

## भारतीय राष्ट्रीय महासागर सूचना सेवा केंद्र

Indian National Centre for Ocean Information Services (INCOIS)

(पृथ्वी विज्ञान मंत्रालय (एमओईएस), भारत सरकार के अधीन एक स्वायत्त संगठन)

(an autonomous body under Ministry of Earth Sciences (MoES), Govt. of India)

हैदराबाद/Hyderabad- 500090

भारत सरकार द्वारा 2021-26 के लिए परियोजना प्रस्तावों के अनुमोदन पर एक वर्ष के लिए परियोजना विशेषज्ञ/सलाहकार (03 पद - वैज्ञानिक, 01 पद - प्रशासनिक), परियोजना तकनीकी सहायक (05-पद), परियोजना वैज्ञानिक प्रशासनिक सहायक (10-पद) के अस्थायी पदों के संविदा आधार पर भर्ती के लिए नामों का एक पैनल तैयार करने के लिए योग्य भारतीय नागरिकों से आवेदन आमंत्रित हैं। पदों की संख्या अस्थायी है एवं वास्तविक आवश्यकता भारत सरकार के आदेश के आधार पर बदलने की संभावना है। पद, आरक्षण, समेकित वेतन, शैक्षणिक योग्यता, आयु, अनुभव एवं संविदा पदों की जिम्मेदारी, आवेदन के प्रारूप और अन्य सामान्य शर्तों के बारे में विवरण 'भर्ती/Vacancies' के अंतर्गत इंकोइस/INCOIS वेबसाइट [www.incois.gov.in](http://www.incois.gov.in) पर उपलब्ध हैं।

Applications are invited from eligible Indian Nationals for preparation of a panel of names for engagement on contract basis against the temporary positions of Project Expert/Consultants (03 No. Scientific; 01 No. Administrative), Project Technical Assistants (05 No.) and Project Scientific Administrative Assistants (10 No.) for one year upon approval of project proposals for 2021-26 by Government of India. The number of positions is tentative and is likely to vary depending upon actual requirement and orders of Government of India. Details about the positions, reservation, consolidated emoluments, academic qualifications, age, experience, and responsibilities of the contract positions, format of application and other general conditions are available at INCOIS website [www.incois.gov.in](http://www.incois.gov.in) under 'Vacancies'.

**ऑनलाइन आवेदन जमा करने की अंतिम तिथि इस विज्ञापन के प्रकाशन की तिथि से तीन (3) सप्ताह है।**

**Last Date for submission of Online application is three (3) weeks from the date of publication of this advertisement.**

निदेशक, इंकोइस/ Director, INCOIS

विज्ञापन सं. इंकोइस/आरएमटी/04/2021

Advt. No. INCOIS/RMT/04/2021

**Indian National Centre for Ocean Information Services (INCOIS)**  
**An Autonomous Body under the Ministry of Earth Sciences (MoES), Govt of India**  
**“Ocean Valley”, Pragathi Nagar (BO), Nizampet (SO), Hyderabad, Telangana - 500090**

**Vacancy Advt. No. INCOIS/RMT/04/2021**

The Indian National Centre for Ocean Information Services (INCOIS), an Autonomous Body under the Ministry of Earth Sciences (MoES), Govt. of India is a knowledge and information technology enterprise for the oceanic realm, pursuing focused programmes in the areas of Ocean Observations, Ocean Modeling and Ocean Information & Advisory services including Tsunami Early Warning. More details about INCOIS are available at [www.incois.gov.in](http://www.incois.gov.in).

INCOIS invites applications from eligible Indian Nationals for preparation of a panel of names for engagement on contract basis against the following temporary positions for one year upon approval of project proposals for 2021-26 by Government of India. The number of positions is tentative and is likely to vary depending upon actual requirement and orders of Government of India. Details about the positions, reservation, consolidated emoluments, academic qualifications, age, experience, and responsibilities of the contract positions, format of application and other general conditions are given below:

Sl. No.	Name of the positions	Reservation					Total
		UR	SC	ST	OBC	EWS	
1.	Project Expert / Consultant (03 Scientific & 01 Administration)	04	--	--	--	--	<b>04</b>
2.	Project Technical Assistant	04	--	--	01	--	<b>05</b>
3.	Project Scientific Administrative Assistant	06	01	--	02	01	<b>10</b>

**Post Code: 01**

**Name of the Post: Project Expert/Consultant**

**No. of Posts: 01 (One)**

**Age Limit: 65 Years**

**Monthly Emoluments<sup>#</sup>: Rs. 78,000 + HRA.**

**Essential Qualification:**

- :
- Ph.D. in Physical oceanography /Marine Sciences / Meteorology/ Atmospheric Sciences or equivalent from a recognized University or equivalent.
  - 10 years' experience in scientific project management and implementation related to ocean observations and data analysis, as evidenced by publications in peer reviewed scientific journals.
  - Expertise in development of marine boundary layer process studies, Direct Covariance Flux data analysis and interpretation.

<b>Desirable:</b>	:	<ul style="list-style-type: none"> <li>• A short write up (two page) on relevant initiatives you implemented, challenges you have overcome, innovation you made, in your immediate past job and plan for meeting the responsibilities/deliverables envisaged in this job should be included along with the application.</li> <li>• Good knowledge of Information Technology (IT) and Computer operation.</li> <li>• Retired officials with relevant experience may also apply.</li> </ul>
<b>Responsibilities</b>	:	<ul style="list-style-type: none"> <li>• He/She will be responsible for implementation of ocean/atmospheric observing system for flux measurements using ship and moored platforms deployed/to be deployed in the Bay of Bengal and Arabian Sea, processing of high resolution data, development of algorithms for motion correction and direct covariance flux estimation, process studies, model parameterization.</li> <li>• Documentation and knowledge transfer on direct covariance flux analysis and interpretation.</li> </ul>
<b>Post Code: 02</b> <b>Name of the Post: Project Expert/Consultant</b> <b>No. of Posts: 01 (One)</b> <b>Age Limit: 65 Years</b> <b>Monthly Emoluments<sup>#</sup>: Rs. 78,000 + HRA.</b>		
<b>Essential Qualification:</b>	:	<ul style="list-style-type: none"> <li>• Ph.D. in Physical oceanography /Marine Sciences / Meteorology/ Atmospheric Sciences from a recognized University or equivalent.</li> <li>• 10 years' experience in scientific project management and implementation related to ocean modeling, ocean forecasting, information and advisory services, as evidenced by publications in peer reviewed scientific journals.</li> <li>• Proven experience in ocean and wave models for operational forecasting.</li> </ul>
<b>Desirable:</b>	:	<ul style="list-style-type: none"> <li>• A short write up (two page) on relevant initiatives you implemented, challenges you have overcome, innovation you made, in your immediate past job and plan for meeting the responsibilities/deliverables envisaged in this job should be included along with the application.</li> <li>• Good knowledge of Information Technology (IT) and Computer operation.</li> <li>• Retired officials with relevant experience may also apply.</li> </ul>
<b>Responsibilities</b>	:	<ul style="list-style-type: none"> <li>• He/She will be responsible for development of conceptual frame work and implementation for impact based &amp; location specific forecasts for PFZ, OSF &amp; multi hazard services.</li> <li>• Documentation and knowledge transfer on the impact based system.</li> </ul>

<b>Post Code: 03</b> <b>Name of the Post: Project Expert/Consultant</b> <b>No. of Posts: 01 (One)</b> <b>Age Limit: 65 Years</b> <b>Monthly Emoluments<sup>#</sup>: Rs. 78,000 + HRA.</b>		
<b>Essential Qualification:</b>	:	<ul style="list-style-type: none"> <li>• Ph.D. in Physical oceanography /Marine Sciences / Meteorology/ Atmospheric Sciences from a recognized University or equivalent.</li> <li>• 10 years' experience in scientific project implementation and management including involvement in international/inter-governmental activities, as evidenced by scientific reports/publications/popular articles in peer reviewed journals, magazines, news papers etc.</li> </ul>
<b>Desirable:</b>	:	<ul style="list-style-type: none"> <li>• A short write up (two page) on relevant initiatives you implemented, challenges you have overcome, innovation you made, in your immediate past job and plan for meeting the responsibilities/deliverables envisaged in this job should be included along with the application.</li> <li>• International relations, consultancy, training and coordination of activities related to scientific bodies such as Intergovernmental Oceanographic Commission, World Meteorological Organization etc.</li> <li>• Scientific communication, Media (print, electronic and social), public affairs &amp; public relations, science policy work.</li> <li>• Good knowledge of Information Technology (IT) and Computer operation.</li> <li>• Retired officials with relevant experience may also apply.</li> </ul>
<b>Responsibilities</b>	:	<ul style="list-style-type: none"> <li>• He/She will be responsible for coordinating international activities related to IOC/WMO, UN Decade, Secretariats of IOGOOS, IIOE-2, SIBER, preparation of course curriculum for long term training planned under ITCOOcean, preparation of scientific newsletters for IIOE-2, organization of IOSc conference, background documents for executive council and assembly meetings, preparation of monthly/quarterly/annual reports and meeting reports.</li> </ul>
<b>Post Code: 04</b> <b>Name of the Post: Project Expert/Consultant</b> <b>No. of Posts: 01 (One)</b> <b>Age Limit: 65 Years</b> <b>Monthly Emoluments<sup>#</sup>: Rs. 56,000 + HRA.</b>		
<b>Essential Qualification:</b>	:	<ul style="list-style-type: none"> <li>• Graduate in any discipline from a recognized university with 20 years of experience in Personnel and General Administration, Purchase and Stores, Accounts &amp; Financial matters out of which atleast six years of experience at Group 'A' i.e. Rs. 5400 in PB-3/ Level 10 on regular basis.</li> </ul>

		<ul style="list-style-type: none"> <li>• Should have retired from Government/ Semi-Government/ Public Sector Undertakings/ Autonomous bodies in the rank of Admin Officer or equivalent or above i.e. not below the post carrying GP of Rs. 5400 in PB-3/ Level 10 on regular basis.</li> <li>• Thorough knowledge and experience in handling Personnel and General Administration as per the rules and regulations of Govt. of India, in addition to familiarity with Purchase and Stores, Accounts &amp; Finance, Legal matters etc.</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• A Degree in Law (including BGL)</li> <li>• A short write up (two page) on relevant initiatives you implemented, challenges you have overcome, innovation you made, in your immediate past job and plan for meeting the responsibilities/deliverables envisaged in this job should be included along with the application.</li> </ul>
<b>Responsibilities</b>	:	<ul style="list-style-type: none"> <li>• He/she will be responsible for work related to Personnel and General Administration, Purchase and Stores, Accounts &amp; Financial matters, drafting/vetting of pleadings in Service/Civil disputes (including arbitration), RTI appeals, preparation/verification/editing of agreements/contracts/MoUs.</li> <li>• Preparation of statutory documentation in support of ongoing legal matters of INCOIS.</li> <li>• Preparation of policy documents/compendiums on Personnel &amp; General Administration/ Finance &amp; Accounts/Purchase &amp; Stores.</li> <li>• And any other work as assigned to him by the Competent Authority.</li> </ul>
<b>Post Code: 05</b> <b>Name of Post: Project Technical Assistant</b> <b>No. of Posts: 05 (Five)</b> <b>Age Limit: 50 Years</b> <b>Monthly Emoluments: Rs. 20,000 + HRA.</b>		
<b>Essential Qualification:</b>	:	B.Sc or Three years Diploma in engineering and technology or equivalent from a recognized university / institute.
<b>Desirable:</b>	:	<ul style="list-style-type: none"> <li>• Experience in Scientific/R&amp;D institutions in activities related to maintenance of scientific instruments/field equipment/ ICT infrastructure &amp; technical support infrastructure.</li> <li>• Excellent working knowledge of Microsoft Office, especially Word, Excel and PowerPoint.</li> </ul>
<b>Responsibilities</b>	:	<b>Responsibilities will include one or more of the following activities:</b> <ul style="list-style-type: none"> <li>• Assist the scientific groups/divisions with field and laboratory activities.</li> <li>• Operations and maintenance of field and laboratory equipment, ICT</li> </ul>

		infrastructure, technical support infrastructure (electrical/HVAC/civil). Any other scientific/technical jobs that may be assigned from time to time.
<b>Post Code: 06</b> <b>Name of the Post: Project Scientific Administrative Assistant</b> <b>No. of Posts: 10 (Ten)</b> <b>Age Limit: 50 Years</b> <b>Monthly Emoluments: Rs. 18,000 + HRA.</b>		
<b>Essential Qualification:</b>	:	A Graduate degree in any discipline from a recognized university / institute.
<b>Desirable:</b>	:	<ul style="list-style-type: none"> <li>• Good written and oral communication in English.</li> <li>• Experience in Scientific/R&amp;D institutions in activities related to management of scientific projects.</li> <li>• Excellent working knowledge of Microsoft Office, especially Word, Excel and PowerPoint.</li> <li>• Experience in using office automation software and ERP.</li> </ul>
<b>Responsibilities</b>	:	<b>Responsibilities will include one or more of the following activities:</b> <ul style="list-style-type: none"> <li>• Assist the scientific groups/divisions in day to day matters related to implementation and management of scientific projects.</li> </ul> <p>Any other job that may be assigned from time to time.</p>

*# Emoluments in case of retired employee being appointed will be fixed as per the Govt. Of India instructions in Ministry of Finance O.M. F.No.3-25/2020-E.IIIA dated 9<sup>th</sup> December, 2020 or the emoluments mentioned above, whichever is less.*

**General Conditions:**

- 1. Last Date for submission of online application is three (3) weeks from the date of publication of this advertisement. The last date is the cutoff date for all purposes including Age/Qualification/experience etc.**
2. Except for retired employees, age relaxation for SC/ST/OBC/PH/ESM candidates will be as per Government of India norms.
3. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview/written exam as applicable. If the number of applications received in response to advertisement is large, it will not be convenient or possible to conduct interview/written exam for all those candidates. The Centre may restrict the number of candidates to be called for interview/written exam to a reasonable limit based on desirable qualification and/or on the record of academic performance and/or desirable experience for the post prescribed in the advertisement as per the specific requirement of the Centre 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/written exam.
4. Depending on the pandemic situation, interview/written exam might be held using online platforms to all the shortlisted candidates.
  5. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as disqualification. No interim correspondence/inquiry will be entertained.
  6. Candidates working in Government/Public Sector Undertakings/Autonomous bodies must produce a 'No Objection Certificate' from their employer at the time of interview/written exam.
  7. Experience will be counted **after completion of essential academic qualifications**.
  8. The selection for the posts shall be on the basis of performance of the screened-in candidates in the interview/written exam depending upon the post.
  9. The selected candidates are liable to serve anywhere in India, and work on 24/7 shift duties as per the requirement of the organization.
  10. No travelling allowance will be paid for attending the interview/written examination. However, out-station SC/ST candidates called for written examination for post codes 5 & 6 will be paid to-and-fro Sleeper-class railway/Bus fare by the shortest route on production of proof of journey tickets etc.
  11. The candidates need to make their own stay arrangements. INCOIS will not be responsible for any accommodation arrangements.
  12. Director, INCOIS reserves the right to cancel the recruitment process at any stage, without assigning any reason there of or vary the number of posts to be filled under each category.
  13. Discrepancies in the certificates, non-production of the original certificates and No Objection Certificate at the time of interview/written exam will attract the disqualification of applications. No travel reimbursement will be made to such candidates belonging to SC/ST.
  14. Production of the original certificate at the time of interview/written exam is must. Candidate's currently working in any other organization need to provide the proof of their current employment with a service/experience certificate from the employer. Appointment order or Pay slips will not be considered as proof of current employment.

15. At present, the place of posting is at Hyderabad with transfer liability to any part of India as and when need arises.
16. All project positions are purely temporary and on contract not entitling the candidate for any claim for regular/permanent position at anytime during or after the tenure of the post.
17. The monthly emolument specified is approximate and may vary as per the guidelines issued by Competent Authority from time to time.
18. Any addendum/corrigendum etc. with regard to this recruitment will be displayed only on INCOIS website.
19. Mode of Selection:

For post code 1 – 4	Through interview
For post code 5 – 6	Through Written test.

20. **Application procedure:** The entire application procedure is online. Copies of certificates in support of educational qualifications, date of birth, disability, caste (SC/ST/OBC), EWS certificate, experience, no objection certificates, digital signatures, photograph etc. should be uploaded along with the online application. All the uploaded documents should be in the form of PDF file and photograph and signature in the form of .jpg format. If the certificates are in a language other than English or Hindi, attested translation should be enclosed.
21. **How to apply:** To apply, the applicant must fill the online application form available at INCOIS website <https://incois.gov.in> and upload the scanned documents in the online application form. The candidates are **not** required to send any hard copies by post or through e-mail but must carry them when called for interview/written exam.
22. Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular before filling the online application. Incomplete applications without photos, certificates, NOC etc will be summarily rejected.
23. In case of any difficulty in the submission of online application form (not for other queries), please email to [webmaster@incois.gov.in](mailto:webmaster@incois.gov.in)
24. Instructions to Applicants for submission of online Application:
  - i. Online application form & details of recruitment of the Post is available at <https://incois.gov.in/jobs/index.jsp>
  - ii. 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 <https://incois.gov.in/jobs/index.jsp>
  - iii. Submit online application well in advance along-with legible scanned copies of



educational qualification, experience certificates, date of birth, disability (OH, PH), caste (ST/ST/OBC) certificate, No Objection Certificate in PDF format not exceeding 100 KB for each document/attachment. 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.

- iv. A recent passport size colour photograph (scanned) should be in .jpg format (size not exceeding 100 KB).
- v. Signature (scanned) should be in .jpg format (size not exceeding 100KB)
- vi. The applicants are advised to fill in all their particulars carefully in the online application. Incomplete application may lead to rejection.
- vii. Applicants are advised to retain the acknowledgement and print out of the submitted online application for future reference.

**Director, INCOIS**  
**AdvtNo:INCOIS/RMT/04/2021**