

**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/1/2009)**

**RECRUITMENT TO THE POST OF ADMINISTRATIVE OFFICER**

The Indian Institute of Tropical Meteorology (IITM) is an autonomous Institute fully funded and administered by the Ministry of Earth Sciences, Government of India. The 47 year old Institute is located in a 45 acre plot in Pashan, Pune.

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 takes up challenging programmes such as Cloud Aerosol Interaction and Precipitation Enhancement (CAIPEEX) and Centre for Climate Change Research (CCCR). The Institute also conducts Training Programme in Atmospheric and Oceanic Sciences. Equipped with state of the art scientific and physical infrastructure, the Institute provides an environment to carry out world class research. The Administrative Officer (AO) of the Institute having 240 employees at its strength (including 115 scientists), plays a pivotal role not only in day-to-day running of the Institute but also in planning the execution of Planned Programs, review promotion of existing employees and recruitment of new employees etc. In addition to liaisoning with the Ministry for proper flow of fund and other matters, the duties of Administrative Officer also involves dealing with legal matters related to the Institute.

The Institute is currently looking for recruiting a bright and talented candidate of Indian origin for the post of Administrative Officer in the basic pay of Rs.18750.00 in the Pay Band Rs.15600-39100 with corresponding grade pay of Rs.6600.00 plus allowances admissible to Central Government employees (Total emoluments Rs.38188.00 p.m).

**Essential Qualifications:**

Preferably a Master's Degree in any stream with 10 years of working experience in administration of which 8 years should be in a executive grade in a Government/Public Sector Organization.

**Desirable Qualifications:**

Should possess a Degree in Law and/or Master's Degree in Business Management with HRD as specialization.

Should have working experience in dealing with recruitment policy, pension cases, financial management, purchase, estate management and organizing various events including Governing Council meetings and follow-up action. He/She should liais with the Ministry and other organizations and ensures smooth and speedy functioning of administration.

**Age Limit:**

40 years or below as on 1.1.2009

**Age relaxation:**

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.

Application in the attached format indicating name of the post applied for with copies of certificates of relevance should reach the undersigned by **13<sup>th</sup> March 2009**. The candidates should arrange three letters of reference to be sent directly to the undersigned from three officers familiar with candidate's work. Candidates called for interview will be paid **sleeper class to & fro train fare** by the shortest route on production of original tickets.

**Administrative Officer**

Indian Institute of Tropical Meteorology

Dr. Homi Bhabha Road, Pashan,

Pune - 411008 INDIA

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

**PROFORMA**  
**APPLICATION FOR THE POST ADMINISTRATIVE OFFICER**

**Name of the candidate in block letters:**

<b>Surname</b>	<b>Name</b>	<b>Father / Husband's name</b>				
Gender : Male / Female		Married / Unmarried				
1. <b>Mailing address</b>						
2. <b>Telephone No</b>						
3. <b>Mobile No.</b>						
4. <b>E-mail</b>						
5. <b>Permanent Address:</b>						
6. <b>Date of Birth</b>						
7. <b>Place of Birth</b>						
8. <b>Nationality</b>						
9. <b>Whether belongs to SC / ST / OBC / Physical Handicapped / Ex- Service man (attach relevant certificates for the same)</b>						
10. <b>Academic Record</b>						
Sr. No	Qualification	Year	Board /University	Subjects	Class/ Division	Percentage of Marks
1.	SSC ( for date of birth)			---		
2.	B.Sc/BA/B.Com					
3.	M.Sc/MA/M.Com					
4.	LL.B					
5.	MBA.					
6.	Any other qualifications of relevance					

Enclose Xerox copies of Mark sheets / Certificates

11.	Computer Skills					
12.	A brief note containing working experience relevant to the post.					
13.	<b>Experience record ( attach separate list with given details)</b>	From	To	Place of work	Salary / scale of pay	Brief nature of duties
14.	<b>Present occupation</b>					
15.	<b>Reference from three officers familiar with candidate's work</b>	1. 2. 3.				

**Date:**

**Signature of the candidate**