



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



ADVT.No. ESSO/INCOIS/RMT:02/2018

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 position** to bright, dynamic and motivated persons to contribute to its mission and projects. Details about the positions, pay / cumulative monthly emoluments, academic qualifications, responsibilities, format of application and other general conditions are given below:

Last Date of online application : May 01, 2018 at 5:00 P.M.

Post Code	Name of the Post	No. of Posts	Details of Position	Age limit (as on March 01, 2018)
01	Manager	01	<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. (ii) Operational computer knowledge. (iii) 6 years experience preferably in Govt. / PSU/Autonomous Bodies / in the relevant area in PB-2 plus Grade pay of Rs.4800 / 5400 (in 6th CPC) or Level 8/9 of 7th CPC or its equivalent.</p>	Not exceeding 45 yrs. for Direct Recruitment (Age relaxation as per Govt. of India rules)

		<p>Desirable : (i) MBA/LLB/Diploma in Management/CA/ICWA/SAS or equivalent.</p> <p>Emoluments: Pay Level 11 (Rs.67700-208700) of Pay Matrix as per 7th CPC (Pre-revised Pay Band: PB-3; Rs.15600-39100 + GP 6600/-)</p> <p>Emoluments includes Basic with Grade pay, Dearness Allowance, House Rent Allowance, Transport Allowance etc. as admissible to the Central Government Employees posted at Hyderabad. In addition to the emoluments indicated above, benefits such as reimbursement of medical expenses for self and dependants, leave travel concession etc. are available as per the rules of Government of India.</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 PB-2 +GP Rs.5400 (in 6th CPC) or Level 9 of the 7th CPC in the parent cadre / department.</p> <p>Period of deputation :</p> <p>Period of deputation including period of deputation in another ex-precending this appointment in the same organisation / department of the Central Govt. shall ordinarily not exceed three years.</p>	<p>Not exceeding 56 years as on March 1, 2018</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.

Regulation of pay and other terms of deputation:

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.

Job Responsibilities :

Manager is the senior most administrative officer and will be the overall In-charge of the wings of the institute such as Administration, Purchase & Stores and Estate Management. He will be required to advice Director on all administrative, staff and establishment matters.

Selection Procedure :

Manager : Through Interview

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 are large, it will not be convenient or possible to call all candidates for interview. Hence, ESSO-INCOIS may restrict the number of candidates to be called for interview to the reasonable limit through screening process. The criteria for screening of the applications will be based on candidates qualifying credentials against (i) the essential requirements specified above, (ii) date of birth (after relaxation of age as applicable), (iii) completeness of the application in terms of the providing accurate details and submission of the passport size photograph, and copies of the marks list, academic and experience certificates, signature, (iv) essential experience, (vi) desirable qualification and experience as specified in the above, (vii) consistent academic performance at one or more levels etc. The candidates experience certificates should clearly specify whether they possess the experience / knowledge / skills /

requested in the essential / desirable experience requirements. The benchmark for screening the applications will be set by a committee constituted to screen the applications. The final selection of the candidate will be based on the candidate's performance in the interview. No correspondence will be entertained with candidates who are not called for interview/selected for appointment.

General Conditions :

- Applications should be submitted online in the prescribed format.
- Applications that are not submitted in the prescribed format will not be considered.
- The candidate's age should not exceed the age limit mentioned above as on March 1, 2018
- However, in case of SC / ST / OBC / Ex-servicemen / PH candidates / existing Government Servants, relaxation in age limit is allowed as per Govt. of India rules. The Secretary, MoES / Chairman, ESSO-INCOIS Governing Council may relax the upper age limit for all categories of posts in case of highly experienced candidates.
- Candidates who are already employed in government/public sector/autonomous undertakings are required to forward their Hard copy of applications through proper channel. However, they required to submit online application to INCOIS within the due date and time along with the copies of all the supporting documents of academic qualification and professional experience etc.
- 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 screened-in and screened-out for interview will be displayed <http://www.incois.gov.in/jobs/incois0318.jsp> for all posts.

Travel :

- No TA will be paid by INCOIS for attending Interview. INCOIS will not be responsible for any other arrangements.

Application Procedure:

- The entire application procedure is made online.
- Copies of certificates in support of educational qualifications, date of birth, disability (OH, Ph), 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 signatures, 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.

- Hence, candidates are advised to be ready with all individual scanned documents of their certificates of educational & professional qualifications, marks memos, reservation certificate, if applicable, proof of date of birth, experience certificates, no objection certificates, scanned signature, passport size photograph etc. before starting the online application.
- Production of the original certificates is must while appearing for Interview.
- 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.
- Any discrepancies found in the certificates or uploading of wrong certificates will attract the disqualification of applications.
- Nonproduction of the original certificates will also make the candidate disqualified.
- The disqualified candidates will not be allowed for Interview.
- **Candidates currently working in any other organisation need to provide the proof of their current employment with a service certificate from the employer / latest pay slip, etc. 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.
- No representation against such rejection will be entertained.
- Canvassing in any form will be a disqualification.

Initial Place of Posting: Hyderabad or anywhere in India.

Instructions for submission of online Application:

- Before submitting the online application, the applicants are requested to carefully go through the full-text of the advertisement and the procedure to apply.
- Online application form & details of the advertisement is available at <http://www.incois.gov.in/jobs/incois0318.jsp>
- Submit online application well in advance along-with legible and scanned copies of certificates and other mandatory requirements as mentioned above in the application procedure.
- 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 to the undersigned.
- The applicants are advised to fill in all their particulars carefully in the online application.
- Incomplete application will be summarily 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 (not for other queries), please email to vacancies@incois.gov.in.
- **Date of closure of online application is May 01, 2018 at 05:00 P.M.**

Director, ESSO-INCOIS
Advt No:ESSO/INCOIS/RMT:02/2018