



**Ministry of Earth Sciences
Prithvi Bhavan, Lodhi Road,
New Delhi – 110003**

WALK-IN-INTERVIEW

Ministry of Earth Sciences is looking for filling up the posts of Scientific Assistant (2 no.) and Administrative Assistant (2 no.) to work in its "Outreach & Awareness programme" scheme. The posts are purely on contract basis for the 12th plan period 2012 - 2017. Selected candidates would be employed for a period of 01 (one) year initially, extendable for further years subject to satisfactory performance of work to be reviewed at the end of each year.

Details regarding the posts, qualifications, experience, age limit, consolidated emoluments etc. are available on the website i.e. www.moes.gov.in.

Interested candidates may apply in prescribed format to The Under Secretary (Estt.), Room No. 206, Ministry of Earth Sciences, Prithvi Bhawan, Lodhi Road, New Delhi-110003. The last date for receiving of applications will be 14 days from the date of publication of advertisement in newspapers.

File No. MoES/25/10/2014-Estt

(R K B Patel)
Deputy Secretary (Estt.)

File No. MoES/25/10/2014-Estt.
Ministry of Earth Sciences
Earth System Science Organisation

Ministry of Earth Sciences is looking for eligible candidates to fill up the following posts to work in its "Outreach and Awareness Programme". The posts are purely on contract basis for the 12th 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. Interested candidates may forward their Bio-data alongwith application in prescribed format to The Under Secretary (Estt), Room No. 206, Ministry of Earth Sciences, Prithvi Bhawan, IMD Campus, Lodhi Road, New Delhi-110003. The other details of the post and application form are available on Ministry's website 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.	Scientific Assistant	2 (Two)	<p><u>Eligibility Criteria</u> <u>Essential:</u> 1. Bachelor's Degree in Science from any recognised university. 2. Knowledge of Computer.</p> <p><u>Desirable:</u> 3 years' experience of working in scientific department/ organisation.</p>	30 years	Collection of information, data analysis, file management, custodial responsibility of files, file processing, correspondence handling, coordination and/or any other related work assigned from time to time.	20,000/-
2.	Administrative Assistant	2 (Two)	<p><u>Eligibility Criteria</u> <u>Essential:</u> 1. Bachelor's Degree from any recognized University or equivalent 2. Knowledge of Computer and typing.</p> <p><u>Desirable:</u> 2 years' experience of similar nature. Educational qualification can be relaxed for persons with experience.</p>	30 years	Custodial responsibility of files, file processing, correspondence handling, coordination and/or any other related work assigned from time to time.	15,000/-

General conditions:-

- Emoluments:** The fixed lump sum emolument on contract will be as mentioned against each.
- Age Limit:** - As indicated against each post. Age relaxation to the employees of GOI and SC/ST/OBC as per GOI norms. The candidates seeking age relaxation must produce the Caste Certificate in Original and an attested copy of the same.

3. The selected candidates shall have no claim either implicit or explicit, for their absorption or regularization in the programme.
4. Copies of certificates in support of educational qualifications, date of birth, and experience should be attached with the application.
5. **The last date for receiving of Bio-data alongwith application in prescribed format will be 14 days from the date of publication of advertisement in newspaper.**

FORMAT OF APPLICATION

Affix passport size photography
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1.	Advertisement No.				MoES/25/10/2014-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 th Standard onwards)					
	Sl. No	Courses Passed	University/Institution/Board	Years of Passing	Subject taken	Result with Division/Class
13	Employment records (in chronological order, starting with the first job)					
	Name and address of employer/institutions		Period		Designation of post held and scale of pay	Nature of work and level responsibilities
			From	To		
14	Give the names of two references (they must not be related to you) who are in a position to testify from their personal knowledge as to your fitness for the proposed engagement. They must be persons under whom you have worked or studied. i) Name with full address: ii) Name with full address:					
15	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 engagement shall be liable to be summarily terminated without notice/compensation.

(Signature of Candidate)

Place:

Date: