

DGM-HQ-13012(24)/1/2022-E-I(E-14811)
GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
INDIA METEOROLOGICAL DEPARTMENT
Mausam Bhawan, Lodhi Road, New Delhi – 110003

Dated:09th September 2026

Vacancy Circular

Subject: Filling up of one (01) post of Deputy Director General (Administration) in India Meteorological Department (IMD), New Delhi on Deputation Basis.

Applications are invited from eligible officers for filling up one (01) post of Deputy Director General (Administration) in the India Meteorological Department (IMD), Ministry of Earth Sciences, Government of India, New Delhi, on deputation basis.

The eligibility conditions for appointment to the post are as follows:

Sl. No.	Requirement	Details
1.	Number of Posts	01 (One)
2.	Pay Level	Level-13 (₹1,23,100–2,15,900) in the Pay Matrix as per the 7th CPC
3.	Method of Appointment	By Deputation
4.	Eligibility	Officers under the Central Government or State Governments or Union Territories or Autonomous Bodies or Statutory Organisations or Public Sector Undertakings or Recognized Universities or Recognized research institutions: - (a) holding analogous posts on regular basis in the parent cadre/department; or (b) with five years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-12 (₹78,800–2,09,200) in the Pay Matrix or equivalent in the parent cadre/department.
5.	Educational Qualification	Bachelor's Degree from a recognized University or Institute.
6.	Experience	Ten years' experience in Administration or Establishment or Accounts or Stores or Material Management.

7.	Period of Deputation & Age Limit	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.
8.	Place of Posting	New Delhi

Note:

The crucial date for determining eligibility with respect to age and qualifying service shall be the closing date for receipt of applications.

Submission of Applications

The application, in the prescribed proforma (Annexure-I), through proper channel, together with the documents as mentioned in General conditions of (Annexure – I), should reach:

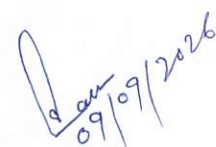
**The Scientist-F (Establishment)
India Meteorological Department
Ministry of Earth Sciences
Mausam Bhawan, Lodhi Road
New Delhi – 110003**

within 6 weeks (42 days) [60 days for candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, the Union Territory of Jammu and Kashmir, the Union Territory of Ladakh, Lahaul & Spiti District and Pangti Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep.] from the date of publication of this Vacancy Circular in Employment News.

The application, in the prescribed format at Annexure-I, shall be submitted by the applicant along with the certificates in the format prescribed at Annexure-II, duly signed by the Head of Office/Head of Organisation or the competent forwarding authority, as applicable.

Applications received after the prescribed closing date or otherwise incomplete, or not received through proper channel, shall not be considered.

The vacancy circular along with the prescribed application format may also be downloaded from the websites of the India Meteorological Department (<https://mausam.imd.gov.in>).


09/09/2026

**(S.I. Laskar)
Scientist-F (Director Establishment)
(India Meteorological Department)**

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/PwBD/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/email id			Mobile:		
				Email:		
12.	Educational Qualification(in chronological order from 10 th Standard onwards)					
	S.No.	Course Passed	University/ Institution/ Board	Year of passing	Subjects	Result with Division/Class

13.	Professional training, if any					
	Organisation	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.	Details of Last Employment Held (i) Permanent/Temporary/ Ad-hoc (ii) Scale of Pay and Basic Pay (iii) Other Allowances (iv) Total Salary(ii+iii) (v) Whether your organisation is a central government organisation or state government organisation or Central Autonomous Institution or Central Government Undertaking or Statutory Body or University or any other -Please Specify. In case this employment is held on deputation/contract basis, please state. a. The date of initial appointment. b. Period of appointment on deputation/contract. c. Name of the parent office/ organisation/service to which you belong.				
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 hereby declare that I have carefully read and understood all the conditions contained in Vacancy Circular and **Annexure-I** and undertake to abide by the same. I further certify that the information furnished by me in this application and the documents enclosed therewith are true, complete and correct to the best of my knowledge and belief.

I understand that if any information furnished by me is found to be false, incorrect or misleading, or if I have suppressed any material fact, my candidature shall be liable to be rejected. If such discrepancy is detected even after my selection/appointment on deputation, my deputation shall be liable to be terminated and I may be repatriated to my parent department, without prejudice to any other action that may be taken under the applicable rules.

Place:

Date:

(Name and Signature of the Applicant)

General Conditions:

1. Experience shall be reckoned after the acquisition of the prescribed essential educational qualification(s).
2. No TA/DA shall be admissible for attending the interview, wherever applicable.
3. How to Apply
 - i. Applications should be submitted in the prescribed format, neatly typed on A-4 size (210 mm × 297 mm) paper.
 - ii. Candidates serving in the Central Government/State Government/Union Territory Administration/Public Sector Undertakings/Autonomous Bodies/Statutory Bodies/Recognised Universities/ Recognized research institution shall apply through the proper channel.
 - iii. Self-attested copies of certificates in support of educational qualifications, date of birth and experience shall be enclosed with the application. Original certificates shall be produced for verification as and when required.
 - iv. The application shall be accompanied by:
 - Attested copies of APARs for the last five years; and
 - The certificates prescribed at Annexure-II namely: (i) verification of particulars and eligibility; (ii) disciplinary/vigilance clearance; (iii) penalty status; (iv) APAR certificate and submission of the up-to-date APAR dossier; (v) integrity certificate; and (vi) No Objection Certificate (NOC) for appointment on deputation and relieving of the officer on selection., duly signed by the respective competent authority(ies) of the parent Department/Organisation, as applicable, shall be furnished along with the application.
 - v. Applications received after the prescribed closing date or found to be incomplete in any respect, or not received through the proper channel, shall be liable to be rejected. No correspondence in this regard shall be entertained.
 - vi. The completed application, duly forwarded through the proper channel, should be sent by Registered Post/Speed Post to:

Scientist-F (Establishment)

India Meteorological Department
Ministry of Earth Sciences
Mausam Bhawan, Lodhi Road
New Delhi – 110003

The envelope containing the application should be superscribed:

"Application for the Post of Deputy Director General (Administration)"

The application must reach within **42 days** (or **60 days** for candidates serving in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep) from the date of publication of the advertisement in the Employment News.



(S.I. Laskar)

Scientist-F (Director Establishment)
India Meteorological Department

CERTIFICATE(S) TO BE FURNISHED BY THE PARENT
DEPARTMENT/ORGANISATION

Certificate I-CERTIFICATE OF ELIGIBILITY AND VERIFICATION OF
PARTICULARS

Certified that the particulars furnished by Shri/Smt./Ms. _____, Designation _____, in the application for the post of Deputy Director General (Administration), India Meteorological Department, have been verified with reference to the official records and are found to be correct.

It is further certified that the officer fulfils the eligibility conditions prescribed in the vacancy circular for the said post, including the prescribed educational qualifications, experience and service requirements, as on the closing date for receipt of applications.

Place:

Date:

(Name and Designation of the Competent Authority)

Signature: _____

Official Seal: _____

Date: _____

Certificate II-Vigilance Clearance

Certified that no disciplinary or vigilance proceedings are pending or contemplated against Shri/Smt./Ms. _____, Designation _____, as on the date of issuance of this certificate.

Place:

Date:

(Name and Designation of the Competent Authority)

Signature: _____

Official Seal: _____

Date: _____

Certificate III-Major/Minor penalty status

Certified that Shri/Smt./Ms. _____, Designation _____, has not been awarded any major or minor penalty during the preceding ten years.

Place:

Date:

(Name and Designation of the Competent Authority)

Signature: _____

Official Seal: _____

Date: _____

Certificate-IV - APAR Certificate

Certified that the up-to-date APAR dossier of Shri/Smt./Ms. _____, Designation _____, including the APARs for the last five years, is enclosed herewith.

Place:

Date:

(Name and Designation of the Competent Authority)

Signature: _____

Official Seal: _____

Date: _____

Certificate-V - Integrity Certificate

Certified that the integrity of Shri/Smt./Ms. _____,
Designation _____, presently posted in
_____, is beyond doubt.

Place:

Date:

(Name and Designation of the Competent Authority)

Signature: _____

Official Seal: _____

Date: _____

Certificate-VI - NOC for Deputation

Certified that this Department/Organisation has no objection to the appointment of Shri/Smt./Ms. _____, Designation _____, on deputation to the post of Deputy Director General (Administration), India Meteorological Department.

It is further certified that, in the event of his/her selection for the said post, the officer will be relieved by this Department/Organisation to enable him/her to take up the appointment on deputation, in accordance with the applicable rules and orders.

Place:

Date:

**(Name, Designation and Signature of the Competent Authority)
of the Parent Department/Organisation
Official Seal**

