

INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Dr. Homi Bhabha Road, Pashan, Pune – 411 008
(An autonomous Institute under Ministry of Earth Sciences, Government of India)
Advertisement No. PER/ 3 /2008

The Indian Institute of Tropical Meteorology is an autonomous research organisation fully funded by the 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. It's activities include training to post graduates and motivate them to take up research careers in atmospheric sciences which is a major component that the human society faces now.

The Institute is in need of young talented dynamic graduates of recognized Indian universities for performing the duties of following posts:

1. **Upper Division Clerk- 5 Posts**
1 post reserved for OBC, 1 post reserved for Physically Handicapped (Hearing Handicapped),
1 post reserved for Ex-servicemen and 2 for General category
2. **Stenographer – Grade – III - 1 Post** (general category)
3. **Security –Sub-Inspector - 1 Post** (reserved for ex-servicemen)

For details of the posts, please visit the Institute's website <http://www.tropmet.res.in/>

Completed applications with bio data in the prescribed form should reach the Administrative Officer of the Institute by post / courier by **28 November, 2008**.

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1) **Upper Division Clerk- 5 Posts**

1 post reserved for OBC, 1 post reserved for Physically Handicapped (Hearing Handicapped), 1 post reserved for Ex-servicemen and 2 for General category

Scale of Pay- Rs. Rs. 5200 – 20200 plus grade pay Rs. 2400 (total emoluments Rs. 15238/-)

Age - 28 years as on **1.10.2008**

Qualifications :

Essential :

- 1) Bachelor's degree
- 2) Knowledge of English Typing – minimum 30 W.P.M.
- 3) Knowledge of Computer operation
- 4) 5 years experience in Administration /Accounts matters in Government organisation

Desirable :

Good command in English and working knowledge of Hindi. One year Diploma in Computer Application.

2. **Stenographer - Grade - III - 1 Post (for general category)**

Scale of Pay - Rs. Rs. 5200 – 20200 plus grade pay Rs. 2400 (total emoluments Rs. 15238/-)

Age - 28 years as on **1.10.2008**

Qualifications :

Essential :

A Bachelors degree or equivalent with minimum speed of 40 w.p.m. in English typing and 100 w.p.m. in English Shorthand with the knowledge of computers.

Desirable :

One year Diploma in Computer Applications & good command in English.

3. **Security -Sub-Inspector - 1 Post (reserved for ex-servicemen)**

Scale of Pay - Rs. 5200 – 20200 plus grade pay Rs. 2400 (total emoluments Rs. 15238/-)

Age - 28 years as on **1.10.2008**

Qualifications

Essential :

A Bachelor's degree with 3 years experience in any Security Department or watch and ward organization.

Desirable :

Working experience in security duties in defence/reputed security department. One year Diploma in Computer Applications. Good command in English and Hindi.

(Upper age limit is relaxable by 5 years for SC / ST candidates and 3 years for OBC candidates and as per rules for physically handicapped and ex-servicemen)

Completed applications with bio data in the prescribed form should reach the Administrative Officer of the Institute by post / courier by 28th November 2008.

Incomplete applications are liable to be rejected.

Director, IITM

PROFORMA

Application for the post of

	Name of the Candidate in Block Letters					
1.	Surname	Name	Father's / Husband's name			
2.	Gender : Male / Female		Married / Unmarried			
3.	Mailing Address					
	Phone No. / Mobile No. :					
	E-mail address / Fax No. :					
4.	Permanent Address					
5.	Date of Birth :					
	Place:					
	Nationality:					
6.	Whether belongs to SC/ST/OBC / Physically handicapped (Enclose the relevant certificate for the same) Qualifications:					
7.	Qualifications	Subjects	Board / University	Year of passing	Percentage of Marks with Class	
a)	S.S.C	--				
b)	H.Sc					
c)	Graduation BA /B.Com / B.Sc.					
d)	Post graduation					
e)	Typing English - 40 wpm Hindi / Marathi					
f)	Shorthand English 100 wpm (for Stenographers)					
8.	Computer skills : MH-CIT / Diploma in computer application					
9.	Experience in offices (attach separate list with given details)	From	To	Place of work	Salary / scale of pay	Brief nature of duties
10.	Present Occupation					

*Enclose attested copies of mark sheets/certificates in proof of age & qualifications

***separate application should be for each post**

Signature of the candidate