



INDIAN INSTITUTE OF GEOMAGNETISM
(An Autonomous Scientific Research Organization
under the Department of Science and Technology, Govt. of India)
Plot No. 5, Sector 18, Kalamboli Highway,
New Panvel, Navi Mumbai 410 218, Tel. 022 27484000

Advt. No.02/IIG/HRD/2022

Indian Institute of Geomagnetism is a premier research organization having strong research programmers in Geomagnetism and allied fields. The primary research activities of the Institute deal with geophysical processes occurring (1) inside the Earth, primarily in the areas of Electromagnetic Imaging of the Earth's Interior, crustal magnetic anomalies, Paleo and Environmental Magnetism, Petrology, GPS based crustal deformation studies and Groundwater studies, and (2) external to the Earth, particularly in understanding the behavior of particles, fields and currents in the near space environment, with emphasis on space weather. The Institute provides excellent infrastructural facilities and good career prospects.

ON LINE Applications are invited in the prescribed Application Form for the following Vacancies in the Institute:

Post No.01 : PROFESSOR E: ONE POST

PROFESSOR E	:	One Post (UR)
Pay matrix level	:	Level 13
Eligibility/Essential	:	(i) A First Class Master's degree in Physics with at least 15 years research experience in Geomagnetism and allied fields. Preference will be given to those who have Doctorate degree.
	:	(ii) Evidence of leadership with about 5 years' experience of guiding research at advanced level in Geomagnetism and allied fields.
	:	(iii) Evidence of ability to carry out independent work of high quality, such as an outstanding record of published work which shows that the person is capable of generating new and original ideas.
Desirable	:	Candidates with high impact research in the area of Dynamical Modelling of Space Weather Phenomena with potential applications are encouraged and preferred.
Maximum Age	:	45 Years

Post No.02 :READER : (Meteorology/Atmospheric & Environmental Science)

READER	:	One Post (UR)
Pay matrix level	:	Level 11
Eligibility/Essential	:	A First Class Master's degree in Meteorology/Atmospheric & Environmental Science AND A Doctorate degree with 2 years experience of post-doctoral research in above and allied fields.
Desirable	:	Proven record of Dynamical modelling of weather and climate system
Maximum Age	:	40 Years

Post No.03 : READER : (Geophysics/Geology/ Applied Geology)

READER	:	One Post (UR)
Pay matrix level	:	Level 11
Eligibility/Essential	:	A First Class Master's degree in Geophysics/Geology/ Applied Geology AND A Doctorate degree with 2 years experience of post-doctoral research in above and allied fields.
Desirable	:	Proven record of working on Geological sampling and handling corresponding machines
Maximum Age	:	40 Years

Post No.04 : FELLOW : (Geophysics /Computer Science/Data Science)

FELLOW	:	One Post (Reserved for Scheduled Caste)
Pay matrix level	:	Level 10
Eligibility/Essential	:	A First Class Master's degree in Geophysics /Computer Science/Data Science
Desirable	:	Preference will be given to those having Data handling and associated software
Maximum Age	:	40 Years (including relaxation for SC)

Post No.05 : FELLOW : (Meteorology/ Atmospheric & Environmental Science)

FELLOW	:	One Post (Reserved for Economically Weaker Sections)
Pay matrix level	:	Level 10
Eligibility/Essential	:	First Class Master's degree in Meteorology/ Atmospheric & Environmental Science
Desirable	:	Proven record of working on dynamical modelling of weather and climate.
Maximum Age	:	35 years

Post No. 06 : SENIOR HINDI TRANSLATOR

SENIOR HINDI TRANSLATOR	:	One Post (Unreserved)
Pay matrix level	:	Level 7
Eligibility	:	Officers from the Central/State Governments/UTs:- Essential: Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India Undertaking.
Maximum Age	:	30 years

	Note: Qualification are relatable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
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Post No. 07 : SUPERINTENDENT: ONE POST

SUPERINTENDENT	: One Post (Reserved for OBC)
Pay matrix level	: Level 6
Qualification : Essential	: Bachelor's Degree in Arts, Science or Commerce with 5 years' experience in the lower grade or equivalent in similar capacity in administration and related work in a Govt. / Semi Govt./ Public Sector undertaking / Private Sector of repute.
Desirable	: (i) Preference will be given to graduates in Law
	: (ii) Knowledge of GOI Procedures and Rules
	: (iii) Proficiency in computer application
Maximum Age	: 38 Years (including relaxation for OBC)

Post No.08 : ASSISTANT: ONE POST

ASSISTANT	: One Post (Reserved for ST)
Pay matrix level	: Level 6
Qualification : Essential	: Bachelor's Degree in Arts, Science or Commerce with 3 years' experience as UDC or equivalent post in a Govt. / Semi Govt. / Public Sector undertaking/ Private Sector of repute.
Desirable	: (i) Preference will be given to graduates in Law
	: (ii) Knowledge of GOI Procedures and Rules
	: (iii) Proficiency in computer application
Maximum Age	: 35 Years (including relaxation for ST)

Post No.09 : UPPER DIVISION CLERK: ONE POST

UPPER DIVISION CLERK	: One Post (Reserved for ST)
Pay matrix level	: Level 4
Qualification : Essential	: Bachelors Degree in Arts, Science or Commerce.
Desirable	: (i) Two years experience in administration and related work in Govt/Semi Govt./Public Sector undertaking/Private Sector of repute.
	: (ii) Proficiency in computer application
Maximum Age	: 32 years((including relaxation for ST)

Post No.10 : STENOGRAPHER GRADE -II : ONE POST

STENOGRAPHER (GRADE II)	:	One Post (Reserved for OBC)
Pay Matrix Level	:	Level 4
Qualification :		i) 12 th class pass or equivalent from a recognized Board or University
Essential		ii) Skill Test Norms :
		Dictation : 10 minutes@80 w.p.m. Transcription : 50 minutes (Eng.) on Computer
Desirable		Proficiency in computer application/flair for liaisoning work and good communication skills.
Maximum Age	:	30 years (including relaxation for OBC)

Post No.11 : LOWER DIVISION CLERK: ONE POST

LOWER DIVISION CLERK	:	One Post ((Reserved for Economically Weaker Sections)
Pay matrix level	:	Level 2
Qualification :	:	Matriculation or equivalent qualification. Knowledge of computer operation and a minimum typing speed of 30 w.p.m. in English/Hindi. Typing test will be conducted on computer.
Essential		
Desirable	:	Preference will be given to those who have 2 years' experience in routine office and establishment matters.
Maximum Age	:	27 Years (EWS)

Post No.12: LOWER DIVISION CLERK: ONE POST

LOWER DIVISION CLERK	:	One Post ((Unreserved)
Pay matrix level	:	Level 2
Qualification :	:	Matriculation or equivalent qualification. Knowledge of computer operation and a minimum typing speed of 30 w.p.m. in English/Hindi. Typing test will be conducted on computer.
Essential		
Desirable	:	Preference will be given to those who have 2 years' experience in routine office and establishment matters.
Maximum Age	:	27 Years

How to Apply :

1. The candidate may visit the URL <https://iigm.res.in/careers/positionvacancies>. Click on Apply link, which will be redirected to Applicant Portal
2. The candidate may Register by clicking on Register User button for login credentials. For registration the candidate must have a valid email id, which will be used for generating /informing OTP.
3. After the above process, candidate can Login & apply for the suitable posts.

Registrar

General Information (applicable to all candidates):

1. Candidates applying for the post reserved for Economically Weaker Sections may please refer to the Office Memorandum No.F.No.36039/1/2019-Estt (Res.) dated 31st January, 2019 issued by Department of Personnel and Training. They should upload valid Income and Asset certificate in prescribed format issued by competent authority (Annexure-II) .
2. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement. Qualification obtained has to be from recognized University / Institute.
3. All details furnished in the application will be treated as final and no subsequent changes shall be entertained under any circumstances.
4. All applicants must fulfil the minimum essential requirements of the post as stipulated in the advertisement.
5. Allowances and leaves are admissible as per Central Government Rules including Gratuity, NPS, LTC, etc.
6. Candidates desirous to apply for more than one post should apply for each post separately along with payment of application fee for each post.
7. The candidates shall upload all the relevant documents in the application portal (2MB & only PDFs are allowed to upload for documents) as detailed below. The proof of fee payment has to be uploaded separately.
 - a. Educational qualifications Certificates in chronological order ie., SSC/10th, Intermediate /12th, Diploma, UG Degree, PG, PhD, All the years Marks lists of the minimum educational qualification prescribed for the post applied.
 - b. Certificate of Date of Birth (issued by Municipality etc. or Matriculation/High School/SSC certificate where date of birth is mentioned).
 - c. Category certificate (SC/ST/OBC/PwD).
 - d. Certificates of experiences in the relevant field, which makes the candidate eligible for applying for the said post if required (from the present employment to first employment).
 - e. NOC from current employer if applicable.
 - f. Proof of fee payment (Acknowledgement received from bank).

8. The hardcopy of application along with self-attested copies of all relevant document be sent by Speed Post so as to reach 'Registrar', IIG, Plot No. 5, Sector 18, Kalamboli Highway, New Panvel, Navi Mumbai 410 218 on or before 10.08.2022, superscripted by " Application for the post of.....(Post no....)
9. The online applications without uploading the above certificates (PDF) will be treated as incomplete ones and such applications will not be considered for further process.
10. Eligibility of a candidate for the post applied shall be considered as on the last date of receipt of application.
11. Fee payable for all the posts is Rs. 500/-. The mode of fee payment is available at application portal. Application fee (non-refundable) should be paid through online mode. Payments of fee from any other mode shall not be entertained. No fee will be charged from female/ SC/ST/PWD candidates.
12. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should process their application through proper channel and submit NOC with vigilance clearance. Those who are unable to process their application through proper channel are required to submit 'No Objection Certificate (NOC)' mentioning clearly regarding vigilance clearance from their present employer at the time of interview (if called for).
13. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.
14. The online applications received in response to this advertisement shall be scrutinized as per the eligibility criteria detailed in the advertisement. The Scrutiny/Short listed Committee may formulate additional criteria for short listing, based on academic performance and/or years of experience and/or through trade based test/examination of the applicants with the approval of the competent authority of the Institute. Only shortlisted candidates will be called for selection process.
15. The Institute reserves the right to fill the post initially on contract which may be considered for regularisation after review of the performance as per the Institute policy.
16. For Group-B & C (Posts No. 6 to Post No. 12), categories of posts, the applicants shall be required to pass a test of proficiency in the relevant discipline. Final selection will be made on the basis of written test subject to qualifying test of proficiency. The Selection on other posts shall be made through a written test and/or Interview of eligible short-listed candidates, as the case may be.
- 17.. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for written test/interview. In case the number of applications received is large, Institute reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of IIG, Navi Mumbai in this regard shall be final and binding.

18. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.
19. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and legal action maybe initiated against such candidates/employees.
20. The Institute reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates and/or empanel the candidates, of found suitable, as per institute policy (c) to fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/ written tests/ interview. The number of positions is thus open to change.
21. The certificates of work experience should be in proper format i.e. it should be on the organization's letterhead, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp.
22. Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
23. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview/ written/ skills test and reasons for not being called for interview/ written/ skills test.
24. Only the candidates shortlisted for next stage of selection process will be informed by email regarding date, time and venue for selection process. The institute will not be responsible for any discrepancy in the contact details provided in the application form.
25. All information/corrigendum related to this advertisement or any subsequent amendments/modifications etc., on this matter will be notified in the Institute website (<https://iigm.res.in>) only which may be referred to by the interested candidates regularly. Issuance of amendments/modifications in the newspaper is not obligatory on the part to the institute.
26. Online application without colour photograph (not exceeding 200KB i.e. 720 x 960 pixels) and necessary certificates in support of age, educational qualifications and experience etc. shall not be entertained and be summarily rejected.
27. In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel the appointment and withdraw any communication made to the candidates.
28. Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
29. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

30. No travelling allowance (TA) shall be paid to the candidates for attending the trade test/written test/ proficiency/ interview.
31. All the correspondence (call letter for test, interview etc.) will be made through Email only. Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails and institute website for any updates.
32. Canvassing in any form will be a disqualification.
33. Selected candidates can be posted at IIG facilities anywhere in India .
34. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
35. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.
36. For any query related to submission of online application, you may send an email iig.erp.services@iigm.res.in or contact on 022-27484062 (on all working days between 10.30 to 13.00 hrs & 14.00 hrs to 17.30 hrs)
37. Candidates possessing the requisite qualification and experience may apply online <https://iigm.res.in/careers/positionvacancies>). **The online application portal will be opened on 18.07.2022 for filing online applications and the last date for closing the online application interface is 12.08.2022. Last date to receive hardcopy by speed post is 22.08.2022 by 17.00 hrs.**