



**ESSO-Indian National Centre for Ocean Information Services (INCOIS)**  
**Earth System Sciences 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** and **Temporary positions** to bright, dynamic and motivated persons to contribute to its missions and projects. The temporary positions are on **CONTRACT MODE**, and the initial tenure would be for a period of two years, and extendable based on the needs of project and performance of the candidate. Details about the positions, pay / cumulative monthly emoluments, academic qualifications, responsibilities, format of application and other general conditions are given below:

<b>Post Code. (Online Code)</b>	<b>Name of Post</b>	<b>No. of Posts</b>	<b>Qualifications</b>	<b>Age limit (as on February 22, 2017)</b>
<b>Regular Position</b>				
R01 (01)	Scientific Assistant 'A'	01	<p><b>This is a regular position made on direct recruitment basis:</b></p> <p><b>Essential Qualification:</b></p> <p>B.Sc. First class (with Mathematics / Physics / Statistics and Computer Science as a Major subject Or Three years Diploma in engineering in Computer Science / Information Technology or its equivalent qualification from a recognised Board or University with 60% marks.</p> <p><b>Desirable:</b> (i) Experience in Computer programming, Linux / Unix OS shell scripting, JAVA, JSP, C programming (ii) Knowledge on Scientific software tools such as GMT, Ferret, Matlab, Python, etc.</p> <p><b>Emoluments:</b> Pay Band: PB-2 ; Rs.9,300 - 34,800 Plus Grade Pay of Rs.4,200/-</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.</p>	28 yrs.  (Reserved for ST)

are available as per the rules of Government of India.

**Contract Mode Positions**

P01  
(02)

Project  
Scientist 'D'

01

**Essential Qualification:**

M.Sc. in Meteorology or Oceanography or Atmospheric Science or Physics or Applied Mathematics or Climate Sciences or Marine Sciences from a recognized university or its equivalent with at least first class (60% marks) in the qualifying degree.

**OR**

B.E. / B.Tech. in Engineering from a recognized university or its equivalent with at least first class (60% marks) in the qualifying degree.

**AND**

**Essential Experience:** Atleast seven (07) years of experience in the field of Atmospheric Sciences or Meteorology or Oceanography or Oceanic Sciences or Marine Sciences;

**Desirable qualification / experience:**

(i) Higher qualification such as M.Tech / M.E. / M.Sc. (Engineering) / Ph.D. in the relevant fields from a recognised university as specified in the essential qualification are preferred.

(ii) Experience in handling high resolution oceanographic and meteorological datasets including data processing, quality control, and analysis, (ii) Research experience in the field of air-sea interaction processes with scientific papers in peer reviewed journals, (iii) Familiarity with scientific analysis and visualization software such as MATLAB, R, GMT, ODV, GRADS, OCTAVE and FERRET, (iv) Familiarity with programming languages such as C or FORTRAN.

**Nature of Duties :** To work in the data and information management group (DMG) to augment the data related services through both scientific and technical R&D activities. Specific responsibilities include (but not limited to):

- Processing, quality control and analysis of marine meteorological and oceanographic data from variety of ocean observing systems.
- Development of value added data products and services.
- Development of computational algorithms related to marine meteorological and oceanographic data.
- Preparation of technical reports and scientific publications.

50 yrs.

			<p><b>Emoluments:</b> Consolidated monthly emoluments of Rs. 77,290/-.</p>	
P02 (03)	Project Scientist 'C'	03	<p><b>Essential Qualification:</b> B. E. / B.Tech. in Electronics, Communication, Computer Science, Electrical or its equivalent from a recognized university/institute with at least first class (60% of marks) in the qualifying degree.</p> <p style="text-align: center;">AND</p> <p><b>Essential Experience:</b> At least three (03) years experience for Project Scientist 'C' in the areas of HPC administration, System administration, network management, storage management, facility management, trouble shooting the IT infrastructure, etc.</p> <p><b>Desirable qualification / experience:</b> (i) M.E. / M.Tech. in Electronics or, Communication or Computer Science or Electrical or its equivalent from a recognized university/institute with atleast first class (60% of marks) in the qualifying degree (ii) Work experience in shell programming, scripting languages, such as perl or python, HTML, and gnu software, knowledge in administrating production systems, Linux internals, UNIX file systems as well as general familiarity with Windows, awareness of data management software and parallel file systems, network management of Windows as well Unix systems.</p> <p><b>Nature of Duties:</b> This position is responsible for systems administration and programming activities required to support the 24x7 operations and maintenance of high performance computing environment and other IT Infrastructure of INCOIS . Related duties of this position include writing scripts, writing C programs, porting of ocean models, assistance in parallelization of serial codes, maintaining data back-ups &amp; archivals, installing and maintaining campus-wide networking, internet, DNS Servers, firewalls, mail servers etc, troubleshooting system software problems, identifying and solving operational problems, preparing system documentation, monitoring and operation of high performance computing and storage systems.</p> <p>Other responsibilities include operating system support, system patches updation, kernel modules configuration, node provisioning and de-provisioning, create and maintain documentation, backups, automation, user support for systems related issues, Installing and debugging software, assisting users in troubleshooting batch compute jobs, system capacity planning (data centers, networking, etc.), maintain node inventory, manage datacenter use, manage hardware availability, vendor relations and hardware ordering, spec out new hardware and advise team and management on hardware purchases, preparation of tender documents, etc.</p>	40 yrs.

			<p>To carry out network administration functions, maintenance of LAN / WAN, installation, upgrade, configuration, integration and troubleshooting of network software and network devices, fine-tunes hardware and software to optimize network performance and functionality, administers the firewall, core switched, edge switches, administers network security etc.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of Rs.66,417/-</p>	
P03 (04)	Project Scientist 'B'	01	<p><b>Essential Qualification:</b></p> <p>M.Sc. in Computer Sciences or MCA or B.E. / B.Tech in Computer Sciences,, Information Technology or its equivalent from a recognized university / institute with atleast first class (60% of marks) in the qualifying degree.</p> <p><b>Desirable qualification / experience:</b> (i) M.E. / M.Tech. in Computer Science Engineering, Information Technology or its equivalent from a recognized university/institute with atleast first class (60% of marks) in the qualifying degree (ii) Work experience/ good knowledge in the development of web applications using Java, Struts, Spring, Hibernate, PL/SQL, Database (Oracle, DB2, MySQL, MS Access), HTML, DHTML, CSS, JavaScript, jQuery, Ajax, Angular JS, etc. (iii) Work experience/ good knowledge in GIS Application development using Arc Engine, Arc-GIS Server, Adobe, Flex, Java Script API, etc. Including open source GIS tools.</p> <p>Persons having strong programming knowledge in C, C++, Java, etc. with good hands on experience in database management software are preferable.</p> <p><b>Nature of Duties:</b> To design, develop, implement and maintain various web applications of ocean information and advisory services carried out at INCOIS. The position is responsible for design, develop and maintain application software required for various operational projects of INCOIS, design, develop and maintain INCOIS Website, ISGN Website etc, design, develop and maintain geospatial applications etc.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of Rs.55,020/-.</p>	35 yrs.

P04 (05)	Project Scientist 'B'	01	<p><b>Essential Qualification:</b> B. E. / B.Tech. in Computer Science or Information Technology its equivalent from a recognized university/ institute with atleast first class ( 60% of marks) in the qualifying degree.</p> <p><b>Desirable qualification / experience:</b> (i) M.E. / M.Tech. in Computer Science Engineering, Information Technology or its equivalent from a recognized university/institute with atleast first class (60% of marks) in the qualifying degree (ii) At least three (03) years of experience in (i) developing web applications using J2EE, framework such as spring, struts, (ii) proficient in UI frame works like GWT, HTML5, bootstrap, Angular Js, JQuery and Java Script; (iii) proficient in IBM DB2, Oracle and SQL, (iv) Application of Object Oriented Analysis and Design (OOAD) techniques and implementation using Design Patterns; (v) expertise in the Administration/Configuration of Web Sphere Application Server; (vi) working knowledge in Linux, UNIX, windows environments; (vii) experience in GIS integration, shell scripting.</p> <p><b>Nature of Duties:</b></p> <p>Looking for a Developer with experience in building high-performing, scalable, enterprise-grade applications. The position is responsible for design, develop and maintain application software , managing Java/Java EE application development, Responsive web development, Database administration and maintenance for mission-critical applications in tsunami and storm surge early warning services.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of Rs.55,020/-.</p>	35 yrs.
P05 (06)	Project Scientist 'B'	01	<p><b>Essential Qualification:</b> M.Sc. in Physics or Geology or Geophysics from a recognized university or its equivalent with at least first class ( 60% of marks) in the qualifying degree.</p> <p><b>Desirable:</b> Modeling of Tsunami/Storm surge, experience in tsunami and storm surge related studies that includes seismic and sea level data analysis, field survey, deployment of critical oceanic instruments , scientific and technical documentation.</p> <p><b>Nature of Duties:</b> This position is responsible for 24X7 Operational activities of warning centre, scientific R &amp; D studies, participate in buoy deployment programmes and other scientific equipment deployments to warning system, supporting the tsunami and storm surge modeling activities, technical documentation and reporting.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of. Rs. 55,020/-.</p>	35 yrs.

P06 (07)	Project Scientist 'B'	01	<p><b>Essential Qualification:</b> M.Sc. / M.Tech. in Physical Oceanography or Ocean Technology or Physics or Mathematics or Atmospheric Science or Meteorology or B.E. / B.Tech. in Ocean Technology or Civil engineering or Mechanical engineering with specialization in coastal engineering or its equivalent degree from a recognized university with a first class (60% of marks) in the qualifying degree.</p> <p><b>Desirable :</b> (i) at least two (02) years of experience in Atmospheric modeling, preferably WRF, Analysis of Atmospheric model inputs and AWS data datasets, (ii) Atleast one (01) year experience in analysing meteorological/ oceanographic datasets and interpretation using softwares such as Ferret/Grads, MATLAB, FORTRAN, etc and / or experience in wave modeling and wave data analysis.</p> <p><b>Nature of Duties:</b> Numerical model setup for operational forecasting, analysis of model outputs and validation with observations, Coupling high resolution atmospheric model with Wave models.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of Rs.55,020/-.</p>	35 Yrs.
P07 (08)	Project Assistant	01	<p><b>Essential Qualification:</b> (i) B.Sc. with Physics or Mathematics or Computers as major subject from a recognized university / institute with atleast first class (60% of marks) in the qualifying degree and (ii) Basic knowledge of computer.</p> <p><b>Desirable:</b> working knowledge in Computer programming, knowledge of scientific software tools such as GMT, Ferret, MatLab, Phthon, etc.</p> <p><b>Nature of Duties:</b> Data analyses pertaining to operational oceanography and atmospheric forcing fields. Assist in operational ocean state forecasting and related activities. Assist in the generation of user-demanded ocean forecast and information products.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of Rs. 35,370/-.</p>	28 yrs.

P08 (09)	Project Assistant	01	<p><b>Essential Qualification:</b> Diploma in Electronics / Instrumentation or equivalent from a recognized university / institute with at least first class (60% of marks) in the qualifying diploma and (ii) Basic knowledge of computer.</p> <p><b>Desirable:</b> (i) Two (02) years of experience in installation, commissioning &amp; maintenance of instrumentation / communication systems. Good knowledge of different sensors, integration and calibration methods, (ii) Good technical knowledge, written and communication skills, Team player, good co-ordination and management skills, willingness to work with different agencies and unbound to any time schedules, willingness to travel and sail.</p> <p><b>Nature of Duties:</b> Maintenance and operation of oceanographic instruments, deployments at sea, commissioning onboard vessels&amp; oil platforms, calibration and testing of instruments, Trouble shooting of equipments. Job involves extensive travelling, sailing in vessels and coordinating with different agencies.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of Rs. 35,370/-.</p>	28 years.
P09 (10)	Project Assistant	04	<p><b>Essential Qualification:</b> (i) B.Sc. with Physics or Mathematics or Computers as major subject from a recognized university / institute with atleast first class (60% of marks) in the qualifying degree and (ii) Basic knowledge of computer.</p> <p>OR</p> <p>Three years Diploma in engineering in Computer Science or Information Technology or its equivalent from a recognized university / institute with atleast first class (60% of marks) in the qualifying degree.</p> <p><b>Desirable:</b> working knowledge in at least one programming language (C/C++, JAVA, Python), Visualization and plotting software, statistical analysis packages or Experience in Core Java, J2EE, JavaScript, HTML, CSS, database Oracle / IBM DB2 (Stored procedure, Function, Package) and PL/SQL.</p> <p><b>Nature of Duties:</b> To work in the data and information management group (DMG) and assist Scientists in scientific and technical R&amp;D activities. Specific responsibilities include (but not limited to):</p>	28 yrs.

			<ul style="list-style-type: none"> <li>• Processing, quality control and analysis of marine meteorological and oceanographic data from variety of ocean observing systems.</li> <li>• Development of value added data products and services.</li> <li>• Preparation of technical reports.</li> </ul> <p>To work in tsunami and storm surge early warning centre under ASG group and assist scientists in design, develop and implement various web/desktop applications. Other responsibilities include 24 X 7 operational monitoring, maintenance of Website, etc. including database administration. To assist in data analysis, processing of data sets.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of Rs. 35,370/-.</p>	
P10 (11)	Project Assistant	01	<p><b>Essential Qualification:</b> (i) B.Sc. in Fisheries / Environmental sciences / Aquatic sciences / Zoology as one of the subject or B. F. Sc. or its equivalent from a recognized university/institute with atleast first class (60% of marks) in the qualifying degree and (ii) basic knowledge in computers.</p> <p><b>Desirable:</b> In addition to the essential qualifications candidates having PG Diploma / Post Graduation in Geo-informatics / Remote Sensing &amp; GIS / Spatial Information Technology or one year experience in Image processing software's (like ERDAS, ENVI, etc.), GIS Packages, etc. will be preferred.</p> <p><b>Responsibilities :</b></p> <p>To Work for the operational services under Marine Fishery Advisory Services (MFAS) Project of INCOIS and to assist in carrying out R &amp; D related activities for developing and operationalisation of various fishery advisories, setting up of stock assessment models, satellite data processing, image analysis, maintenance of dissemination systems, etc. and need to work in shifts.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of Rs. 35,370/-.</p>	28 yrs.



P11 (12)	Project Assistant	01	<p><b>Essential Qualification:</b> Diploma in Mechanical Engineering or Air conditioning &amp; refrigeration from a recognized university / institute with atleast first class (60% of marks) in the qualifying degree and (ii) Basic knowledge of computer.</p> <p><b>Desirable:</b> B.E. / B.Tech. in Mechanical Engineering (in addition to essential qualification mentioned above) from a recognized university / institute with at least first class (60% of marks) in the qualifying degree and with three (03) years of experience OR five (05) years of experience along with the essential qualification mentioned above.</p> <p><b>Field of experience:</b> Should have hands on experience in Operation &amp; Maintenance of HVAC equipments like Screw / Scroll Compressor Chillers, Cooling towers, Pumps, Air Handling Units, Precision Air Conditioners, Ceiling suspended Units, Variable frequency drives, VAV's, Split AC's, piping, ducting, Building management system etc.</p> <p><b>Nature of Duties:</b> Need to work as a HVAC Maintenance Engineer and maintain the Compressor chillers, cooling tower pumps, air handling units, precision air conditions, ceiling suspended units, Variable frequency drives, VAV's, Split AC's, piping, ducting, Building management system etc.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of Rs. 35,370/-.</p>	28 yrs.
P12 (13)	Project Assistant	01	<p><b>Essential Qualification:</b> (i) B.Sc. with Computers as major subject or BCA from a recognized university / institute with at least first class (60% of marks) in the qualifying degree.</p> <p style="text-align: center;">OR</p> <p>Three years diploma in engineering in Computer Science or Information Technology or its equivalent from a recognized university / institute with at least first class (60% of marks) in the qualifying degree.</p> <p><b>Desirable:</b> Work experience/ good knowledge in the development of web applications using Java, Struts, Spring, Hibernate, PL/SQL, Database (Oracle, DB2, MySQL, MS Access), HTML, DHTML, CSS, JavaScript, jQuery, Ajax, Angular JS, etc.</p> <p><b>Nature of Duties:</b> To design, develop and implement various web applications of ocean information services. Other responsibilities include operation and maintenance of INCOIS Website, Tsunami Website, ISGN Website etc including database administration. To assist in ocean data analysis, processing data sets and development of other application software.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of Rs. 35,370/-.</p>	28 yrs.

P13 (14)	Lab Attendant	01	<p><b>Essential Qualification:</b> Pass in ITI course in Electronics / Electrical trade approved by National Council for Vocational Training or equivalent from a recognized institution.</p> <p><b>Desirable:</b> Three years of experience in reputed organization as Laboratory Assistant / Laboratory Technician and/or working experience in the field of troubleshooting of electronic / electrical equipments / working experience with LED / LCD based display systems.</p> <p><b>Nature of Duties:</b> Maintenance of Electronic Display Boards (EDB)/ Digital Display Systems (DDS), assisting the scientists / engineers in trouble shooting of other electronic equipments at INCOIS or field locations. Extensive travel to various coastal locations to rectify the problems in the electronic equipments / EDBs / DDS.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments of Rs. 18,340/-.</p>	25 Yrs.
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• **Recruitment Procedure :**

**Scientific Assistant 'A' (Regular position), Project Assistant (Contract mode position) : Through Written Test.**

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, as per the orders received from Govt. of India, it is 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 100 marks with the following criteria. :

<b><u>PART - A</u></b>	
General Knowledge and Aptitude	25 marks
Numerical Ability	20 marks
General English	15 marks
<b><u>PART - B</u></b>	
Test in General Science (Maths, Physics, Computer Science etc.) for Graduates & Test in General Engineering for Diploma candidates	40 marks

**Lab Attendant (Contract mode position) : Through Written Test.**

- Recruitment would be OMR/ Objective Type Multiple Choice Written examination.
- The examination will have 100 marks with the following criteria. :

Test in Electronics / Electrical subject at ITI level	50 Questions
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**The prescribed essential qualifications are minimum requirements 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 through screening process to the maximum of 1/4 of total number of applications received for the post or 50 applicants whichever is lower.** 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 photo, and copies of the marks list, academic and experience certificates, signature, etc. The screened in candidates will be called for written test and the selection of the candidate will be made based on the final merit list drawn on the basis of performance in the written test. If more number of applicants secured equal marks against a vacancy and the number of vacancies are less than the no. of qualified merit candidates, the percentage of marks secured at qualifying degree will be added to the marks obtained in the written test and the merit list will be made. If further tie between the candidates exists, the percentage of marks from SSC onwards will be taken into consideration to select the merit candidate/s. **There will be one negative marking for each wrong answer.** No correspondence will be entertained with candidates who are not called for written test/interview/selected for appointment.

**Selection Procedure for recruitment of Project Scientist 'D'/'C'/'B' : 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 photo, 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 / technology / software platform requested in the essential / desirable experience requirements against each post. 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 technical 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 **date of closure of application i.e. February 22, 2017**. However, in case of SC / ST / OBC / Ex-servicemen, 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 in specialized scientific / technical areas.
- Experience will be counted from the date of acquiring the essential academic qualifications. The experience, relevant to the requirement of job or research or teaching will only be considered towards the total period of experience. Doctorate degree will count as 3 years of experience.
- All positions involve 24 X 7 operations and hence selected candidates are required to work in shift duties (also during holidays, including Saturday and Sundays, festivals, national holidays, etc.), if assigned, and also to participate in various field programmes on board research vessels, boats, at various coastal locations, etc or any other works assigned to him/her from time-to-time by Director, ESSO-INCOIS / Group Head / Scientist In-charge.
- The selected candidates (Project mode positions) have to submit a medical insurance policy (for self) for a minimum value of Rs.2.50 lakhs at the time of joining which should be valid for the tenure at INCOIS.
- The broad responsibilities of the selected candidates from Scientific / technical fields will be collection of oceanography data through various platforms, data processing, analyzing and dissemination of the data, modeling, quality control and analysis of data, spectrum analysis, operationalization and automation of high resolution models, development of user specific operational oceanographic products, digitization of historical data, archiving, retrieving and maintenance of the heterogeneous oceanographic/atmospheric data collection platforms and communication systems. Also includes interaction with various user community including research and academia, carry out various R&D projects as per the mandate of the organisation and as assigned by Director, ESSO-INCOIS / Group Head / Scientist In-charge.
- 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 under each category.
- **Travel :** No TA will be paid by INCOIS for attending Written Test / Interview. INCOIS will not be responsible for any other arrangements.
- The names of candidates screened-in and screened-out for written test/interview will be displayed at <http://www.incois.gov.in/portal/regular.jsp> for postcode R01 and at <http://www.incois.gov.in/portal/temporary.jsp> for all other posts.
- **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, digital signatures, photograph etc. should be uploaded during the online application process. **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, digital signature, photograph etc. before starting the online application. **Production of the original certificates is must while appearing for written test / Interview.** Applications submitted without the scanned copies of the relevant certificates, signature and photo will be rejected in the screening process itself.

- **Any discrepancies found in the certificates or uploading of wrong certificates will attract the disqualification of applications. Non-production of the original certificates will also make the candidate disqualified. The disqualified candidates will not be allowed for Written Test / 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.**
- Incomplete applications in any respect are liable to be rejected summarily. No representation against such rejection will be entertained.
- Applicants can apply for more than one post through a separate application to be submitted online along with the necessary supporting scanned documents.
- 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/portal/regular.jsp> for postcode R01 and at <http://www.incois.gov.in/portal/temporary.jsp> for all other posts) 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 is FEBRUARY 22, 2017.**

Director, ESSO-INCOIS  
Advt No:ESSO/RMT:01/2017