



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



WALK-IN-ADVERTISEMENT

Advt. No. ESSO/INCOIS/RMT:05/2018

ESSO-INCOIS is looking for young and energetic candidate as Project Assistant on contract basis for a period of one year, extendable further on need and performance basis, as per the following details :

Name of the Post	No. of Posts	Essential Qualifications	Age Limit	Emoluments
Project Assistant	1 No.	i) Graduation or equivalent from a recognized university. ii) Skill test norms : <ul style="list-style-type: none">• Shorthand dictation : 10 minutes @ 120 w.p.m. (English)• Transcription : 50 minutes (English) on computer	35 years <i>(as on the date of skill test)</i> <i>(Age relaxation as per Govt. Rules)</i>	Consolidated monthly emoluments of Rs.37,530/-

Interested candidates may walk-in for a skill test **on February 20, 2019 (Wednesday)** before 09:00 a.m at INCOIS, Survey No.342/2, Behind ALEAP, Pragathi Nagar, Opp. to JNTU, Kukatpally, Hyderabad, Ph.No.040-23886000 along with the Application in the prescribed format available at INCOIS website at <http://www.incois.gov.in/jobs/index.jsp> and one set of self attested copies of educational qualifications, passport size colour photograph, proof of age, experience certificates and all original certificates for verification.

Further details about the position, essential & desirable qualifications, responsibilities are available at INCOIS website.

Director, INCOIS



WALK-IN ADVERTISEMENT

ESSO-INCOIS is looking for young and energetic candidate as Project Assistant on contract basis for a period of one year, extendable further on need and performance basis.

Name of the Post : Project Assistant (on contract mode)

No. of Posts : One (1 No.)

Essential Qualifications:

- i) Graduation or equivalent from a recognized university.
- ii) Skill test norms :
 - Shorthand dictation : 10 minutes @ 120 w.p.m. (English)
 - Transcription : 50 minutes (English) on computer

Desirable Qualifications:

- Working knowledge as personnel assistant, project file management, computers (especially with office software, SAP environment) etc.
- Type writing in English with a speed of 40 w.p.m. with respective certificate from State Technical Education Board or any recognized institute.
- Experience in one or more areas of Establishment, Personnel & General Administration, Secretarial Assistance, Finance & Accounts, Stores & Purchase.
- Good knowledge and experience in File Maintenance.

Responsibilities will include one or more of the following activities:

- Work as secretarial assistant to Group Heads.
- Assistance to Group Heads on Vigilance, RTI & grievances matters.
- Any other jobs that may be assigned from time to time.

Emoluments: Consolidated monthly emoluments of Rs.37,530/-.

Age Limit : Not exceeding 35 Years of age as on February 20, 2019 (relaxation as per Govt. Rules).

Selection Procedure: Selection will be based on the proficiency in the competitive skill test of candidates within the age limit who possess the prescribed academic qualification.

Interested candidates may walk-in for skill test on February 20, 2019 before 09:00 a.m at INCOIS, Survey No.342/2, Behind ALEAP, Pragathi Nagar, Opp. to JNTU, Kukatpally, Hyderabad, Ph.No.040-23886000 along with the application in the prescribed format available at INCOIS website at <http://www.incois.gov.in/jobs/index.jsp> and one set of copies of educational qualifications, passport size colour photograph, proof of age, experience certificates and original certificates for verification.

Candidates are advised to register their names in person between 08:45 a.m to 10:00 a.m on February 20, 2019. Registrations will not be accepted after 10:00 a.m. Those registered upto 10:00 a.m. on February 20, 2019 only will be eligible for appearing the skill test.

Director, INCOIS
Advt. No. ESSO/INCOIS/RMT:05/2018