

No. DGM-HQ-13012(11)/1/2022-E-II DGM (E-13547)

Government of India

India Meteorological Department

Office of the Director General of Meteorology

Lodi Road, New Delhi-110003

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Dated: 09.11.2024

**OFFICE MEMORANDUM**

**Subject: - Filling up of the post of Stenographer Grade-I, Upper Division Clerk and Staff Car Driver (Ordinary Grade) in the India Meteorological Department on deputation basis-regarding.**

It has been decided to fill up the vacant posts of Stenographer Grade-I, Upper Division Clerk and Staff Car Driver (Ordinary Grade) on **deputation basis** in various offices of the India Meteorological Department (IMD) wherever vacancy exists/ manpower required in exigency of office work. Details are given below against each post:

S.No.	Name & Pay Scale	No. of Post	Eligibility Conditions	Place of Posting
1.	<b>Stenographer Grade-I</b>  Level-6 of 7 <sup>th</sup> CPC (Rs. 35400-112400)	14	Officials of the Central Government or State Government, or Union territories:  i. Holding analogous post on a regular basis in the parent cadre or department; or ii. With ten years regular service in the level-4 (Rs. 25,500/- 81,100/-) in pay matrix or equivalent in the parent cadre or department.	Delhi, Mumbai, Kolkata, Chennai, Pune or any other places as per requirement.
2.	<b>Upper Division Clerk</b>  Level-4 of 7 <sup>th</sup> CPC (25,500-81,100)	45	Officials under the Central Government:  i. Holding analogous post on a regular basis in the parent cadre or department; or ii. With eight years regular service in the grade rendered after appointment thereto on a regular basis as Lower Division Clerk in Level-2 (Rs. 19,900/- 63,200/-) in the pay matrix or equivalent in the parent cadre or department.	Delhi, Mumbai, Kolkata, Chennai, Pune, Nagpur, Ahmedabad, Goa, Srinagar, Hyderabad, Agartala, Itanagar or any other places as per requirement.

3.	<b>Staff Car Driver (Ordinary Grade)</b>  Level-2 of 7 <sup>th</sup> CPC (19,900-63,200)	09	The regular Motor Cycle Driver (Group C) and Group C employees in level- 1 in the pay matrix Rs. 18,000/- - 56,900/- in the India Meteorological Department who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Motor Cycle Driver on regular basis or regular Group 'C' employees in level 1 in the pay matrix Rs. 18,000/- - 56,900/- in other Ministries of the Central Government who fulfil the necessary qualifications as details given below: i. Possession of valid driving license for motor cars or heavy vehicle; ii. Knowledge of motor mechanism (The candidate should be able to remove minor-defects in the vehicle); iii. Experience of driving a motor car for at least three years; and iv. Class 10th pass from a recognised Board.	Mumbai, Goa, Nagpur, Pune, Kolkata, Guwahati, Chennai or any other places as per requirement.
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Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

Note 2: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note 3: The maximum age-limit for deputation or absorption shall be not exceeding fifty-six years as on the closing date of receipt of application.

2. The Pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M.No. 6/8/2009-Estt (Pay-II) dated 17<sup>th</sup> June, 2010 and O.M.No. 2/10/2018-Estt. (Pay-II) dated 2<sup>nd</sup> March, 2021 as amended from time to time.

3. The Cadre Controlling Authorities are requested that applications of eligible and willing officials may be forwarded in the proforma annexed so as to reach the Administrative Officer-II (Recruitment Cell), O/o the Director General of Meteorology, Mausam Bhawan, Lodi Road, New Delhi – 110003, positively by **08<sup>th</sup> December 2024**.

4. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications: -

- i. Application Form
- ii. Complete and up-to-date C.R. dossier for the last five years (2019-20 to 2023-24) or attested photocopy thereof (attested on each page by an officer not below the rank of an Under Secretary to the govt. of India).
- iii. Vigilance Certificate/Clearance
- iv. Integrity Certificate/Clearance
- v. Cadre Clearance
- vi. List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'NIL' certificate should be enclosed);

5. Incomplete applications or applications not received through proper channel will not be considered. This is an open vacancy circular. The complete applications received by closing date i.e. **08 December, 2024** will be considered for selection.

6. A check list of documents to be attached with the application may also be sent (proforma enclosed).



(SUBHENDU ROY)

Administrative Officer-II (Recruitment Cell)

for Director General of Meteorology

Phone: 011-24344332

Email ID: - [imd.dgmrc@gmail.com](mailto:imd.dgmrc@gmail.com)

Copy to: -

With a request to upload this Vacancy Circular on the official website of the Ministry/ Department/ Attached Offices/ Sub ordinate Offices for circulation to all the offices under their jurisdiction and forward the applications of eligible & willing officials for filling up the post of Stenographer Grade-I, Upper Division Clerk and Staff Car Driver (Ordinary Grade) in the India Meteorological Department on deputation basis: -

1. All Ministries/ Departments of Government of India.
2. All the Secretaries of States/UTS
3. All the Sub-Offices of India Meteorological Department.
4. Director, NCPOR, Goa.
5. Director, IITM, Pune
6. Director, NIOT, Chennai
7. Director, NCESS, Thiruvananthapuram
8. Director, INCOIS, Hyderabad
9. Director, NCCR, Chennai
10. Head, NCMRWF, Noida
11. Director, NCS, Mausam Bhawan, New Delhi.
12. Director, CMLRE, Kochi
13. DoP&T with the request to upload it on their website.

**BIO-DATA PROFORMA**

1	Name & Address (in Block Letters)	
2	Post applied for	
3	Choice of postings (Minimum 03)	
4	Date of Birth	
5	Date of entry in service	
6	Date of Retirement under Central / State Government Rules.	
7	Age as on the closing date of receipt of application	
8	Educational Qualification:	

## 9. Present post held and the date from which held:

Name of the Office	Post held	Scale of pay	Period		Nature of duties in details
			From	To	

10	Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent/contract.	
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11	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 parent office/ organization to which the applicant belongs	
12	If earlier worked on deputation whether cooling off period of 3 years since last deputation completed, as per rules (if yes, please also indicate the date of repatriation)	
13	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.	
14	Whether belongs to SC/ST/OBC	

**Declaration: -**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the candidate

Date:-----

Address-----

**(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)**

Certified that the particulars furnished by \_\_\_\_\_  
are correct and he/she possesses educational qualifications and experience mentioned in the  
vacancy circular.

2. Also certified that:-

- I. There is no vigilance or disciplinary case pending/contemplated against Shri/  
Smt.....
- II. His/ Her integrity is certified.
- III. The photocopies of the APARs for the **last 5 years (for the year from 2019-20 to 2023-  
24)** duly attested by an officer of the rank of Under Secretary to the Govt. of India or  
above, are enclosed.
- IV. \*No major/minor penalty has been imposed on him/her during the last 10 years.
- V. \*A list of major/minor penalties imposed on him/her during the last 10 years is  
enclosed.
- VI. This office has no objection in relieving the official in case of his/her appointment to  
the post.

Signature :

Name & Designation :

Telephone no :

Office Seal :

**Place:**

**Date:**

**List of enclosures:**

- 1.
- 2.
- 3.
- 4.

### Check list of documents to be attached

(Please tick)

1.	Application prescribed format forwarded by the sponsoring authority	
2.	Complete and up-to-date C.R. dossier for the last five years up to 2023-24 or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for the period to be attached along with ACR/APARS of previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Certificate	
6.	Major/Minor penalty Statement during last 10 years	
7.	Cadre clearance from cadre Controlling/appointing Authority.	

Date:

Signature of the forwarding authority  
(With stamp)