

**File No. MoES/18/14/2014-Estt.  
Ministry of Earth Sciences  
Earth System Science Organisation**

**WALK-IN-INTERVIEW**

Ministry of Earth Sciences is looking for eligible candidates to fill up the following contractual positions to work in its "Sustained Indian Ocean Biogeochemical, Ecological Research (SIBER) and GEOTRACES" Scheme, Ministry of Earth Sciences. The posts are purely on contract basis for the 12<sup>th</sup> Plan period 2012-2017. Selected Candidates will be evaluated for their performance on year to year basis. The details of posts to be filled are given below. Candidates fulfilling the eligibility conditions are invited to attend the walk-in-interview at the Ministry of Earth Sciences from 09.00 AM onwards on 22<sup>nd</sup> December, 2014 for Junior Assistant & Data Entry Operator and on 23<sup>rd</sup> December, 2014 for Multi Tasking Staff (MTS). The other details of the post and application form are available on Ministry's website [www.moes.gov.in](http://www.moes.gov.in).

S.No	Category of Posts	No. of Posts	Qualification and Experience	Age limit as on closing date	Job responsibilities	Consolidated Emoluments per month (Rs.)
1.	Junior Assistant	2 (Two)	<p><b><u>Eligibility Criteria Essential:</u></b></p> <p>(i) Bachelor's Degree from any recognized University.</p> <p>(ii) 5 years experience of working in Government department/ Ministry – preferably in Scientific Ministry/ Department dealing with project related work.</p>	40 years	To manage the day-to-day activities such as filing of papers, creating files, putting up sanctions, keeping record of UCs and follow up, issuing of letters, entering the data of RFD etc.	15,000/-
2.	Data Entry Operator	1 (One)	<p><b><u>Eligibility Criteria Essential:</u></b></p> <p>(i) Must have passed Higher Secondary Examination (10+2) from a recognized board</p> <p>(ii) Should possess typing speed at 35 w.p.m in English.</p> <p>(iii) 3 years experience of working in Government department/ Ministry – preferably in Scientific Ministry/ Department dealing with project related work.</p>	27 years	Data entry of Management of project proposals on receipt/ files for funding including file number generation of proposals, their tracking from submission to sanction of funds, typing and feeding data.	11,000/-
3.	MTS	1 (One)	<p><b><u>Eligibility Criteria Essential:</u></b></p> <p>Must have passed Matriculation Examination from a recognized Board.</p>	27 Years	Physical Maintenance of records of the Section, General cleanliness & upkeep of the	8,500/-

			(ii) 2 years experience of working in Government department/ Ministry – preferably in Scientific Ministry/ Department dealing with project related work.		Section/Unit, Carrying of files & other papers within the building, Photocopying, sending of FAX etc, Assisting in routine office work like diary, dispatch etc., including on computer, delivering of DAK (outside the building) and any other work assigned by the superior authority.	
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**General conditions:-**

1. Registration would start on the given date from 09.00 AM and will continue upto 10.00 AM. No candidate would be allowed to attend interview, if he/she fails to register within the allotted time.
2. **Venue of registration and interview:** Ministry of Earth Sciences, “Prithvi Bhawan”, Lodhi Road, New Delhi-110003.
3. **Age Limit:** - As indicated against each post.
4. The date of Walk-in-interview is the cut off date for all purposes.
5. The eligibility of candidate who come for registration will be checked from original documents. The eligible candidates will be given a written test and those who qualify the written test will be interviewed by the Selection Committee on the same day.
6. The selected candidate shall have no claim either implicit or explicit, for their absorption or regularisation in any organisation of MoES.
7. Canvassing in any form will result in disqualification of candidature.
8. Candidates are advised to bring duly filled in form in the prescribed format (Annexure-I & Annexure-II) given below for registration at 9.00 AM. Registration No. will be given by the Office to the eligible candidates after checking their certificate only.
9. **Self attested copies of certificates in support of educational qualifications, date of birth, and experience should be attached with the application.**
10. **Applicants are required to bring original certificates/ documents for verification at the time of registration.**
11. No TA/DA will be paid to candidates attending the interview.

## FORMAT OF APPLICATION

Affix passport size photography
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1.	Advertisement No.	MoES/18/14/2014-Estt				
2	Post for which applied					
3	Name in full (in block letters)					
4	Father's/Husband's Name					
5	(a) Date of Birth (dd/mm/yyyy)					
	(b) Age on Closing date(Date of walk-in-interview)					
6	Nationality					
7	Religion					
8	Whether belongs to SC/ST/OBC/PH/General					
9	Whether documentary proof from appropriate authority in support of your claim being SC/ST/OBC is enclosed (please tick)	Yes	No			
10	Address for correspondence (in block letters with pin code)					
11	Permanent address (in block letters)					
12	Educational Qualification (in chronological order from 10 <sup>th</sup> Standard onwards)					
	<b>Sl. No</b>	<b>Courses Passed</b>	<b>University/Institution/Board</b>	<b>Years of Passing</b>	<b>Subject taken</b>	<b>Result with Division/Classes</b>
13	<b>Employment records (in chronological order, starting with the first job)</b>					
	Name and address of employer/institutions	Period		Designation of post held and scale of pay	Nature of work and level responsibilities	
		From	To			

( Signature of the Candidate)

## MINISTRY OF EARTH SCIENCES

CHECK LIST ON THE DETAILS OF CANDIDATES FOR THE POST OF JUNIOR ASSISTANTRegistration No. JA/\_\_\_\_\_.

Particulars of Candidate:

1.	Name of the candidate			
2.	Date of Birth (Age limit upto 40 years)			
3.	Age as on 22.12.2014 (date of walk-in-interview)			
4.	Phone No. & e-mail ID			
5.	Whether SC.ST/OBC/GEN			
6.	Name of Present Employer/Designation/Pay			
7.	Qualification	Qualification possessed		
	Bachelor's Degree from any recognized University.	Name of the examination passed	Year of Passing/University/Board	% of marks
8.	Work experience in chronological order starting with the first job			
	Name & Address of employer	Period of Service From To	Designation of Post & Total emoluments	Total length of service
				Nature of work & level of Responsibilities

Declaration & Certificate

I hereby declare that all the statement made in this application are true and if any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage of selection process. Further, I understand that if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Verified from original certificates

Signature of the Candidate

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## MINISTRY OF EARTH SCIENCES

CHECK LIST ON THE DETAILS OF CANDIDATES FOR THE POST OF DATA ENTRY OPERATOR (DEO)

Registration No. DEO/\_\_\_\_\_.

Particulars of Candidate:

1.	Name of the candidate			
2.	Date of Birth (Age limit upto 27 years)			
3.	Age as on 22.12.2014 (date of walk-in-interview)			
4.	Phone No. & e-mail ID			
5.	Whether SC.ST/OBC/GEN			
6.	Name of Present Employer/Designation/Pay			
7.	Qualification	Qualification possessed		
	Bachelor's Degree from any recognized University.	Name of the examination passed	Year of Passing/University/Board	% of marks
8.	Work experience in chronological order starting with the first job			
	Name & Address of employer	Period of Service From To	Designation of Post & Total emoluments	Total length of service
				Nature of work & level of Responsibilities

Declaration & Certificate

I hereby declare that all the statement made in this application are true and if any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage of selection process. Further, I understand that if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Verified from original certificates

Signature of the Candidate

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## MINISTRY OF EARTH SCIENCES

CHECK LIST ON THE DETAILS OF CANDIDATES FOR THE POST OF MULTI TASKING STAFF(MTS)Registration No. MTS/\_\_\_\_\_.

Particulars of Candidate:

1.	Name of the candidate			
2.	Date of Birth (Age limit upto 27 years)			
3.	Age as on 23.12.2014 (date of walk-in-interview)			
4.	Phone No. & e-mail ID			
5.	Whether SC.ST/OBC/GEN			
6.	Name of Present Employer/Designation/Pay			
7.	Qualification	Qualification possessed		
	Bachelor's Degree from any recognized University.	Name of the examination passed	Year of Passing/University/Board	% of marks
8.	Work experience in chronological order starting with the first job			
	Name & Address of employer	Period of Service From To	Designation of Post & Total emoluments	Total length of service
				Nature of work & level of Responsibilities

Declaration & Certificate

I hereby declare that all the statement made in this application are true and if any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage of selection process. Further, I understand that if it is found after my app[ointment at the Centre that the particulars furnished by me are incorrect of suppressed, my services are liable to be terminated without any notice.

Verified from original certificates

Signature of the Candidate

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