



भारतीय उष्णदेशीय मौसम विज्ञान संस्थान
INDIAN INSTITUTE OF TROPICAL METEOROLOGY (IITM),
डॉ. होमी भाभा मार्ग, पाषाण पुणे - 411008 /
Dr. Homi Bhabha Road, Pune- 411008



Advertisement Number: PER /05/2023

WALK IN INTERVIEW (WRITTEN & SKILL TEST) ON 02.06.2023
REPORTING TIME 1100 A.M.

The Indian Institute of Tropical Meteorology (IITM) is an autonomous research organization fully funded by the 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.

The Institute is looking for bright and talented candidate for the post of Technical Assistant (purely on a temporary and short-term contract basis) in the Library, Information and Publications Division of IITM, Pune with pay of Rs. 20,000/- p.m. + HRA. The age limit for the post of Technical Assistant is 50 years as on 02.06.2023

Post Code	: DESK2021-009
Name of the post	: Technical Assistant
Number of post	: 01 Post
Essential Qualification	: Bachelor's degree in science / 3 Years diploma in Engineering & Technology
Desirable Qualification	: a) Bachelor's / Master's degree in Library & Information Science b) 2 years of work experience in Library c) Experience in writing research papers, Bibliometric studies d) working knowledge of DSpace/ LibSys/ Koha, designing of flyers, and Videography/ Photography will be an added preference.
Job Responsibilities	: <ul style="list-style-type: none">• For IITM Research Fellows/ Researchers: Library Services (Membership, Circulation, purchase of Books/ Journals, Acquisition, Stock Verification of IITM Library Resources, Reprographic services)• Assistance in all developmental activities of IITM Library, Bibliography, Reprints/ articles arrangement on Library loan, etc.• Assisting in carrying out Library Case studies and writing research papers.• Digitization of IITM Resources such as Thesis, Reports, Documents• Daily tracking of IITM news clippings and providing news services to IITM/MoES• Photography / Videography.• Assistance in conducting USER Education sessions for Research fellows, Trainees and scientists of IITM.

INSTRUCTIONS

1. Candidates who fulfill the above criteria only should attend the walk-in interview (written & skill test). **Candidates who report after 11a.m. will not be permitted to appear for the written examination .**
2. The date of the interview (written & skill test) is the cut-off date for all purposes, including age/ qualification/ experience etc. Upper age limit is relaxed by 05 years for SC/ST, 03 years for OBC, 10 years for physically handicapped and as per rule for ex-servicemen.
3. No TA/DA will be paid to the candidates for appearing walk-in-interview. For SC/ST candidates admissible TA/DA shall be considered as per Government of India orders.
4. Candidates must produce all original documents as proof for verification and photocopy of each along with duly filled attached application, at the time of interview/joining. A written & skill test will be held after the verification of documents/certificate. Non-production of the original certificates during the interview/ joining will also disqualify the candidate.
5. The Competent Authority of this Institute reserves the right to terminate the appointment of the above posts by giving one month's notice to the appointee without assigning any reason thereof.
7. The Competent Authority of this Institute reserves the right to cancel the recruitment process for the positions mentioned above at any stage of the recruitment process.
8. Selected candidates may have to join the post immediately upon being found fit by Medical Authority.

Director

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

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE - 411008
(ADVT. NO. PER/05/2023)

Application for the post of: **TECHNICAL ASSISTANT [DESK2021-009]**

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	B.Sc.					
iv	Diploma					
v	Other qualification					
10	Computer Skills					
11	Experience (if any)					
Sr. No.	Name of Organization	From	To	Experience	Salary	Brief Nature of duties

Date:

Place:

Signature of the Candidate

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

INDIAN INSTITUTE OF TROPICAL METEOROLOGY
Dr. Homi Bhabha Road, Pashan, Pune-411008.

(Advertisement No. PER/05/2023)

**SCHEME AND PATTERN OF THE EXAMINATION FOR THE POST OF
TECHNICAL ASSISTANT SCHEDULED TO BE HELD ON 02.06.2023**

REPORTING TIME 1100 AM

1. Pattern of written examination for **Technical Assistant** are as follows:

Mode of Examination	Scheme of Examination	Number of Questions	Marks	Time
Written (MCQ) (Bilingual Hindi & English)	Technical Knowledge as per the post requirement and basic understanding of computer operation	30	30	30 minutes.

Instructions to candidates:-

1. Director, IITM has the discretion to prescribe minimum qualifying marks for written examination which can be increased or decreased at any stage without assigning any reason thereof.
2. Candidates will have to bring their own pen and pencil. Only papers will be provided by IITM.
3. Calculators, bag, phones or any other electronic gadgets will not be allowed in the examination hall.
4. Candidates will not be permitted in any case to leave the examination hall during the examination.
5. **The written test result will be declared on the same day and the candidates who qualify the written examination will have to appear for the skill test immediately after the declaration of the results of the written examination.**
6. No TA/DA will be paid for attending the interview/written examination. For SC/ST candidates admissible TA/DA shall be considered as per Government of India orders.
8. Candidates are required to bring the call letter and photo ID with them.
9. The Director, IITM, Pune reserves the right to cancel the written examination/ skill test.