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 **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 one year and extendable based on the need of project and performance of the candidate. Details about the positions, cumulative monthly emoluments, 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 24, 2017)
			Contract Mode Positions	
01	Project Scientist 'B'	01	**Essential Qualification:** 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. **Desirable qualification / experience:** Possessing of at least one or multiple qualifications/skills of the following: **(**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, ArcGIS Server, Adobe-Flex, Java Script API, etc. including open source GIS tools. Persons having strong programming knowledge in C, C++, Java, etc. with good hands on experience in database management software are preferable.	35 yrs.

			Nature of Duties: 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, Tsunami Website, ISGN Website etc, design, develop and maintain geospatial applications etc. **Emoluments**: Consolidated monthly emoluments of Rs.55,860/-.	
02	Project Scientist 'B'	01	**Essential Qualification:** B. E. / B.Tech. 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. **Desirable qualification / experience:** Possessing of at least one or multiple qualifications/skills of the following: **(**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. **Nature of Duties:** 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. **Emoluments**: Consolidated monthly emoluments of Rs.55,860/-.	35 yrs.

| 03 | Project Scientist 'B' | 01 | **Essential Qualification:** 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.

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

Nature of Duties: This position is responsible for 24X7 Operational activities of warning centre, scientific R & 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.

Emoluments: Consolidated monthly emoluments of. Rs. 55,860/-. | 35 yrs. |
| 04 | Project Scientist 'B' | 01 | **Essential Qualification:** M.Sc. / M.Tech. in Physical Oceanography or Ocean Technology or Physics or Mathematics or Atmospheric Science or Meteorology or its equivalent degree from a recognized university with a first class (60% of marks) in the qualifying degree.

Desirable : Possessing of at least one or multiple qualifications/skills of the following: (i) at least two (02) years of experience in Atmospheric modeling, preferably WRF, Analysis of Atmospheric model inputs and AWS data datasets, (ii) At least one (01) year experience in analysing meterologicalal/ oceanographic datasets and interpretation using softwares such as Ferret/Grads, MATLAB, FORTRAN, etc and / or experience in wave modeling and wave data analysis.

Nature of Duties: Numerical model setup for operational forecasting, analysis of model outputs and validation with observations, Coupling high-resolution atmospheric model with Wave models.

Emoluments: Consolidated monthly emoluments of Rs.55,860/-. | 35 Yrs. |

| 05 | Project Scientist 'B' | 01 | **Essential Qualification:** Bachelors degree in Engineering or Technology in Computers, Information Technology or MCA or its equivalent from a recognized university / institute with a first class (minimum of 60% of marks) in the qualifying degree.

Desirable: Possessing of at least one or multiple qualifications/skills of the following:
(i) Programming skills in Fortran, C, C++, Java, PERL, Phython, Shell scripting and MATLAB and /or (ii) Knowledge in Development of android applications (iii) Knowledge in writing and debugging programs/parallel programs in C and FORTRAN and/or (iv) Knowledge in data analysis and interpretation, data visualization and animation techniques.

Nature of Duties: Operationalization of Ocean forecast models for providing services, Generation of Customized products , Software development for Ocean Services, Development of mobile Apps, Automation of Ocean forecast system, Development of display and DSS systems for ocean forecast Services.

Emoluments: Consolidated monthly emoluments of Rs.55,860/-. | 35 Yrs. |
| 06 | Project Assistant | 01 | **Essential Qualification:** (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.

Desirable: Possessing of at least one or multiple qualification / skills of the following: working knowledge in Computer programming, knowledge of scientific software tools such as GMT, Ferret, MatLab, Phthon, etc.

Nature of Duties: Data analysis 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.

Emoluments: Consolidated monthly emoluments of Rs.35,910/- | 28 yrs. |

07	Project Assistant	01	**Essential Qualification:** 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. **Desirable:** Possessing of at least one or multiple qualification / skills of the following: (i) Two (02) years of experience in installation, commissioning & 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. **Nature of Duties**: Maintenance and operation of oceanographic instruments, deployments at sea, commissioning onboard vessels& oil platforms, calibration and testing of instruments, Trouble shooting of equipments. Job involves extensive travelling, sailing in vessels and coordinating with different agencies. **Emoluments:** Consolidated monthly emoluments of Rs. 35,910/-.	28 years.
08	Project Assistant	04	**Essential Qualification:** (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. OR 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. **Desirable:** Possessing of at least one or multiple qualifications/skills of the following: 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.	28 yrs.

			Nature of Duties: To work in the data and information management group (DMG) and assist Scientists in 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. • Preparation of technical reports. 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. **Emoluments:** Consolidated monthly emoluments of Rs. 35,910/-.	
09	Project Assistant	01	**Essential Qualification:** (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. **Desirable:** In addition to the essential qualifications candidates having PG Diploma / Post Graduation in Geo-informatics / Remote Sensing & GIS / Spatial Information Technology or one year experience in Image processing software's (like ERDAS, ENVI, etc.), GIS Packages, etc. will be preferred. **Responsibilities :** To Work for the operational services under Marine Fishery Advisory Services (MFAS) Project of INCOIS and to assist in carrying out R & 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. **Emoluments:** Consolidated monthly emoluments of Rs. 35,910/-.	28 yrs.

| 10 | Project Assistant | 01 | **Essential Qualification:** Diploma in Mechanical Engineering or Air conditioning & refrigeration from a recognized university / institute with atleast first class (60% of marks) in the qualifying degree and (ii) Basic knowledge of computer.

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

Field of experience considered: Should have hands on experience in Operation & 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.

Nature of Duties: 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.

Emoluments: Consolidated monthly emoluments of Rs. 35,910/-. | 28 yrs. |
| 11 | Project Assistant | 01 | **Essential Qualification:** (i) B.Sc. with Computers as major subject or BCA or its equivalent. from a recognized university / institute with at least first class (60% of marks) in the qualifying degree

OR

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.

Desirable: Possessing of at least one or multiple qualifications/skills of the following: 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. | 28 yrs. |

			Nature of Duties: 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. **Emoluments:** Consolidated monthly emoluments of Rs. 35,910/-	
12	Project Assistant	01	**Essential qualifications:** B.Sc. with Computers as major subject or BCA or its equivalent from a recognized university / institute with at least first class (60% of marks) in the qualifying degree. <center>OR</center> Three years diploma in engineering in Computer Science or its equivalent from a recognized university / institute with at least first class (60% of marks) in the qualifying degree. **Desirable:** Programming skills in C/FORTRAN, Working experience in LINUX/UNIX operating system, knowledge of scientific software tools such as GMT, Ferret, ncl, MatLab, Python, etc. **Nature of Duties**: Data analysis pertaining to wave modeling and atmospheric forcing fields. Assist in wave modeling and wave data analysis from observations. Assist in the generation of grids for use in wave model. **Emoluments:** Consolidated monthly emoluments of Rs. 35,910/-	28 yrs.
13	Project Assistant	01	**Essential Qualification:** B.Sc. in Geology/ Physics / Environmental Sciences / Mathematics as one of the subject <center>OR</center> Three years diploma in engineering in Civil / Geoinformatics / Geomatics / Remote Sensing or its equivalent from a recognized university/institute with atleast first class (60% of marks) in the qualifying degree.	28 yrs.

			Desirable: PG Diploma/ Post Graduation in Geoinformatics / Geomatics / Remote Sensing & GIS / Spatial Information Technology or one year experience in remote sensing and GIS with proficiency in RS GIS software packages (like ESRI products, QGIS, ERDAS, ENVI, etc.), GPS field surveys, etc will be preferred. **Nature of Duties:** To Work for the operational services under Geospatial Services and Tsunami Warning Centre of INCOIS, assist in carrying out R & D related activities pertaining to geospatial activities of Tsunami Warning Centre, carrying out field surveys and need to work in shifts. **Emoluments:** Consolidated monthly emoluments of Rs. 35,910/-	
14	Project Assistant-B (Civil)	01	**Essential Qualification:** i) Three years Diploma in Civil Engineering / Civil Construction Technology with at least first class (60% of marks) or its equivalent qualifications from a recognized board or university with a minimum of five years of experience in the relevant field and (ii) Basic Knowledge of Computers. **Desirable:** Possessing of atleast one or multiple qualifications/skills of the following: (i) B. Tech. / B.E. in Civil Engineering with at least first class (60% of marks) or its equivalent qualifications from a recognized board or university (ii) should have three years hands on experience in the construction field, preferably in Govt./PSU/Autonomous bodies and (iii) Thorough knowledge of MS office, Autocad, Preparation of estimates, 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. **Nature of Duties:** 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 etc. **Emoluments :** Consolidated monthly emoluments is Rs. 45,592/-	35 yrs.

| 15 | Project Assistant (Hindi)(Junior Translator) | 01 | **Essential Qualification:**

Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level **OR**

Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level **OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the Degree level **OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the Degree level **OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree level
AND
Recognized Diploma or Certificate course in translation from Hindi to English & Vice versa **OR**

Two years experience of translation work from Hindi to English and vice versa in Central or State Government Office, PSU etc.

Nature of Duties : (i) Translation of letters, from English to Hindi and vice-versa, (ii) Preparation of all forms, manuals, Proforma/Memos, brochures etc., in bilingual, (iii) Drafting of letters, Circulars, Office Orders, Correspondence etc., in Hindi, (iv) Preparation of periodical reports relating to Rajbasha implementation, (v) Implement the Official languages policies as per the guidelines received from Ministry from time to time, (vi) Hindi Typing works,(vii) Proactively involve in translating Annual Report to Hindi.

Emoluments: Consolidated monthly emoluments Rs.35,910/- | 30 yrs. |

16	Junior Office Assistant	01	**Essential Qualification:** A Bachelor's degree from a recognized University, basic knowledge of computers and minimum five years of experience preferably in Govt. / PSU/Autonomous Bodies / in the relevant area in PB-1 + GP Rs.2400/- or its equivalent. **Desirable:** Post Graduation **Nature of Duties :** The selected candidates will be required to provide assistance in anyone or more areas of Establishment, Personnel & General Administration / Finance & Accounts / Stores & Purchase, etc. **Emoluments**: Consolidated monthly emoluments Rs.30,218/-	32 yrs.

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, as per the orders received from Govt. of India, it is decided to have the following method for recruitment of the above posts :

Project Assistant (Scientific / Technical) : Through Written Test:

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

PART - A	
General Knowledge and Aptitude, Numerical Ability and General English	60 marks
PART - B	
Test in General Science (Mathematics, Physics, Computer Science) for Graduates & Test in General Engineering for Diploma candidates	40 marks

Project Assistant (Hindi) Junior Translator : Through Written Test :

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

PART - A	
General Hindi	30 marks
General English	30 marks
PART - B	
Translation and essay	40 marks

Junior Office Assistant : Through Written Test:

- Recruitment would be OMR/ Objective Type Multiple Choice Written examination.
- The examination will have 100 questions, each carrying one mark, on the following subjects :

General Intelligence & Reasoning, General Awareness, Quantitative Aptitude and English Comprehension	100 marks

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 numbers 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 passport size photograph, 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.

Basic Knowledge in computers will be assessed based on the subjects he / she studied in their academic curriculum or against a certificate for completion of any computer course. The candidates applying for the posts where basic knowledge in computers is part of essential qualification, has to meet the above assessment criteria without fail in order to consider his candidature for the post.

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 subsequent lower educational qualifications such as SSC, Intermediate / HSC 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 '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 numbers 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 passport size photograph, 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. August 24, 2017.** However, in case of SC / ST / OBC / Ex-servicemen, PH candidates, relaxation in age limit is allowed as per Govt. of India rules. 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 in the relevant field required for the post 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 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.
- 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/jobs/incois0617.jsp for all 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, scanned signatures, 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 10KB to 100KB; remaining all certificates should be in .pdf format of each file less than 500 KB. Those candidates who are unable to upload the scanned signature can provide their Aadhaar number.** 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, scanned signature, passport size 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 / Aadhar number and passport size photograph will be rejected in the screening process itself. The certificates uploaded should be clearly visible and readable.

- **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. <u>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. In case the screening committee is unable to get the documentary evidence for the number of years of experience claimed by the candidate such periods of experience will be considered as NIL.</u>**
- 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

Instructions for submission of online Application:

- Before submitting the online application, the applicants are requested to carefully go through the full-text of the advertisement and the procedure to apply.
- Online application form & details of the advertisement is available at **http://www.incois.gov.in/jobs/incois0617.jsp**
- Submit online application well in advance along-with legible and scanned copies of certificates and other mandatory requirements as mentioned above in the application procedure. 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**.
- The applicants are advised to fill in all their particulars carefully in the online application. Incomplete application will be summarily 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 (not for other queries), please email to vacancies@incois.gov.in
- **Date of closure of online application is August 24, 2017.**

Director, ESSO-INCOIS
Advt No:ESSO/INCOIS:RMT:03/2017