



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/03/2019

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 & allowances, academic qualifications, responsibilities, format of application and other general conditions are given below:

Name of the Post : Scientific Assistant - A

No. of Posts & Reserved for : 01 (Reserved for SC)

Details of Position : This is a regular position made on Direct Recruitment.

Essential Qualification :

i) Three years Diploma in Civil Engineering / Civil Construction Technology after 10th or 12th standard with 60% marks or its equivalent qualifications from a recognized board or University.

ii) Basic knowledge of computers.

Desirable Qualification :

Possessing of at least one or multiple qualifications/skills of the following:

(i) B. Tech. / B.E. in Civil Engineering or its equivalent qualifications from a recognized board or University.

(ii) Three years hands on experience in the construction field, CIVIL & PHE Maintenance activities preferably in Govt./PSU's/Autonomous bodies.

(iii) Good knowledge of MS office, Autocad, Preparation of estimates/drawings, preparation & verification of RA bills, taking site measurements, documentation works related to construction activities, day to day supervision of works, safety practices, quality checks, etc.

Job Responsibilities :

Supervision of Construction & Maintenance of Civil works including preparation of estimates, specifications, tender documents in accordance with DSR/DOS-SOR / CPWD work manuals, taking site measurements, preparation of measurement books & RA Bills, verifying the RA- Bills, preparation of drawings in Auto cad software, Civil & PHE Maintenance activities etc. and any other work assigned by the Director.

Pay & Allowances : Level 6 in the Pay Matrix (Rs. 35400-112400) (Pre-revised Pay Band: PB-2; Rs. 9300-34800 + GP 4200/-). Allowances as applicable for Autonomous Body employees under Central Government of Corresponding status.

Age limit (as on date of closure of application) : 28 yrs.

Mode of Selection : Through Written Test

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

PART - A	
General Knowledge, Aptitude, Numerical Ability & General English	40 marks
PART - B	
Test in Civil Engineering knowledge	60 marks

- **Note :** There will be negative marking for each wrong answer.

Initial Place of Posting: Hyderabad or anywhere in India.

Travel : No TA will be paid by INCOIS for attending written test. INCOIS will not be responsible for any other arrangements.

Age relaxation : The upper age limit for SC shall be as per the Govt. of India rules.

General Conditions :

- Only Indian nationals are eligible.
- The prescribed essential qualifications are minimum requirements. Mere possession of the same does not entitle any candidate to be called for Written test.
- INCOIS reserves the right to restrict the number of candidates for written test on the basis of desirable qualifications, experience prescribed if any, job requirement and/or any other bench mark decided by the Screening Committee.
- Prescribed cut off marks as decided by the Screening Committee will be used for selecting the candidate for the advertised post.
- The candidates age should not exceed the age limit mentioned above as on date of closure of application. 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.
- 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 shortlisted candidates for written test and selected for appointment will be displayed at INCOIS website.

Application Procedure :

- The entire application procedure is made ONLINE.
- Applications should be submitted ONLINE through INCOIS website at www.incois.gov.in. Applications not submitted in the prescribed format will not be considered.
- Copies of certificates in support of educational qualifications, date of birth, experience, no objection certificates (from present employer, if working), scanned signature, 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 10 KB to 100 KB; remaining all certificates should be in .pdf format of each file less than 500 KB.**
- **Candidates are advised to be ready with all individual scanned documents of their certificates of educational & professional qualifications, marks memos, proof of date of birth, experience certificates, no objection**

certificates, scanned signature, passport size photograph etc. before starting filling up of the online application.

- Candidates currently working in any other organization need to provide the proof of their current employment with a service certificate from the employer. 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.
 - Production of the original certificates is a must while appearing for written test. Non-production of the original certificates will also make the candidate disqualified.
 - 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.
 - Basic knowledge of computers will be ascertained based on the subjects he/she studied in their academic curriculum.
 - Any discrepancies found in the certificates or uploading of wrong certificates will attract the disqualification of application and the disqualified candidate will not be allowed for written test and no further requests will be entertained.
 - **Candidates who are already employed in Government/Public Sector / Autonomous undertakings are required to submit online application to INCOIS within the due date and time along with the "No Objection Certificate" from present employer and also forward their Hard copy of applications through proper channel addressed to The Director, Indian National Centre for Ocean Information Services, Ocean Valley, Pragathi Nagar (B.O), Nizampet (S.O.), Hyderabad - 500090, Telangana, INDIA.**
 - 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.
- Instructions to Candidates for filling Online Application :**
- Web pages are best viewed in Firefox, Chrome and Opera.
 - 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.
 - Create a user account for this recruitment and activation link sent to the applicant registered e-mail.
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 - **Please be noted that the online application form is not editable after final submission.**
 - A recent passport size photograph (scanned) should be in **.jpg format (with file size limit between 10 KB to 100 KB)**.
 - Signature (scanned) should be in **.jpg format (with file size limit between 10KB to 100 KB)**.
 - The applicants are advised to fill in all their particulars carefully in the online application.
 - Incomplete application shall be 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 please email the queries to vacancies@incois.gov.in.
 - **Date of closure of online application is 42 days from the date of publication of Advertisement in Employment News Paper.**

Director, ESSO-INCOIS

Advt No:ESSO/INCOIS/RMT/03/2019

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Post Code	Name of the Post	No. of Posts & Reserved for	Details of Position	Age limit (as on date of closure of application)
01	Scientific Assistant - A	01 (Reserved for SC)	<p>This is a regular position made on Direct Recruitment.</p> <p>Essential Qualification:</p> <p>i) Three years Diploma in Civil Engineering / Civil Construction Technology after 10th or 12th standard with 60% marks or its equivalent qualifications from a recognized board or University.</p> <p>ii) Basic knowledge of computers.</p> <p>Desirable Qualification :</p> <p>Possessing of at least one or multiple qualifications/skills of the following:</p> <p>(i) B. Tech. / B.E. in Civil Engineering or its equivalent qualifications from a recognized board or University.</p> <p>(ii) Three years hands on experience in the construction field, CIVIL & PHE Maintenance activities preferably in Govt./PSU's/Autonomous bodies.</p>	28 yrs.

		<p>(iii) Good knowledge of MS office, Autocad, Preparation of estimates/drawings, preparation & verification of RA bills, taking site measurements, documentation works related to construction activities, day to day supervision of works, safety practices, quality checks, etc.</p> <p>Job Responsibilities :</p> <p>Supervision of Construction & Maintenance of Civil works including preparation of estimates, specifications, tender documents in accordance with DSR/DOS-SOR / CPWD work manuals, taking site measurements, preparation of measurement books & RA Bills, verifying the RA- Bills, preparation of drawings in Auto cad software, Civil & PHE Maintenance activities etc. and any other work assigned by the Director.</p> <p>Pay & Allowances : Level 6 in the Pay Matrix (Rs.35400-112400) (Pre-revised Pay Band: PB-2; Rs.9300-34800 + GP 4200/-). Allowances as applicable for Autonomous Body employees under Central Government of Corresponding status.</p>	
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