

Earth System Sciences Organisation (ESSO)
Indian National Centre for Ocean Information Services (INCOIS)
Ministry of Earth Sciences (MoES), Govt. of India

Advertisement Number : F.No.ESSO-1/2014

Applications are invited from Indian citizens for filling up of one post in the areas of Administration in Indian National Centre for Ocean Information Services(INCOIS), Hyderabad under Earth System Sciences Organisation, Ministry of Earth Sciences on regular basis.

The applications must be submitted online.

For Details visit www.incois.gov.in

The Details of Post is are under :

Post Code	Name of the Post	No. of Posts	Pay Band and Grade Pay	Upper Age Limit (Years)	Reserved for
01	Joint Manager	1 No.	PB-3 Rs.15,600-39,100 + G.P. Rs. 5,400	40	UR

Eligibility Criteria and Job Requirement are as under :

Name of post	: Joint Manager (Direct Recruitment / on Deputation)
Post Code	: 01
Number of Posts	: 01 (One)
Reserved for	: UR
Eligibility Criteria	<p>Essential Qualification:</p> <ul style="list-style-type: none"> • A Master's Degree from a recognized University. • Operational Computer Knowledge • Minimum 4(four) years experience preferably in Stores & Purchase in Govt./PSU/Autonomous Bodies in the relevant area in PB-2 + GP Rs.4600 / 4800/- or its equivalent. <p>Desirable:</p> <ul style="list-style-type: none"> • MBA/ LLB/Diploma in Management/PG Diploma in Materials Management. • Working knowledge on SAP Environment. • Experience in handling Procurements (Indigenous/Foreign), Outsourcing Contracts, Inventory Management, Estate Management, Preparation of RFPs, Laisoning with Ministry/Other Government Organizations, conducting of various official meetings etc., <p><u>Deputation :</u></p> <p>Officers under the Central Government/State Government/PSU/Autonomous Bodies who are holding analogous posts on regular basis in the parent cadre/department or with four (4) years regular service in posts in PB-2 + GP Rs.4800/- or equivalent in the parent cadre/department. The maximum age limit of candidates for deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>

Job Responsibilities:	<p>The responsibilities of Joint Manager of the Organization would include:</p> <ul style="list-style-type: none"> • All activities related to purchase of capital and consumable items, management of stores, design and execution of appropriate inspection procedure related to receipt of materials, material accounting, vendor development, vendor management, sourcing strategies and other related activities. • Preparation of RFPs/Tender management process/design and execution (as per GOI norms and GFR). Identification of non-moving and obsolete items and arrange for the disposal of these items as per the Government of India norms. • To look after the organization estate requirements (including campus, hostel, guest house, quarters etc.,) as and when they necessitate. • To undertake and execute any other job related to the administration of the institute as assigned by the Director or Senior Official.
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General Conditions

- The Candidate should possess the qualities like Self motivation, energetic, dependable, honest, positive attitude and excellent communication skills
- The candidate's should not exceed the age limit mentioned above as on date of closure of application i.e. May 02, 2014.
- However, in case of SC / ST / OBC / PH candidates, relaxation in age limit is allowed as per Govt. of India rules and relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government
- The qualification regarding experience is relaxable at the discretion of the Chairman of the Governing Council of INCOIS in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if at any stage of selection, the Chairman, GC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.
- **Candidates who are already employed in Government/Public sector/Autonomous undertakings are required to forward their applications through proper channel. However, they may send advance copies.**
- The number of posts to be filled may vary. INCOIS reserves the right to cancel the recruitment process without assigning any reason thereof.
- The prescribed essential qualifications are minimum requirements and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications, received in response to advertisement, is large, it will not be convenient or possible for the Selection Committee to interview all candidates. Hence, INCOIS may restrict the number of candidates to be called for interview to a reasonable limit on the basis of desirable qualifications and/or experience prescribed, and / or job requirement, and/or any other bench mark decided by a committee constituted to screen the applications. No correspondence will be entertained with candidates who are not called for interview/selected for appointment. Outstation candidates called for interview will be paid to and fro second class rail fare by the shortest route upon submission of tickets.
- Copies of certificates in support of educational qualifications, date of birth, disability (OH, Ph.), caste (SC / ST / OBC) and experience should be attached with the application. Candidates will have to produce the original certificates as and when required.
- Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. No representation against such rejection will be entertained.
- Canvassing in any form will be a disqualification.
- Initial Place of Posting : Hyderabad and transferrable to anywhere in India

How to Apply: To apply, the applicant must fill the Online Application Form which is available in our website. Applications received electronically must be followed by a duly signed hard copy attached with all relevant documents (certificates of educational and professional qualifications, marks memos, reservation certificate, if applicable, etc.) thereof, else the application will be rejected.

- Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular. The advertisement and the online application form are available at www.incois.gov.in under 'Vacancies'.

The online registration would remain open upto May 02, 2014.

- Print out of the online application duly signed and supported by attested copies of certificates as proof of educational qualifications, date of birth, category of reservation (if applicable), experience etc., should be sent in a sealed envelop superscribed with “**Application for the Post of _____**” to: **The Director, Indian National Centre for Ocean Information Services (INCOIS), “Ocean Valley”, Pragathi Nagar B.O., Nizampet S.O., Hyderabad – 500 090, India**, so as to reach INCOIS on or before **May 09, 2014**. (15 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and the Union Territory of Lakshadweep) from the date of closing of online submission.
- In case of difficulty in the submission of online application form (not for other queries), please email to vacancies@incois.gov.in.

Director, INCOIS