

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/ 5 /2008

The Indian Institute of Tropical Meteorology is an autonomous research organisation fully funded by Ministry of Earth Sciences, New Delhi.

It has developed a high speed computer system and LAN. The financial accounting of the Institute is also computerized.

In order to enhance the computing infrastructure it is proposed to appoint following posts on short term basis at the Institute for a period of one year. The post is short term and does not carry the service benefits available to permanent posts.

1. INFORMATION & TECHNOLOGY ASSISTANT (COMPUTER)- 1 Post

Qualification:	:	a) Master's Degree (IT/Computer) with 2 years of experience. OR b) Bachelors Degree in (IT/Computer) with 6 years of experience
Work Experience	:	Candidate should be well conversant with LAMPS, Solaris and Networking Technologies.

2. COMPUTER ASSISTANT (ACCOUNTS) - 1 Post

Qualification:	:	a) A Graduate in Commerce with specialization in Accounts. b) Sound knowledge in computer applications and Accounting packages
Work Experience	:	Two years experience in the relevant field.

FOR BOTH THE ABOVE POSTS

Age Limit	:	28 years as on 1.10.2008 (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)
Tenure	:	One year, extendable further period.
Salary	:	Rs.15000/- per month [Consolidated]

Desiring candidates are requested to submit their CV in the form attached. The complete application should reach the Administrative Officer of the Institute either by post / courier by **31December 2008**

PROFORMA

Application for the post of Information and Technology Assistant

	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.S C					
c)	Graduation					
d)	Post graduation / master's degree					
8.	Computer skills :					
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

PROFORMA

Application for the post of Computer Assistant

	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.S C					
c)	Graduation					
d)	Post graduation / master's degree					
8.	Computer skills : Accounts Packages					
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