



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



Earth System Science Organisation (ESSO) inviting applications for filling up of the following Regular Posts at **Indian National Centre for Ocean Information Services (INCOIS), Hyderabad**, an autonomous body under Ministry of Earth Sciences, Govt. of India :

Post Code	Name of the Post	No. of Posts & Reserved for	Pay	Age Limit (as on date of closure of application)
01	Manager	One & Un Reserved	Pay level 11 (Rs.67700-208700) of pay matrix (Pre-revised pay band: PB-3; Rs.15600-39100 plus GP of Rs.6600)	45 Yrs. (on direct recruitment) 56 yrs. (on Deputation)
02	Scientific Assistant - A	One & SC	Pay level 6 (Rs.35400-112400) of Pay Matrix (Pre-revised pay band : PB-2; Rs.9300-34800 plus GP Rs.4200)	28 Yrs.

Further details about the position, eligibility, academic qualifications, responsibilities, experience, application procedure and other general conditions are available at INCOIS website www.incois.gov.in under 'Vacancies'.

Last Date for submission of Online application is March 01, 2019.

Director, INCOIS
Advt. No. ESSO/INCOIS/RMT/4/2018



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ADVT.No. ESSO/INCOIS/RMT/04/2018

ESSO-INCOIS, a knowledge and information technology enterprise for the oceanic realm is pursuing focused programmes in the areas of Ocean Observations, Ocean Modeling, Ocean Information & Advisory services including Tsunami Early Warning. ESSO-INCOIS is currently offering the following Regular positions to bright, dynamic and motivated persons to contribute to its mission and projects. Details about the positions, pay & allowances, academic qualifications, responsibilities, format of application and other general conditions are given below:

Last Date of online application : March 01, 2019 at 5:00 P.M.

Post Code	Name of the Post	No. of Posts & Reserved for	Details of Position	Age limit (as on date of closure of application)
01	Manager	01 (UR)	<p>This is a regular position made on Direct Recruitment / Deputation basis:</p> <p><u>On Direct Recruitment :</u></p> <p>Essential Qualification:</p> <p>(i) A Master Degree from a recognized University.</p> <p>(ii) Operational computer knowledge.</p> <p>(iii) 6 years experience preferably in Govt. / PSU/Autonomous Bodies / in the relevant area in Level 8 / 9 of 7th CPC (pre-revised : PB-2; Grade pay of Rs.4800 / 5400 in 6th CPC) or its equivalent.</p> <p>Desirable : MBA/LLB/Diploma in Management/CA/ICWA/SAS or equivalent.</p>	<p>Not exceeding 45 yrs. for Direct Recruitment (Age relaxation as per Govt. of India rules)</p>

		<p>Pay & Allowances : Level 11 in the Pay Matrix (Rs.67700-208700) (Pre-revised Pay Band: PB-3; Rs.15600-39100 + GP 6600/-). Allowances as applicable for Central Government employees of Corresponding status.</p> <p><u>On Deputation :</u></p> <p>Officers under the Central Govt./ State Govt./ PSU/Autonomous Bodies</p> <p>(i) Holding analogous posts on regular basis in the parent cadre/department.</p> <p style="text-align: center;">OR</p> <p>(ii) With Eight years regular service in posts in the level 9 of Pay matrix (pre-revised: PB-2 +GP Rs.5400 in 6th CPC) in the parent cadre / department.</p> <p>Period of deputation :</p> <p>Period of deputation including period of deputation in another ex-preceding this appointment in the same organisation / department of the Central Govt. shall ordinarily not exceed three years.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Job Responsibilities :</p> <p>Manager is the senior most administrative officer and will be the overall In-charge of one or more wings of the institute such as Administration, Finance & Accounts, Purchase & Stores and Estate Management. He will be required to advice Director on all Administrative, Finance & Accounts, Purchase & Stores, Staff and Establishment matters or any other matters desired by the Director.</p>	<p>Not exceeding 56 years (for Deputation)</p>
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02	Scientific Assistant - A	01 (Reserved for SC)	<p>This is a regular position made on Direct Recruitment</p> <p>Essential Qualification:</p> <p>i) Three years Diploma in Civil Engineering / Civil Construction Technology after 10+2 (with 60% marks) or its equivalent qualifications from a recognised board or university.</p> <p>ii) Basic knowledge of computer.</p> <p>Desirable Qualification :</p> <p>Possessing of at least one or multiple qualifications/skills of the following:</p> <p>(i) B. Tech. / B.E. in Civil Engineering or its equivalent qualifications from a recognized board or university.</p> <p>(ii) Three years hands on experience in the construction field, CIVIL & PHE Maintenance activities preferably in Govt./PSU's/Autonomous bodies</p> <p>(iii) Good knowledge of MS office, Autocad, Preparation of estimates/drawings, preparation & verification of RA bills, taking site measurements, documentation works related to construction activities, day to day supervision of works, safety practices, quality checks, etc.</p> <p>Job Responsibilities :</p> <p>Supervision of Construction & Maintenance of Civil works including preparation of estimates, specifications, tender documents in accordance with DSR/DOS-SOR / CPWD work manuals, taking site measurements, preparation of measurement books & RA Bills, verifying the RA- Bills, preparation of drawings in Auto cad software, Civil & PHE Maintenance activities etc.</p> <p>Pay & Allowances : Level 6 in the Pay Matrix (Rs.35400-112400) (Pre-revised Pay</p>	28 yrs.

Band: PB-2; Rs.9300-34800 + GP 4200/-). Allowances as applicable for Central Government employees of Corresponding status.

- The prescribed essential qualifications are minimum requirements. Mere possession of the same does not entitle any candidate to be called for interview.
- INCOIS reserves the right to restrict the number of candidates for interview/written test on the basis of desirable qualifications, experience prescribed if any, job requirement and / or any other bench mark decided by the Screening Committee.

Mode of Selection :

- Manager : The final selection of the candidate will be based on the candidate's performance in the interview.
- Scientific Assistant - A : Through Written Test
 - Recruitment would be OMR/ Objective Type Multiple Choice Written examination.
 - The examination paper will be in Hindi / English.
 - The examination will have 100 marks with the following criteria. :

<u>PART - A</u>	
General Knowledge, Aptitude, Numerical Ability & General English	40 marks
<u>PART - B</u>	
Test in Civil Engineering back ground	60 marks

- Note: There will be negative marking for each wrong answer.

Initial Place of Posting: Hyderabad or anywhere in India.

Travel : No TA will be paid by INCOIS for attending written test/Interview. INCOIS will not be responsible for any other arrangements.

Regulation of pay and other terms of deputation for the post of Manager :

The pay of the selected candidate will be regulated under the provisions contained in Department of Personnel and Training OM No. 6/8/2009-Estt.(pay-II) dated 17/6/2010 as amended from time to time.

Age Relaxation: Subject to attaching a copy of requisite certificate with the online application, the upper age limit shall be relaxed as per Govt. of India rules.

For the post of Manager :

- (i) by 5 years for serving employees of Central/State Government/Autonomous Bodies (where a relationship could be established that the service already rendered will be useful for efficient discharge of duties of the post) on production of “No Objection Certificate” from the present employer; OR
- (ii) by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers or Short Service Commissioned Officers on production of discharge certificate; OR
- (iii) by five years to all persons who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from the 1st day of January, 1980 to the 31st day of December, 1989 on production of certificate of the District Magistrate within whose jurisdiction he had ordinarily resided or any other authority designated in this behalf by the Government of Jammu and Kashmir; OR
- (iv) by 5 years to persons with not less than 40% locomotor disability (OL,BL& OA) as defined in Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act on production of certificate.
- (v) up to 56 years on deputation on production of “No Objection Certificate” from the present employer.

Age relaxation for the post of Scientific Assistant - A :

The upper age limit for SC shall be as per the Govt. of India rules.

Application Procedure:

- The entire application procedure is made ONLINE.
- Candidates are required to apply ONLINE through INCOIS website at www.incois.gov.in. No other means/mode of application will be accepted.
- Online application form & details of the advertisement is available at <http://www.incois.gov.in/jobs/index.jsp>.
- Carefully fill in the complete details in online application form. Scan and upload your recent photograph, signature at the appropriate places as per instructions contained in the online application format.
- Copies of certificates in support of educational qualifications, date of birth, caste (SC / ST / OBC certificates should be in the central government prescribed format. Submission of BC certificates will not entitle the candidate with the applicable relaxations provided to OBC candidates.), experience, no objection certificates, scanned signature, passport size photograph etc. should be uploaded during the online application process.
- Passport size Photograph, Signature should be in .jpg format with file size limit between 10KB to 100KB; remaining all certificates should be in .pdf format of each file less than 500 KB.
- Applications submitted without the scanned copies of the relevant certificates, signature and passport size photograph will be rejected in the screening process itself. The certificates uploaded should be clearly visible and readable.
- Production of the original certificates are must while appearing for written test/ Interview. Nonproduction of the original certificates will also make the candidate disqualified.
- Operational Computer knowledge for the post of Manager will be ascertained based on the certificate issued by present /previous employer.
- Basic knowledge of computers for the post of Scientific Assistant - A will be ascertained based on on the subjects he / she studied in their academic curriculum or atleast an O level certificate of DOEAC Scheme or equivalent.
- Any discrepancies found in the certificates or uploading of wrong certificates will attract the disqualification of application and the disqualified candidate will not be allowed for Interview.
- **Candidates who are already employed in Government / Public Sector / Autonomous undertakings are required to submit online application to INCOIS within the due date and time along with the "No Objection Certificate" from present employer and also forward their Hard copy of applications through proper channel addressed to The Director, Indian National Centre for Ocean Information Services, Ocean Valley, Pragathi Nagar (B.O), Nizampet (S.O.), Hyderabad - 500090, Telangana, INDIA.**
- Candidates currently working in any other organisation need to provide the proof of their current employment with a service certificate from the employer. Appointment orders /resumes will not be considered as proof of current employment. In addition, the experience certificates

should clearly show the date of joining and date of resignation.

- In case the screening committee is unable to get the documentary evidence for the number of years of experience claimed by the candidate such periods of experience will be considered as NIL.
- Incomplete applications in any respect are liable to be rejected summarily.
- Director, ESSO-INCOIS reserves the right to cancel the recruitment process without assigning any reason thereof or vary the number of posts to be filled.
- The names of candidates shortlisted/rejected for interview and selected for appointment will be displayed at <http://www.incois.gov.in/jobs/index.jsp>.
- No representation against such rejection will be entertained. Canvassing in any form will be a disqualification.

Instructions to Candidates for filling Online Application:

- Webpages are best viewed in Firefox, Chrome and Opera.
- Before submitting the online application, the applicants are requested to go through carefully the details of the post and content of the post on the website <http://www.incois.gov.in/jobs/index.jsp>.
- Create a user account for this recruitment and activation link sent to the applicant registered e-mail.
- Submit online application well before the **last date March 1, 2019 @ 05:00 PM** along-with legible and scanned copies of educational qualification, experience certificates, date of birth, disability (OH, PH), caste (ST/ST/OBC) certificate, Ex-servicemen Certificate, No Objection Certificate in **.pdf format not exceeding 500KB** for each document/attachment **without** any password protected and corrupted pdf file. If the certificates are in a language other than English or Hindi, then attested translation should be uploaded.
- **The applicants are not required to send hard copies.**
- A recent passport size photograph (scanned) should be in **.jpg format (with file size limit between 10KB to 100KB)**.
- Signature (scanned) should be in **.jpg format (with file size limit between 10KB to 100KB)**
- The applicants are advised to fill in all their particulars carefully in the online application.
- Incomplete application shall be rejected.
- Applicants are advised to retain the acknowledgement and printout of the submitted online application for future reference.
- In case of difficulty in the submission of online application form please email the queries to vacancies@incois.gov.in
- **Date of closure of online application is March 01, 2019 at 05:00 PM.**

Director, ESSO-INCOIS
Advt No:ESSO/INCOIS/RMT/04/2018