

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY,
Dr. Homi Bhabha Road, Pashan, Pune- 411008.
(An autonomous Institute under Ministry of Earth Sciences, Government. of India)
(Advertisement No. PER/07/2011)**

RECRUITMENT TO THE POST OF SECTION OFFICER

The Indian Institute of Tropical Meteorology (IITM) is an autonomous Institute fully devoted to research in various aspects of climate science and administered by the Ministry of Earth Sciences, Government of India. The Institute serves as a national centre for research in climate science and conducts basic research on all aspects of the coupled ocean atmosphere system required to improve forecasts of tropical weather and climate. It has excellent infrastructural facilities such as high performance computers, state of the art equipments for field observations, world class library, workshop etc. It has MoU with the University of Pune and also has very strong interlinks with the India Meteorological Department and several other relevant national and international organizations.

The Institute is currently looking for recruiting bright and talented candidates for **02 posts of Section Officers (ONE UNRESERVED & ONE OBC)** in the Pay Band of Rs. 9300-34800 with Grade Pay of Rs. 4600).

For details of the posts, please visit the Institute's website <http://www.tropmet.res.in>. Aspiring candidates may please submit applications in the proforma attached with detailed CV and other relevant papers to the Administrative Officer of this Institute by **20 June 2011**.

**भारतीय उष्णदेशीय मौसम विज्ञान संस्थान
डॉ. होमी भाभा रोड, पाषाण, पुणे - 411 008
(पृथ्वी विज्ञान मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान
(विज्ञापन सं. कार्मिक/07/2011)
अनुभाग अधिकारी पद हेतु भर्ती**

भारतीय उष्णदेशीय मौसम विज्ञान संस्थान, जलवायु विज्ञान के विभिन्न पहलुओं के अनुसंधान हेतु पूर्णतः समर्पित है तथा पृथ्वी विज्ञान मंत्रालय, भारत सरकार द्वारा शासित एक स्वायत्त संस्थान है। संस्थान जलवायु विज्ञान में अनुसंधान हेतु राष्ट्रीय केंद्र के रूप में कार्य कर रहा है तथा उष्णकटिबंधीय मौसम तथा जलवायु के पूर्वानुमान में सुधार हेतु आवश्यक युग्मित महासागर वायुमंडलीय प्रणाली के सभी पहलुओं पर प्राथमिक अनुसंधान करता है। संस्थान के पास उत्कृष्ट श्रेणी की अवसंरचना सुविधाएं जैसे उच्च निष्पादन कम्प्यूटर तथा क्षेत्र प्रेक्षण हेतु अत्याधुनिक उपकरण, विश्वस्तरीय पुस्तकालय, कार्यशाला आदि हैं। संस्थान का पुणे विश्वविद्यालय के साथ समझौता ज्ञापन है एवं भारत मौसमविज्ञान विभाग एवं अनेक अन्य संबंधित राष्ट्रीय तथा अंतर्राष्ट्रीय संस्थानों के साथ गहरे संबंध है।

संस्थान **अनुभाग अधिकारी के 02 पदों (एक अनारक्षित एवं एक अन्य पिछड़ा वर्ग)** हेतु पे बैंड रु. 9300-34800 ग्रेड पे रु. 4600/- वेतनमान में भर्ती करने हेतु प्रतिभाशाली उम्मीदवारों की तलाश में है।

पद के विस्तृत विवरण के लिए संस्थान की वेबसाइट <http://www.tropmet.res.in> देखें। आकांक्षी उम्मीदवार विस्तृत जीवनवृत्त के साथ संलग्न प्रपत्र में आवेदन एवं अन्य संबंधित दस्तावेज संस्थान के प्रशासनिक अधिकारी को दिनांक **20 जून 2011** तक प्रस्तुत कर सकते हैं।

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The Institute is currently looking for recruiting bright and talented candidates of Indian origin for **2 posts of Section Officer**.

Aspiring candidates may please submit applications in the proforma attached with detailed CV and other relevant papers to the Administrative Officer of this Institute by **20 June 2011**.

Requirements for the posts are as under :

SECTION OFFICER	TWO POSTS (ONE UNRESERVED & ONE OBC)
ESSENTIAL QUALIFICATION	Bachelor's degree with 5 years of working experience in administration/accounts /purchase & stores (relevant to the post in a Govt. or Semi Govt. organization of which at least 3 years should be in a supervisory cadre i.e. in the Grade Pay of Rs.4200)
DESIRABLE QUALIFICATION	Diploma in Management. Also, the candidates should take initiative in all office matters and should have leadership qualities to mentor and educate his fellowmen and should be a Team Leader.
AGE LIMIT	35 years as on 01-01-2011
EMOLUMENTS	Pay Band Rs.9300-34800 Grade Pay Rs.4600.00

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- ❖ Upper age limit is relaxable by 5 years for candidates belonging to Scheduled Caste/Scheduled Tribe candidates, 3 years for OBC candidates and as per rules for ex-servicemen and Physically Handicapped candidates. There is no age limit for IITM and Government employees.
- ❖ 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 three letters of reference to be sent directly to the undersigned from Gazetted Officers familiar with the candidate's work.
- ❖ Application in the attached format indicating name of the post applied for with copies of certificates of relevance should reach the Administrative Officer **on or before 20 June 2011**. Candidates called for interview will be paid **entitled 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.
- ❖ 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.

Administrative Officer

Indian Institute of Tropical Meteorology

Dr. Homi Bhabha Road, Pashan,

Pune - 411008 INDIA

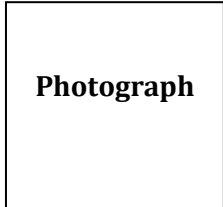
Phone 91-20-25904200

Fax 91-20-25865142

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

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ADVERTISEMENT NO. PER/07/2011



APPLICATION FOR THE POST OF SECTION OFFICER

GENERAL SC ST OBC

[√ the category you belong to]

1	SUR NAME	NAME	FATHER'S/HUSBAND'S NAME				
[in block letters]							
2	GENDER: MALE /FEMALE		MARRIED /UNMARRIED				
3	MAILING ADDRESS	House/Flat /Floor No.					
		Bldg./House Name					
		Road/Lane/Galli					
		City					
		State		PIN			
4	PERMANENT ADDRESS	House/Flat/Floor No.					
		Bldg./House Name					
		Road/Lane/Galli					
		City					
		State		PIN			
5	PHONE NO./MOBILE NO./FAX NO.						
6	EMAIL ID						
	DATE OF BIRTH	DATE	MONTH	YEAR	AGE AS ON 1.1.2011	YEARS	MONTHS
	AND PLACE			COMPLETED			
7	WHETHER BELONGS TO SC/ST/OBC/ PHYSICALLY HANDICAPPED			[Enclose relevant certificate for the same]			
8	EDUCATIONAL QUALIFICATION: Attach photocopies of certificates/marksheets						
	EXAM	SUBJECT	BOARD/ UNIVERSITY	YEAR OF PASSING	% & CLASS		
A	SSC						
B	DEGREE BA/B.Com/BSc.						
C	POST GRADUATION						
D	ANY OTHER						
9	TECHNICAL QUALIFICATION						
	EXAM	COURSE DETAILS	BOARD/ UNIVERSITY	YEAR OF PASSING	% & CLASS		
A	TYPING						
B	COMPUTER SKILLS						
10	WORK EXPERIENCE IN CHRONOLOGICAL ORDER, STARTING WITH THE FIRST JOB [Attach separate sheet giving details]						
	Name & Address of the Employer	Post held	Period of work			Scale of Pay	Nature of duties
			From	To	Total experience		

DATE :

SIGNATURE OF THE CANDIDATE:.....

**APPLICATIONS SHOULD BE NEATLY TYPED IN THE ABOVE FORMAT ONLY.
DO NOT SUBMIT HANDWRITTEN APPLICATION.**