

Dated 13 August, 2012

**OFFICE MEMORANDUM**

Subject:- **Filling up of one (01) post of Admin. Officer Gr.I in PB-3 ( ` 15600-39100)+GP ` 6600/- on ad-hoc deputation (including short-term contract) basis in the office of the India Meteorological Department.**

There are one (01) post of Admin. Officer Gr.I in PB-3, pay scale ` 15600-39100, Grade Pay ` 6600 lying vacant in the office of the India Meteorological Department under the Ministry of Earth Sciences. It is proposed to fill up the post on ad-hoc deputation (including short-term contract) basis by appointment of suitable officers under the Central or State Governments or Union Territories or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organisation.

2. The job description of the post is given in the **Annexure-I**. The pay of the officer selected for the post on deputation will be regulated in accordance with the Deptt. Of Personnel & Training O.M. No. 2/29/91-Estt.(Pay-II) dated 05.01.1994 as amended from time to time. **The post of Administrative Officer Grade.I would be in the field of Procurement(including e-procurement)/supply aspect of General Administration.**

3. It is requested that applications (in duplicate) in the enclosed proforma duly signed by the applicant and endorsed by the employer alongwith the complete and up-to-date Confidential Reports/APARs of last five years of the officers who fulfill the eligibility conditions and possess the essential/desirable qualifications/experience and who can be spared in the event of their selection may be sent to the undersigned within 30 days from the date of publication in the Employment News. In case original ACRs/APARs cannot be sent, photocopies of the ACRs/APARs for the last five/six years, duly attested by an officer not below the rank of Under Secretary may please be forwarded. Applications received directly or without signature of the applicant and endorsement by the employer or after the last date or without the Confidential Reports/APARs or otherwise found incomplete will not be considered. While forwarding the applications (in **Annexure-II**), it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary case is pending or contemplated against the officer and he/she not been awarded any major/minor penalty during the last 10 years. Integrity of the officer should also be certified.

4. The applicants who have already submitted their applications for the post of Administrative Officer Grade-I would also apply afresh for this post.

5. Proforma for applying to the post and other details are also available on this office website [www.moes.gov.in](http://www.moes.gov.in).

Sd/-  
(Vasudha Gupta)  
Director, (Estt.)

Encl: As above.

To

1. All Ministries/Deptts. Of Central Govt./State Govts./Union Territories – with request to further circulate above vacancy the amongst all Public Sector Undertakings/ and Semi Government/Autonomous or Statutory Organisation under their administrative control.
2. IT Division: A hard as well as soft copy of the O.M. is forwarded for placing the same on website indicated in para 4 above.
3. DDG (A&S), India Meteorological Department (IMD), Mausam Bhavan, Lodhi Road, New Delhi-110003

**JOB DESCRIPTION FOR THE POST OF ADMIN OFFICER GR.I**

1. Name of the Post : Admin. Officer Gr.I
2. Status : Group 'A' Gazetted
3. Scale of pay : ` 15600-39100, PB-3, Grade Pay ` 6600/-
4. Eligibility : Officers under the Central or State Governments or Union Territories or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organisation:-
- (i) Holding analogous post on regular basis in the parents cadre or department; or
- (ii) With atleast five years regular service in PB-3+ Grade Pay ` 5400.
- or
- (iii) With atleast six year regular service in PB-2 + Grade Pay ` 4800
- and
- (b) Possessing the following educational qualifications and experience.
- (i) Graduate with working knowledge of computer.
- (ii) Having atleast five years experience in Procurement(including e-procurement)/supply aspect of General Administration.
5. Age limit : The maximum age limit for appointment by deputation (including short-term contract) shall be not exceed 56 years as on the closing date of receipt of application.
6. Duties attached to the post :
1. In charge of administration including budget, Accounts, and Procurement (including e-procurement).
2. To assist DDGM (A&S) on all administrative matters
3. To directly supervise the function of Admin. Officer Gr.II and Admin. Officer Gr.-III under their charge.
7. Period of deputation : Period of ad-hoc deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Govt. shall ordinarily not exceed five years.
8. Location of the post : Headquarter Office, New Delhi
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**APPLICATION FORM**

1. Name and address in Block letters:
1. Date of Birth (in Christian era):
2. Date of retirement under Central/State Govt. Rules. :
3. Educational Qualifications:
4. Whether Educational and other Qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

| S.N. | Qualifications/ Experience required | Qualifications, Experience Possessed by the Officer |
|------|-------------------------------------|---|
|      |                                     |   |
|      |                                     |   |
|      |                                     |   |

5. Please state clearly whether in the Light of entries made by your above, you meet the requirement of the post.
6. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

| S.N. | Office/Instt./Orgn. | Post Held | From | To | Scale of pay & Basis Pay | Nature of duties |
|------|---------------------|-----------|------|----|--------------------------|------------------|
|      |                     |           |      |    |                          |                  |

7. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent.
8. In case the **present 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 whom you belong.
9. Additional details about **present employment**:  
Please state whether working under:
  - a. Central Government.
  - b. State Government.
  - c. Central Autonomous Organisation.
  - d. Central Government Undertakings.
  - e. Universities.

10. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
11. Total emoluments per month now drawn.
12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is Insufficient.
13. Whether belongs to SC/ST/OBC.
14. Remarks (If any)

Date :

Signature of the candidate  
Address and Tele. No.

**Endorsement by Employer**

The particulars mentioned by the applicant have been verified and found to be correct. It is certified that no disciplinary/vigilance case is pending/contemplate against him/her and he/she has not been awarded any major/minor penalty during the last 10 years. His up-to-date CR Dossier (including CARs/APARs for the last 5/6 years) is enclosed. Integrity of the officer is also certified.

Signature  
Name & Designation  
Complete address & Tele. No.

