....	Name of the forwarding officer
	Designation
	Office Stamp (seal)

ADMINISTRATIVE OFFICER

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