

भारतीय उष्णदेशीय मौसम विज्ञान संस्थान
INDIAN INSTITUTE OF TROPICAL METEOROLOGY
(पृथ्वी विज्ञान मंत्रालय के अधीन स्वायत्तशासी संस्थान, भारत सरकार)
(An Autonomous Institute under Ministry of Earth Sciences)
डॉ. होमी भाभा रोड, पाषाण, पुणे - 411 008
Dr. Homi Bhabha Road, Pashan, Pune 411 008

NOTICE

SCHEME AND INSTRUCTIONS TO THE CANDIDATES FOR WRITTEN EXAMINATION & SKILL TEST

FOR THE POST OF UDC TO BE HELD ON SUNDAY, 26TH MARCH 2023, 08.00 AM ONWARDS

With reference to Advt. No. PER/06/2022-Phase II, the scheme for written examination for the post of **Upper Division Clerk** for the screened in candidates is detailed below:

Descriptive and objective type written examination.

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)

The candidate scoring the highest marks in the written examination shall be selected.

Instructions to the candidates

- 1) The examination will be conducted in the Megdoot Hall of IITM.
- 2) Candidates are required to be present in the Megdoot Hall by 8 am to get their certificates verified
- 3) Candidates are required to bring the call letter and photo ID with them.
- 4) Candidates are required to answer a total of 85 “**objective type multiple choice**” questions with four options and two descriptive questions in English Paper ie: 1) Essay and 2) Letter writing.
- 5) Candidates will be provided with part A and Part B answer sheets. Candidates are required to answer objective type questions in Part A and Essay and letter writing in Part –B.
- 6) Objective type question will carry one mark each and Essay will carry 10 marks and letter writing 5marks. Essay and letter writing is to be written in English only.
- 7) Duration of the examination is two hours.
- 8) Candidates are required to darken the correct options in the answer sheet-Part A provided to them. Circles should be darkened completely and properly.
- 9) Only Blue/Black pen is allowed for answering the questions.
- 10) Using of pencils are strictly prohibited.
- 11) The answers once marked cannot be cancelled and hence candidates are required to be very cautious while answering the questions.
- 12) Candidates are not allowed to keep their belonging i.e. bag, mobile etc. with them during the examination.
- 13) Calculator is allowed for calculation. Candidates are required to bring their own calculator.
- 14) The merit list of the written examination will be displayed on the website on 26.03.2023 by 17.00 hours.
- 15) **Director, IITM has the discretion to prescribe any method for Test, prescribe minimum qualifying marks for above Test which can be increased or decreased at any stage without assigning any reason thereof.**
- 16) **Director reserves the right to fill up or not to fill up the above post without assigning any reason thereof.**

SKILL TEST

- 1) A suitable number of qualified candidates from each category as per merit list will be called for typing / Computer knowledge test, which will be held on 26.03.2023 at 17.30 hours.
- 2) Passing the typing test is mandatory and the test will be conducted in English.
- 3) It may be noted that candidates in order to be eligible for the post of Upper Division Clerk has to qualify the Typing and Computer knowledge Test. However, the marks obtained in Typing Test will not change the ranking of the candidate in the merit list.

Sd/-

(अजीत प्रसाद पी/ . Ajit Prasad P.)

प्रशासनिक अधिकारी/ Administrative Officer

कृते निदेशक/For Director

To
Head LIP Division : (Kindly Upload on Institute's Website).