

Ministry of Earth Sciences (MoES), Government of India
INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Dr. Homi Bhabha Road, Pashan, Pune-411008.
(Advertisement No. PER/06/2022)

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 invites applications from interested and eligible candidates, for filling up the following positions:

Sr. No.	Name of post	Mode of recruitment	Pay Matrix	Total posts
1.	Accounts Officer	Deputation/absorption basis	Pay Level 10 (Rs. 56100-177500)	01
2.	Administrative Officer (A.O.) (a) A.O. (Purchase and Stores). (b) A.O. (General Administration).	Deputation/absorption basis	Pay Level 10 (Rs. 56100-177500)	02

The requirements for the posts are as under:

ACCOUNTS OFFICER	
Post Code	: 001
Name of the post	: Accounts Officer
Number of post	: 01
Essential Qualification	: i) Bachelor's degree in commerce ii) About 5 years experience in Accounts in a supervisory grade, in a Govt./ Semi-Govt. organisation.
Desirable Qualification	: Should have sound knowledge of Budget, Accounts, Internal Audit and related financial rules and regulations of Govt. of India. Knowledge of Computer Accounting work will be an additional qualification.
Job Responsibilities	: The Accounts Officer of the Institute plays a pivotal role not only in day-to-day work of the Institute but also in handling of Budget, Accounts, Internal Audit and related financial rules and regulations of Govt. of India. In addition to keeping liaison with the parent ministry for proper flow of funds, he will be responsible for accuracy and completeness of the Accounts of the Institute. Also any other additional responsibility assigned by HoA/Director.

ADMINISTRATIVE OFFICER (PURCHASE AND STORES)		
Post Code	:	002
Number of post	:	01
Essential Qualification	:	i) Bachelor's degree ii) About 5 years experience in Purchase and Stores in a supervisory grade, in a Govt./ Semi-Govt. organisation.
Desirable Qualification	:	Experience in handling procurements (Indigenous /foreign), Outsourcing contracts, Inventory Management, Estate Management, Asset Management, preparation of RFPs, Liaisoning with Ministry /Other Govt. Organizations, conducting of various official Meetings etc.
Job Responsibilities	:	The Officer will be responsible for all the activities related to Purchase and Store Department which includes : <ul style="list-style-type: none"> • All activities related to purchase of Capital and consumable items, management of Stores, design and execution of appropriate Inspection procedure related to receipt of materials, material accounting, vendor development, vendor management, sourcing strategies and other related activities. • Preparation of RFPs /Tender management Process /design and execution (as per GoI norms and GFR). Identification of non-moving and obsolete items and arrange for the disposal of these items as per the Govt. of India norms. • To look after the Organization estate requirements (including campus, Hostel, Guest House, quarters etc.) as and when necessary. • To undertake and execute any other job related to the administration of the Institute as assigned by the HoA/Director.

ADMINISTRATIVE OFFICER (GENERAL ADMINISTRATION)		
Post Code	:	003
Number of post	:	01
Essential Qualification	:	i) Bachelor's degree ii) About 5 years experience in General Administration in a supervisory grade, in a Govt./ Semi-Govt. organisation.
Desirable Qualification	:	Should have experience of working in General administrative matter for smooth running of office, quarter allotment, tender process and service related matters i.e. recruitment promotion, service book etc. and related rules and regulations of the Govt. of India.
Job Responsibilities	:	To deal with supply of day to day articles needed for smooth running of office, housekeeping services. The Officer is also responsible for Security, Horticultural work of the Institute and all service related matters i.e. promotion, recruitment etc. in addition to keep liaison with parent Ministry and other administrative matters, dealing with legal matters related to the Institute. Also any other additional responsibility assigned by HoA/Director.

Period of deputation :

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization / department of the Central Govt. shall ordinarily not exceed three years.

Age limit :

The maximum age limit for appointment by deputation/absorption shall not exceed 56 years, as on the closing date of receipt of application.

INSTRUCTIONS

- ❖ Only Indian Nationals are eligible and need to apply.
- ❖ The place of posting is at Pune with transfer liability to any part of India.
- ❖ Age relaxations are applicable as per the Central Government rules.
- ❖ Director, IITM reserves the right to fill-up or not to fill up the post advertised without assigning any reasons thereof.
- ❖ No TA/DA will be paid for attending the interview/test. For SC/ST candidates admissible TA/DA shall be considered as per Government of India orders.
- ❖ Mere possession of required qualification will not entitle the candidates to be called for interview.
- ❖ Candidates working in Government/Semi Government/Autonomous Organization should apply through proper channel. They may however, send advance copy of application along with the enclosures which should reach on or before the prescribed last date. If application is not routed through proper channel the candidate must produce the requisite “No Objection Certificate” from their employer at the time of interview.
- ❖ Candidates serving in Govt./ Semi-Govt./Autonomous Organization are required to enclose attested photocopies of the APAR of the last 5 years along with their application.
- ❖ The candidates should arrange two letters of reference to be sent directly to the undersigned from Gazetted Officers familiar with the candidate’s work.
- ❖ The envelope, containing complete application, should be super-scribed as “Application for the post of for IITM”.
- ❖ Experience and Desirable qualifications can be relaxed at the discretion of the Director in case of exceptionally good candidates.
- ❖ Experience shall mean the experience in the relevant field acquired from a Government/Semi-Govt./Autonomous/Research Organization after obtaining the minimum educational qualification asked for in the said category.
- ❖ No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- ❖ Canvassing in any form will disqualify the candidate from being called for interview.
- ❖ Candidates must produce all original documents as proof of details furnished in the application at the time of interview for verification and the same will be returned after verification.
- ❖ Online application submitted without the scanned copies of relevant certificates will be rejected.
- ❖ Facility of submitting online application will commence on **25.07.2022** by 3.00 p.m. and close on **16.09.2022** by 6.00 p.m.
- ❖ After submitting the online application candidates must send the hard copy of their application by Registered Post/ Speed Post only along with all necessary documents on the below mentioned address and should reach latest by 05.00 p.m. on **23.09.2022**.

❖ Certificate to be submitted by the Cadre Controlling Authority

- (i) The certificate that the particulars furnished by the officer have been checked from available records and found correct.
- (ii) Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
- (iii) Certified that no vigilance /disciplinary case are either pending or contemplated against the applicant.
- (iv) Integrity of the applicant is certified as 'Beyond Doubt'.
- (v) Up-to-date CR dossier of the applicant /attested photocopies of APAR for the last 5 years (2017-2018 to 2021-2022). Photocopies of APAR have been attested on each page by the Head of the department.

Date.....
Place.....

Signature.....
Name of the forwarding officer
Designation
Office Stamp (seal)

ADMINISTRATIVE OFFICER
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