

**Ministry of Earth Sciences (MoES), Government of India**  
**INDIAN INSTITUTE OF TROPICAL METEOROLOGY**  
**Dr. Homi Bhabha Road, Pashan, Pune-411008.**  
**(Advertisement No. PER/05/2020)**

**RECRUITMENT TO THE POST OF UPPER DIVISION CLERK**

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 with emphasis on tropical meteorology, particularly on the Climate Change and Indian Monsoon.

The Institute is in need of young talented dynamic graduates of Indian Origin from a recognized universities for performing the duties of Upper Division Clerk for One post for Scheduled Caste Category.

Aspiring candidates may submit their applications along with CV online: <http://www.tropmet.res.in/Careers> by **15.02.2021** and submit their hard copy of duly filled online application form, CV and other relevant papers to the Administrative officer of this Institute latest by 05:00 pm on **23.02.2021** by speed post.

Requirements for the post is as under:

<b>UPPER DIVISION CLERK</b>	01 post (Reserved for SC category)
<b>PAY MATRIX</b>	Pay Level 4 of 7 <sup>th</sup> CPC, Rs. 25500-81100 and allowances as admissible.
<b>ESSENTIAL QUALIFICATION</b>	<ul style="list-style-type: none"><li>• Bachelor's degree.</li><li>• Knowledge of typing in English with minimum 30 w.p.m.</li><li>• Knowledge of Computers.</li><li>• 5 years experience in Administration /Accounts matters in a Govt. organizations.</li></ul>
<b>DESIRABLE</b>	Good command in English and working knowledge of Hindi. One year Diploma in Computer Applications.
<b>JOB RESPONSIBILITIES:</b>	Day to day Administration/ Accounts related work
<b>AGE LIMIT</b>	<b>28 years as on closing date of application.</b> Upper age limit is relaxable by 5 years for candidates belonging to Scheduled Caste and as per rules for ex-servicemen and physically handicapped persons. There is no age limit for IITM permanent and Government employees.
<b>SELECTION PROCEDURE</b>	Through Written Test & Typing / Computer knowledge Test.

## Screening of Applications for the Post of Upper Division Clerk

The preliminary screening of the applications will be based on candidate's qualifying credentials against (i) the essential requirements specified above, (ii) date of birth (after relaxation of age as applicable), (iii) completeness of the application like providing the details sought, submission of the passport size photograph, and copies of the marks list, academic certificates, signature etc. (iv) desirable qualification as specified in the above. The candidate's certificates should clearly specify whether he/she possess the knowledge / skills / requested in the essential / desirable requirements.

### INSTRUCTIONS

1. The prescribed essential qualifications are minimum requirements and the mere possession of the same does not entitle candidates to be called for Written Test.
2. If the number of application, received in response to advertisement is large, it will not be convenient or possible to call all candidates for Written Test. Hence, the Institute may restrict the number of candidates to be called for Written Test to the reasonable limit through Short listing Process by adopting suitable criteria, like percentage of marks in Essential Qualifications as indicated by them in their application and/ or desirable qualification and/ or on the record of academic performance and/or relevant experience for the post prescribed in the advertisement as per the specific requirement of the Institute and/or any other benchmark decided by the committee constituted to screen the applications.
3. The number of vacancies may vary.
4. The criteria followed in shortlisting candidates will be final. No appeal or representation will be entertained against such Shortlisting criteria. No correspondence will be entertained with candidates who are not called for Written Test.
5. The final selection of the candidate will be based on the candidate's performance in the Written Test as well as in the Typing knowledge Test.
6. Pattern of descriptive and objective type written examination are as follows:

Mode of Examination	Scheme of Examination	Questions	Marks	Time
Written (Bilingual Hindi & English)	a) General Knowledge	25	25	2 Hrs.
	b) Mathematics	25	25	
	c) Office Procedure, Rules etc. (Central Govt.)	25	25	
English	d) English	*12	25	

(\*Essay – 10 marks, Letter writing – 05 & Objective type – 10 marks)

7. Director, IITM has the discretion to prescribe any method for written examination, prescribe minimum qualifying marks for written examination which can be increased or decreased at any stage without assigning any reason thereof.

8. First 10 qualified candidates of SC category as per merit list will be called for typing / Computer knowledge test.
9. Typing Test is mandatory and will be conducted in English.
10. It may be noted that candidates in order to be eligible for the post of Upper Division Clerk has to qualify the Typing / Computer Knowledge Test. However, the marks obtained in Typing / Computer Knowledge Test will not change the ranking of the candidate in the merit list.
11. Shortlisted SC candidates called for written examination will be paid **train fare sleeper class to & fro** by the shortest route on production of original tickets.
12. Experience and Desirable qualifications can be relaxed at the discretion of the Director in case of exceptionally good candidates.
13. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.
14. Experience shall mean the experience in the relevant field acquired in Government/ Semi-Government/ Public Sector Undertakings/ Autonomous bodies after obtaining the minimum essential qualification and appointed directly by the relevant Organisation and not through private Contractors. This rule will not apply for employees employed at IITM through private Contractors.
15. Online application submitted without the scanned copies of the certificates will be rejected.
16. Director, IITM has the right to cancel the recruitment process at any stage, without assigning any reason thereof.
17. Any discrepancies found in the certificates will attract the disqualification of applications. Non production of the original certificate at the time of Test will also make the candidate disqualified. **Such candidate will not be paid any fare.** Candidates currently working in any other organization need to provide the proof of their current employment with a service/ experience certificate from the employer. Appointment order will not be considered as proof of current employment.
18. At present, the place of posting is at Pune with transfer liability to any part of India.
19. Selected candidate may have to join the post immediately on being found fit by a Medical Authority.
20. The post is permanent on direct recruitment basis.
21. Aspiring candidates may submit their applications along with CV **online:** <http://www.tropmet.res.in/Careers>. Facility of submitting online application will commence on **22.12.2020 at 03:00 pm and close on 15.02.2021 at 05:00 pm.**

22. After submitting the online application, candidate must send the hard copy to the Administrative officer along with all necessary documents on the below mentioned address by indicating name of the post applied for and should reach the Administrative officer **on or before 23.02.2021**.

23. The envelope, containing complete application, should be super-scribed as **“Application for the post of Upper Division Clerk –for IITM for ..... Category”**.

24. Applicants working in Government/ Semi-Government/ Public Sector Undertakings/ Autonomous bodies should apply through proper channel. If application is not routed through proper channel, then the applicant must produce the requisite ‘No Objection Certificate’ from their employer at the time of written test. The specimen of the forwarding/ NOC is given below.

25.

(For use of the forwarding office)

Certified that Shri/Smt./Kum \_\_\_\_\_ is working in this Institution/organization \_\_\_\_\_ (Office/Department), which is a Central Govt./ State Govt./ Autonomous Body of Central/ State Govt./ PSU Organization on Regular/ Temporary/ Contract/ adhoc basis since \_\_\_\_\_ and that entries made/ particulars furnished by him/her have been checked and verified and found correct as per office records. It is also certified that there is no vigilance/disciplinary case pending or being contemplated against him/her and his/her integrity is beyond doubt.

Date.....

Place.....

Signature.....

Name of the forwarding officer .....

Designation .....

Office Stamp (seal)

**ADMINISTRATIVE OFFICER**

Indian Institute of Tropical Meteorology

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