

F.No.A-12026(iii)/6/2008-E-I
India Meteorological Department
Government of India
Ministry of Earth Sciences
Mausam Bhawan, Lodi Road

New Delhi-110003
Dated: 25.06.2022

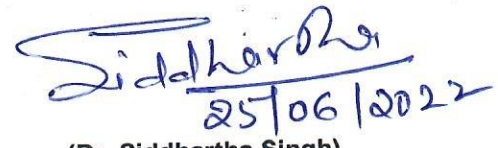
Subject: Filling up of one (1) post of Deputy Director General (Administration) in India Meteorological Department (IMD), New Delhi on deputation basis.

India Meteorological Department, Ministry of Earth Sciences (MoES), Government of India invites applications for the position of Deputy Director General (Administration) in India Meteorological Department on deputation basis. Officers under the Central government or State Governments or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Recognized Universities or Recognized research institutions, holding analogous post on regular basis in the parent cadre or department; or with five years' service in the grade rendered after appointment there to on a regular basis in posts in level -12 (Rs. 78,800 - 2,09,200) in the pay matrix or equivalent in the parent cadre or department.

S.No	Requirement	Details
1.	Number of Posts	01
2.	Scale of Pay	Pay Level-13 (Rs.123100-215900) in Pay Matrix as per 7 th CPC
3.	Method of Appointment	By Deputation after Consultation with Union Public Service Commission.
4.	Education Qualification	Bachelor's Degree from a recognized University or Institute.
5.	Experience	Ten years' experience in Administration or Establishment or accounts or stores or material management.
6.	Tenure and Age	The period of deputation (ISTC) including the period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by Deputation (ISTC) shall not exceed 56 years as on the closing date of receipt of application.
7.	Place of Posting	New Delhi.

Note1: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India.

Selection Process: Interested persons are requested to send their application in the pro-forma at Annexure-I. The application complete in all respects should be addressed to the Scientist-E (Establishment), India Meteorological Department, Ministry of Earth Sciences, Mausam Bhawan, Lodi Road, New Delhi-110 003 within 6 weeks (42 days) **[60days]** for those in Assam, Meghalaya, Arunachala Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) from the publication of the advertisement in the Employment News.


25/06/2022

(Dr. Siddhartha Singh)
Scientist-E (Director Establishment)
(India Meteorological Department)

F.No.A-12026(iii)/6/2008-E-I
India Meteorological Department
Government of India
Ministry of Earth Sciences
Mausam Bhawan, Lodi Road

Annexure - I
FORMAT OF APPLICATION

Affix passport
size
photograph

1.	Post for which applied					
2.	Name in full (in block letters)					
3.	Father's/Spouse's name					
4.	(a) Date of Birth	Date	Month	Year		
	(b) Age as on closing date					
5.	Nationality					
6.	Religion					
7.	Category (SC/ST/OBC/PH/General)					
8.	Whether documentary proof from appropriate authority in support of your claim being SC/ST/OBC is enclosed (please tick)	Yes	No			
9.	Address for correspondence (in block letters with pin code)					
10.	Permanent address (in block letters)					
11.	Contact mobile number/e-mail id	mobile: e-mail:				
12.	Educational Qualification (in chronological order from 10 th standard onwards)					
	S. No.	Courses Passed	University/Institution/ Board	Year of Passing	Subjects taken	Result with Division/Class
13.	Professional Training, if any					
	Organization	Period		Details of Training		
		From	To			
14.	Employment records (in chronological order starting with the first job)					
	Name and address of employer/institution	Period		Designation of post held and scale of pay	Nature of work and level of responsibilities	
		From	To			

15.	<p>Details of Last Employment Held</p> <p>(i) Permanent/Temporary/Ad-hoc</p> <p>(ii) Scale of Pay and Basic Pay</p> <p>(iii) Other allowances</p> <p>(iv) Total Salary (ii+iii)</p> <p>(v) Whether your organization is a Central Government organization or State Government organization or Central Autonomous Institution or Central Government Undertaking or State Government Undertaking or Statutory Body or University or any other – please specify</p> <p>In case this employment is held on deputation/contract basis, please state,</p> <p>a. the date of initial appointment.</p> <p>b. period of appointment on deputation/contract</p> <p>c. name of the parent office/ organization/ service to which you belong</p>	
16.	Details of experience	
17.	Specialization with reference to experience desired for the post	
18.	Remarks - any other information you may wish to add.	
19.	Details of Enclosures	

Declaration

I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed/distorted any material/information, my appointment shall be liable to be summarily terminated without notice/compensation.

Place:

(Name and Signature of Candidate)

Date:

Certificate To Be Given By The Head Of Organization/Office

Certified that the above particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer. He/she has not been awarded any major/minor penalty during the last 10 years. His/Her up-to-date CR Dossier (including ACRs/APARs for the last 5 years) is enclosed. Integrity of the officer is also certified.

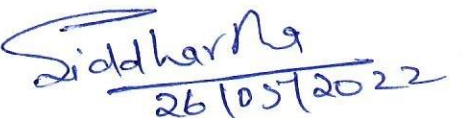
Place:

(Name and Signature of the Head of the
Organization/Office with Official Seal)

Date:

General Conditions:

- I. Experience will be counted after completion of essential academic qualifications.
- II. TA/DA will not be admissible for attending interview as the case may be.
- III. How To Apply: Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed format given below:
 - a) Candidates working in Government/Semi-Government Department /Public Sector Undertaking /Autonomous/ statutory organization should apply through proper channel.
 - b) Copies of certificates in support of educational qualifications, date of birth, and experience should be attached with the application. Candidates will have to produce the original certificates as and when required.
 - c) Vigilance Clearance, Integrity Certificate, No Penalty Certificate and up-to date APAR for the last five years should be forwarded along with application form after due verification from head of the organization.
 - d) Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. No representation against such rejection shall be entertained.
 - e) Completed applications should be sent to the Scientist-E Establishment, India Meteorological Department, Ministry of Earth Sciences, Mausam Bhawan, Lodhi Road, New Delhi - 110003, by Registered Post in a cover super scribed "Application For The Post of Deputy Director General (Administration) within 42 days (60 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) from the date of publication of this advertisement in employment news/leading newspapers.


26/05/2022

(Dr. Siddhartha Singh)
Scientist-E (Director Establishment)
(India Meteorological Department)