



INDIAN NATIONAL CENTRE FOR OCEAN INFORMATION SERVICES

(An Autonomous Body under the Ministry of Earth Sciences, Government of India)

Advt. No: INCOIS:RMT:08/2009

INCOIS, a knowledge and information technology enterprise for the oceanic realm is pursuing focused programmes in the areas of ocean observations, ocean modelling and ocean information & advisory services including tsunami early warning. INCOIS is currently in search of talented, bright, dynamic and motivated Indian nationals to contribute to its missions and projects. Details of the positions, pay, academic qualifications, responsibilities and general conditions are given below.

Category I: Scientist 'B' – 7 Posts (UR-4, OBC-2, SC-1).

The candidates having higher qualifications in engineering (M.Tech/Ph.D.) or science (Ph.D.) with relevant experience will be considered for higher positions (Scientist C/D) depending on their performance in the interview.

The selected candidates will be required to work in one or more of the following areas:

- (i) Ocean modelling
- (ii) Administration of multi operating systems (UNIX, Windows, etc.) and high performance computers
- (iii) Ocean observation systems including instrumented moorings at sea
- (iv) Operation & maintenance of satellite communication systems
- (v) Development and maintenance of software and web pages of INCOIS
- (vi) Design, operation & maintenance of electrical installations

Essential qualifications:

First class B.E./B.Tech in electronics/electrical/electrical&electronics/electronics& instrumentation/electronics&communication/computer science/geo-informatics or First class M.Sc./M.S. in oceanography (physical)/atmospheric science/physics/applied physics/ mathematics/ applied mathematics/ geophysics/ geology/geo-informatics/ remote sensing/computer science/electronics or MCA.

Desirable qualifications & experience: Experience in one or more of the following areas:

- (i) Ocean general circulation modeling
- (ii) UNIX system administration
- (iii) High end programming skills in FORTRAN/C/C++
- (iv) Handling of ocean observation/ marine meteorological instrumentation
- (v) Operation and maintenance of V-SAT networks/satellite hub-Stations/ internet bandwidth/wireless networks
- (vi) Design and development of web based applications using JAVA/ Microsoft technologies, database development, and Web- GIS
- (vii) Operation and maintenance of large electrical installations like DG sets, UPS, AC etc
- (viii) Seismological data processing & interpretation
- (ix) Coastal & ocean remote sensing & GIS
- (x) Biogeochemistry

Category II. Scientific Assistant ‘B’ – 11 Posts (UR-6, OBC-3, SC-1, ST-1).

The selected candidates will be required to work in the areas of (i) tsunami watch operations (24X7) (ii) development of software (iii) data processing (iv) operation & maintenance of civil infrastructure (v) managing the library (vi) operation & maintenance of satellite ground station.

Essential qualifications: First class in B.Sc. (mathematics-physics-computer science) or First class B.Sc. with mathematics/physics/computer science as a major subject or First class Diploma in civil engineering/electronics/electrical & electronics/ electronics & communications/ electronics & computer Engineering or a Bachelor degree in library science.

Desirable qualifications & experience: Experience in one or more of the following areas:

- (i) Programming skills and computer operations
- (ii) Supervision of civil works
- (iii) Handling of library activities
- (iv) Operations & maintenance of satellite ground stations
- (v) Operations & maintenance of communication equipments.
- (vi) Data processing & analysis

Category III. Accounts Officer – 1 Post (UR).

(Deputation/Direct recruitment basis)

The selected candidate will be responsible for the management of Finance & Accounts activities of the institute including coordination with external auditors appointed from time to time by the competent authority.

Essential qualifications & experience for deputation

1. Graduate preferably in commerce from a recognized university
2. Officers holding analogous post on regular basis in PB 3 - Rs.15,600-39100 + Grade Pay Rs. 5400/- and having thorough knowledge of the rules and regulations of the Government of India, budgeting, auditing and planning

OR

Persons holding posts in PB 2 – Rs. 9300-34800 + Grade Pay of Rs. 4200/- or equivalent in the present cadre/department on regular basis for at least eight years.

Essential qualifications & experience for direct recruitment

Bachelor's degree in commerce with a minimum of 50% marks and 10 years of experience or Masters degree in commerce with a minimum of 50% marks and 8 years of experience or CA/ICWA/MBA(Finance) with minimum 5 years of experience in the management of finance and accounts in reputed organizations.

Desirable qualifications & experience:

- (i) Working knowledge of computer applications for accounting and office management, knowledge in double entry system of book keeping and accounting packages.
- (ii) Knowledge of rules and regulations of the Government of India in finance/accounting/ stores/purchase

Category IV. Office Assistant – 6 Posts (UR-3, OBC-2, SC-1).

The selected candidates will be required to provide secretarial assistance or work in any one or more areas of administration, stores, purchase, accounts, etc.

Essential qualifications & experience:

Bachelors degree in commerce, arts or science from a recognized university along with a diploma in computer applications from a recognized institute and a minimum of 3 years of relevant experience.

Desirable qualifications & experience: Relevant qualification/experience in one or more of the following areas:

- (i) 100 w.p.m speed in short hand and 40 w.p.m speed in typewriting.
- (ii) Working with computers and computer applications for office management.
- (iii) Knowledge of rules and regulations of the Government of India in finance/accounting/general administration/stores/purchase.

Salary:

Category	Pay Scale and Grade Pay	Min. emoluments per month (as on date)
I	Rs. 15600-39100; Grade Pay: Rs. 5400, Rs. 6600 & Rs. 7400 for Scientist B, C & D respectively (PB 3)	Rs. 35824, Rs. 42436 & Rs. 48744 for Scientist B, C & D respectively.
II	Rs. 9300-34800, Grade Pay Rs. 4200/- (PB2)	Rs. 24424/-
III	Rs. 15600-39100, Grade Pay Rs. 5400/- (PB3)	Rs. 35824/-
IV	Rs. 9300-34800, Grade Pay Rs. 4200/- (PB2)	Rs. 24424/-

Age Limits:

Category I – 30, 35 and 40 years for Scientist B, Scientist C and Scientist D respectively.

Category II – 25 years

Category III – 40 years

Category IV – 30 years

How to apply

To apply, the applicant must fill the Online Application Form. Applications received electronically must be followed by a hard copy attached with all relevant documents thereof, else the application will be rejected.

Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular. The advertisement and the online application form are available at our website www.incois.gov.in under ‘Vacancies’.

Print out of the online application duly signed and affixed with latest passport size photograph, supported by attested copies of certificates as proof of educational qualifications, date of birth, category of reservation (if applicable) and experience etc., should be sent in a sealed envelop superscribed with “**Application for Category ----- post**” to: **The Director, Indian National Centre for Ocean Information Services, “Ocean Valley”, Post Bag No. 21, IDA Jeedimetla P.O. Hyderabad – 500 055, India**, so as to reach on or before **30th September 2009**.

In case of difficulty in the submission of online application form (not for other queries), please email us at vacancies@incois.gov.in.

General conditions

All posts carry the usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance etc., as admissible to the central government employees at the place of posting and as made applicable to INCOIS.

In addition to the emoluments indicated above, benefits such as reimbursement of medical expenses for self and dependants and leave travel concession are available as per the rules of INCOIS.

The age prescribed for each category of post is as on the closing date of receipt of application (both online and print version i.e. 30th September, 2009). A relaxation of 5 years is permissible for those working in MoES/government/autonomous bodies/ public sector undertakings; and those who had ordinarily domiciled in the Kashmir division of the State of Jammu & Kashmir during 1.1.1980 to 31.12.1989, subject to production of relevant certificate from the concerned authority. Upper age limit is relaxable by 5 years in the case of SC/ST candidates and 3 years in the case of OBC candidates. Relaxation in upper age limit for Persons with Disabilities (PWD), Ex-servicemen will be applicable as per GOI Rules.

Applications from candidates working in government departments, autonomous bodies, public sector undertakings and government funded research agencies will be considered only if forwarded through proper channel with a clear certificate that the applicant will be relieved of his/ her duties within one month of receipt of appointment order, if selected for the post applied at INCOIS.

INCOIS is involved in 24X7 operations in certain areas. Hence candidates may be required to work in shifts and participate in field work including boat/ship cruises.

Place of posting: Hyderabad or anywhere in India.

Mere fulfillment of the qualitative requirements of the post will not entail a candidate to be called for interview.

Outstation candidates called for interview will be paid to and from second class/sleeper class railway or bus fare by shortest route, on production of the proof of the journey.

Candidates must produce original testimonials such as mark-sheets and certificates of educational qualifications, as proof of the details furnished in their application, at the time of interview for verification. Failing which they will not be allowed to appear for interview and the cost of the travel will not be reimbursed/paid.

INCOIS reserves the right to fill or not to fill up any of the positions.

The decision of Director, INCOIS, in all matters relating to eligibility, acceptance or rejection of applications, and mode of screening/selection, is final. No enquiry or correspondence will be entertained in this regard.

Only Indian nationals need to apply.

Canvassing in any form will be treated as a disqualification for the post.

Director, INCOIS

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