



ESSO-Indian National Centre for Ocean Information Services (INCOIS)  
Earth System Science Organization (ESSO)  
Ministry of Earth Sciences (MoES), Government of India



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

Post Code.	Name of Post	No. of Posts	Qualifications	Age limit as on August 16, 2016
<b>Regular Position</b>				
01	Senior Executive	01	<p>This is a regular position made on direct recruitment basis:</p> <p>Essential Qualification:</p> <p>A Bachelor's degree from a recognized university, basic knowledge of computer and minimum 6/10 years experience preferably in Govt. / PSU/Autonomous Bodies / in the relevant area in PB-1+GP Rs. 2,800 / Rs. 2,400/ respectively or its equivalent.</p> <p>Desirable:</p> <ul style="list-style-type: none"><li>• Post Graduation</li><li>• Experience in one or more areas of Establishment, Personnel &amp; General Administration, Secretarial Assistance, Finance &amp; Accounts, Stores &amp; Purchase</li><li>• Working knowledge in computers, especially with Office software, SAP environment, etc.</li><li>• Good knowledge and experience in File Maintenance.</li></ul> <p>Emoluments: Pay Band: Rs.9,300 - 34,800 (PB-2 ) plus Grade Pay Rs. 4,200/-</p> <p><i>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.</i></p>	35 yrs (Un-reserved)

**Contract Mode position**

02	Office Assistant	01	<p>This is a contract mode position.</p> <p>Essential Qualification:</p> <p>A Bachelor's degree from a recognized university. Basic knowledge of computer and minimum 6/10 years experience preferably in Govt. / PSU/Autonomous Bodies / in the relevant area in PB-1+GP Rs. 2,800 / Rs. 2,400/ respectively or its equivalent.</p> <p>Desirable :</p> <ul style="list-style-type: none"><li>• Post Graduation</li><li>• Working knowledge in computers especially with Office software, SAP environment etc.</li><li>• Experience in one or more areas of Establishment, Personnel &amp; General Administration, Secretarial Assistance, Finance &amp; Accounts, Stores &amp; Purchase</li><li>• Good knowledge and experience in File Maintenance.</li></ul> <p>Emoluments : Consolidated monthly emoluments Rs. 34,425/-</p>	35 yrs.
----	------------------	----	--	---------

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 **date of closure of application i.e. August 16, 2016**. 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 Secretary, MoES / Chairman, ESSO-INCOIS Governing Council may relax the upper age limit for all categories of posts in case of highly experienced candidates.
- Experience will be counted from the date of acquiring the essential academic qualifications. The experience, relevant to the requirement of job will only be considered towards the total period of experience.
- The broad responsibilities for the selected candidates from the fields of administration / supporting services will include assisting Director, ESSO-INCOIS / Group Heads / Scientist-in-charge on the activities relating to the group such as secretarial assistance, administrative assistance, file management, coordination and any other work as assigned by the reporting authority / group heads. To take down notes at meetings and to prepare meeting reports and assist in any or more areas of Establishment, Personnel & General Administration / Finance & Accounts / Stores & Purchase, etc.
- 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 and Candidates, who are working on contractual basis, have to submit No Objection Certificate from present employer at the time of written test, without which they will not be eligible for Written Test.
- 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 under each category.

• **Recruitment Procedure :**

The Government has decided to dispense with interviews for all Group 'B' Non-Gazetted and Group 'C' posts with effect from January 01, 2016. Accordingly, The Director, as per the orders received from Govt. of India decided to have the following method for recruitment of the above posts.

- Recruitment would be OMR/ Objective Type Multiple Choice Written examination.
- The examination will have 200 questions, each carrying one mark, on the following subjects :

General Intelligence & Reasoning	50 questions
General Awareness	50 questions
Quantitative Aptitude	50 questions
English Comprehension	50 questions

**Selection Procedure :** The prescribed essential qualifications are minimum requirement and the mere possession of the same does not entitle candidates to be called for written test. If the number of applications, received in response to advertisement are large, it will not be convenient or possible to call all candidates for written test. Hence, ESSO-INCOIS may restrict the number of candidates to be called for written test to a reasonable limit based on essential, desirable qualifications and/or on the record of academic performance and/or relevant experience for the post, and/or any other benchmark decided by a committee constituted to screen the applications. No correspondence will be entertained with candidates who are not called for written test/not selected for appointment. The names of candidates short-listed for written test will be displayed at <http://www.incois.gov.in/jobs/incois0716.jsp>.

- The candidates screened-in will be called for a "Written test" at INCOIS, Hyderabad. The date & time will be intimated separately.
- Final Merit list will be drawn on the basis of performance in Written Examination.
- In case two or more candidates secure same marks in the written examination, the tie will be resolved on the basis of Date of Birth with the older candidate being placed higher in merit.
- *Travel and Stay: The outstation candidates called for "Written Test" will be paid to-and-fro second-class rail fare by the shortest route. The candidates need to make their own arrangements for stay in Hyderabad. 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), experience, no objection certificates, digital signatures, photograph etc. should be uploaded during the online application process. All the uploads should be in .jpg format with the file size less than 100 kb for photograph and signature; less than 500 kb for all educational, caste and experience certificates. Hence, candidates are advised to be ready with all individual scanned documents of their certificates before starting the online application. Candidates must produce the original certificates while appearing for written test or as and when required. Applications submitted without the scanned copies of the certificates will be rejected.
- Any discrepancies found in the certificates or uploading of wrong certificates will attract the disqualification of applications. Non-production of the original certificates at the time of written test will also make the candidate disqualified. The disqualified candidates will not be allowed for Written Test / Skill Test and no travel reimbursement will be made to such candidates. Production of the original certificates is must. Candidates currently working in any other organization need to provide the proof of their current employment with a service certificate from the employer / latest pay slip etc. Appointment orders will not be considered as proof of current employment.
- 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.

- **How to Apply:** To apply, the applicant must fill the Online Application Form available at ESSO-INCOIS Website (<http://www.incois.gov.in/jobs/incois0716.jsp>) and upload the scanned documents in the online application form at the respective fields. The candidates are not required to send any hard copies to the undersigned.
- Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular. The advertisement and the online application forms are available at [www.incois.gov.in](http://www.incois.gov.in) under 'Vacancies'.
- In case of difficulty in the submission of online application form (not for other queries), please email to [vacancies@incois.gov.in](mailto:vacancies@incois.gov.in)
- Date of closure of online application i.e. **August 16, 2016 at 1700 hrs.**

Director, ESSO-INCOIS  
Advt No: ESSO/RMT:01/2016