

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

Dr. Homi Bhabha Road, Pashan, Pune - 411008

(An Autonomous Institute of Ministry of Earth Sciences, Government of India)

Advertisement No. PER/12/2018

WALK-IN INTERVIEW ON 20TH NOVEMBER 2018 (09.00 AM)

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. The Institute has excellent infrastructural facilities such as high-performance computer, observational laboratories, modern library, workshop, etc. It has a strong link with various Universities and national and international organizations.

Institute is looking for bright and talented candidates for the post of Consultant purely on temporary basis as per the below mentioned details. The place of work will be IITM, Pune. Details are as follows:

Post-1 : CONSULTANT

Sl. No.	Name of the Post	No. of Post	Eligibility criteria & Experience	Age limit	Scope of Duties	Remuneration (Per month)
1.	Consultant	01	<p>i. Should have retired from the rank of Section Officer / Account Officer/ Audit Officer or equivalent or above i.e. not below the post carrying GP of Rs. 4800 in PB-2/ Level 8 or above on regular basis</p> <p>ii. Well-versed with the Budget, Accounts, Internal Audit and related financial rules and regulations of Govt. of India like GFR 2017, DDO Manual, Cash & Receipts, etc.</p>	Not more than 65 years as on the closing date of application	During the period of such engagement, the consultant would look after the work related to Finance & Accounts Section	Rs. 35,000/-

General Terms & Conditions

1. Period of Engagement:

The engagement shall be for a period of six months only.

2. Remuneration:

Apart from consolidated remuneration, no prerequisites such as HRA, TA/DA, residential accommodation will be provided.

3. Scope of Duties:

During the period of such engagement, the Consultant would be required to perform any work as assigned to him by the Competent Authority in the Institute.

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4. Leave:

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to leave of 30 Days in a calendar year, to be calculated on pro-rata monthly basis which shall lapse at the end of the annual contract. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's/Sunday's/Other Gazetted holiday's they will not be given compensatory off or any monetary benefits.

5. TA/DA:

No TA/DA will be paid to the candidates if called for attending the interview or for joining the assignment or on its completion. Should they be required to travel outside Pune in connection with the work of the Institute during the period of his appointment he will be entitled to draw TA/DA as per normal rules as applicable to any serving officer of an equivalent rank in IITM.

6. Office time and working hours:

Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. The Consultant will not be allowed to take any other assignment during the period of contractual engagement. The consultant may be called on Saturday's/Sundays/Other Gazetted holidays if required.

7. Tax Deduction at source:

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

8. Confidentiality of data and documents:

The Intellectual Property Rights (IPR) of the data collected as well as the deliverable produced for the office shall remain with this office. No one shall utilise or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

9. Conflict of Interest:

The consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. Consultant would not be permitted to take up any assignment during the period of consultancy.

Director

Indian Institute of Tropical Meteorology
Dr. Homi Bhabha Road, Pashan, Pune - 411008
Phone - 020-25904200, Fax 020-25865142
URL: www.tropmet.res.in

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE - 411008
ADVT. NO. PER/12/2018

Application for the post of _____

PROFORMA

1	Surname	First Name		Father's Name		
	Gender:		Marital Status:			
2	Present Occupation					
3	Residential Address					
4	Telephone No.		5.	Mobile Number		
6	E-mail Address:					
7	Date of Birth					
8	Whether belongs to SC / ST / OBC / Physical Handicapped / Ex- Service man :					
9	Academic Record					
Sr. No.	Qualification	Year of Passing	Board / University	Subject	Percentage of Marks	
i	S.S.C.					
ii	H.S.C.					
iii	GRADUATE					
iv	POST GRADUTE					
v	OTHERS					
10	Computer Skills					
11	Name of Organization	From	To	Experience	Salary	Brief Nature of duties

Date: / / 2018

Place:

Signature of the Candidate

Note: - Bring original certificates and Mark sheets along with photocopy of each document.