



# भारतीय उष्णदेशीय मौसम विज्ञान संस्थान

(पृथ्वी विज्ञान मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)

डॉ. होमी भाभा मार्ग, पाषाण, पुणे - 411008

## INDIAN INSTITUTE OF TROPICAL METEOROLOGY

(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)

Dr. Homi Bhabha Road, Pashan, Pune- 411008

(ADVERTISEMENT NUMBER: PER/06/2024)

### ADVERTISEMENT FOR THE POST OF SCIENTIFIC OFFICER, GRADE - I (LIBRARY & INFORMATION)

The Indian Institute of Tropical Meteorology (IITM), Pune, is an Autonomous research organization under MoES, fully devoted to cutting-edge research in various aspects of Weather and Climate Sciences. The Institute has excellent infrastructural facilities such as High Performance Computers, modern library, workshop and other scientific support. It has a strong link with various Universities and National and International Organizations. The details of the Institute are available at <http://www.tropmet.res.in>.

The sole responsibility of taking the research outcomes of IITM to masses and societies lies on IITM library. IITM library connects science of IITM to society utilizing all the modern technologies.

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	No. of post
1.	Scientific Officer, Grade - I (Library & Information)	On Deputation cum absorption basis (Initially for a period of one year and extendable as per the GoI guidelines )	Pay Level 9 (53100-167800)	02

SCIENTIFIC OFFICER, GRADE - I (LIBRARY & INFORMATION)	
NUMBER OF POST	02 (Two)
PAY MATRIX	Pay Level 9 of 7 <sup>th</sup> CPC Rs. 53100-167800 and allowances as admissible.
ELIGIBILITY CONDITION	Officers under the Central Government, the State Government, Union territories, Autonomous or Statutory organizations, Public Sector Undertakings, Universities or recognized Research Institutions:  (i) Holding analogous post in Library services on a regular basis in the parent cadre or department;  OR  (ii) With two years' service rendered after appointment to the post on a regular basis in Level-8 (Rs. 47600-151100) in the Pay Matrix or equivalent in the parent cadre or department; and

	<p>Essential:</p> <p>(i) Bachelor's Degree in Library Science from a recognized University;</p> <p>(ii) Two years' professional experience in a Library including Public Relations, Documentation and Bibliographical Work; OR Post Graduate Degree in Library Science from a recognized University</p>
<b>DESIRABLE</b>	<ul style="list-style-type: none"> <li>• Proficiency in compilation of scientific papers, articles, scientific reports for the purpose of scientific summary in Institute Annual report, monthly report, Research Advisory Committee report etc.</li> <li>• Experience of computerizing Library activities in a Library under Central Govt. Or State Govt. Or Autonomous or Semi Government or Public Sector Undertaking or University or recognized research organisation.</li> <li>• Experience in managing large volume of reports such as PhD thesis and uploading in Institute and other Govt. Of India repository time to time.</li> <li>• Conversant with latest tools and technology of Library Science for upgrading the e-book facility and it's access to large number of users</li> </ul>
<b>JOB RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To keep track of scientific discoveries, innovations and results getting published every month from different IITM programmes.</li> <li>• To prepare scientific summary of all these publications for the purpose of various reports of IITM and also of Ministry</li> <li>• To compile time-bound reports of the Institutes (RAC, GC, Monthly cabinet summary etc.)</li> <li>• To upload and update latest papers, technical and scientific reports and e-book in the Library website and provide access to the users.</li> <li>• Constant upgradation of IITM Library through modern technologies</li> <li>• Handling of IITM social media (Facebook, X, linkedIn, YouTube, Twitter etc.,)</li> </ul>
<b>AGE LIMIT</b>	The maximum age limit for appointment by deputation cum absorption shall not exceed 56 years, as on the closing date of receipt of application.

**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.

Since the recruitment is on deputation cum absorption basis, Officers in Central Government Departments/Autonomous Bodies/ State Government Departments/ Semi Govt. holding analogous Posts on regular basis in Pay Matrix Level-9 of 7<sup>th</sup> CPC in the parent cadre or Department are also eligible for applying.

## INSTRUCTIONS

1. Only Indian Nationals are eligible and need to apply.
2. The place of posting is at Pune with transfer liability to any part of India.
3. **The Institute may restrict the number of candidates to be called for interview 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.**
4. Director, IITM reserves the right to fill-up or not to fill up the post advertised without assigning any reasons thereof.
5. No request of direct absorption will be entertained.
6. No TA/DA will be paid for attending the interview. For SC/ST candidates admissible TA/DA shall be considered as per Government of India orders.
7. Mere possession of required qualification will not entitle the candidates to be called for interview.
8. Candidates working in Central Government Departments/Autonomous Bodies/ State Government Departments /Semi Government / Public Sector Undertakings/ Union Territories / Universities / recognized Research Organizations 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.
9. Candidates serving in Central Government Departments/Autonomous Bodies/ State Government Departments /Semi Government / Public Sector Undertakings/ Union Territories / Universities / recognized Research Organizations are required to enclose attested photocopies of the APAR of the last 5 years along with their application.
10. The candidates should arrange two letters of reference to be sent directly to the undersigned from Gazetted Officers familiar with the candidate’s work.
11. The envelope, containing complete application, should be super-scribed as “Application for the post of Scientific Officer, Grade – I (Library & Information) for IITM”.
12. Experience and Desirable qualifications can be relaxed at the discretion of the Director in case of exceptionally good candidates.
13. Experience shall mean the experience in the relevant field acquired from a Central Government Departments/Autonomous Bodies/ State Government Departments /Semi Government / Public Sector Undertakings/ Union Territories / Universities / recognized Research Organizations.
14. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
15. Canvassing in any form will disqualify the candidate from being called for interview.
16. 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.
17. Online applications submitted without the scanned copies of relevant certificates will be rejected.

18. Facility of submitting online applications will commence on **20/05/2024 by 05.00 p.m. and close on 18/06/2024 by 6.00 p.m.**
19. 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 22/06/2024** failing which the online application will be treated as rejected.
20. Certificate to be submitted by the Cadre
21. 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 (2019-2020 to 2023-2024). Photocopies of APAR have been attested on each page by the Head of the Department.

Signature.....

Date.....

Place.....

Name of the forwarding officer: .....

Designation: .....

Office Stamp (seal)

**ADMINISTRATIVE OFFICER**

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