

**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 on **CONTRACT MODE**. The tenure would be initially for a period of **two years** and extendable based on the needs of project and performance of candidate. Details about the positions, pay, academic qualifications, responsibilities, format of application and other general conditions are given below:

| Post Code. | Name of Post                 | No. of Posts | Qualifications   | Age limit (not exceeding as on 24.07.2014) |
|------------|------------------------------|--------------|--|--|
| P01        | <b>Project Scientist 'C'</b> | 01           | <p><b>Essential Qualification:</b></p> <p>Masters Degree in Computer Science or Information Technology or Computer Applications or its equivalent degree from a recognized university with at least first class (60% of marks) in the qualifying degree</p> <p style="text-align: center;">OR</p> <p>Bachelors Degree in Engineering or Technology or its equivalent degree from a recognized university with at least first class (60% of marks) in the qualifying degree</p> <p style="text-align: center;">AND</p> <p><b>Experience:</b> Minimum of three (03) years of experience in System Administration, primarily in the area of large computing systems preferably High Performance Computing Systems</p> <p><b>Desirable:</b> Masters Degree in Engineering / Technology (<b>or</b>) Hands on experience in the areas of (i) Administration of Unix Systems (IBM AIX 5.x or above, RHEL, SUSE and other UNIX systems), (ii) installation of MPI, Open MP, Debuggers and other third party software, (iii) Implementation of NIS and NFS servers, (iv) Management of parallel file system, (v) experience in writing shell / awk / PERL scripts, (vi) knowledge in writing and debugging parallel programs in C and FORTRAN</p> <p><b>Responsibilities :</b></p> <ul style="list-style-type: none"> <li>• System administration of on-site and remote HPC systems</li> <li>• Porting of Ocean Models and debugging</li> <li>• Operations and maintenance of IT infrastructure at INCOIS including network management</li> <li>• To write and implement scripts whenever required</li> </ul> | 40 years                                   |

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|     |  |    | <ul style="list-style-type: none"> <li>To maintain and implement data back-ups &amp; archival policies</li> </ul>   |   |
| P02 | <b>* Project Scientist<br/>'C' / 'B'</b> | 02 | <p><b>Emoluments:</b> Consolidated monthly emoluments Rs.58,305/-</p> <p><b>Essential Qualification:</b></p> <p>Masters Degree in Physics or Mathematics or Atmospheric Science or Meteorology or Physical Oceanography or its equivalent degree from a recognized university with at least first class (60% of marks) in the qualifying degree</p> <p style="text-align: center;">OR</p> <p>Bachelors Degree in Engineering or Technology in Civil / Mechanical / Electrical branch or its equivalent degree from a recognized university with at least first class (60% of marks) in the qualifying degree</p> <p style="text-align: center;">AND</p> <p><b>Experience:</b> At least three (03) years of research experience in Physical Oceanography / Atmospheric sciences.</p> <p><b>Desirable:</b> PhD in the a subject relevant to the scope of the duty or work experience in numerical modeling of ocean/atmosphere general circulation features or data assimilation in ocean/atmosphere numerical models, supported by publications in reputed SCI journals, Working knowledge with HPC, and knowledge in FORTRAN, MATLAB..</p> <p><b>Responsibilities :</b></p> <ul style="list-style-type: none"> <li>Setting up high resolution ocean forecast models through focused R&amp;D</li> <li>Development of a data assimilation scheme through focused research</li> <li>Tsunami Modelling, Storm surge modelling</li> </ul> <p><b>Emoluments:</b> Consolidated monthly emoluments Rs.58,305/- for Project Scientist 'C' or Rs.48,300/- for Project Scientist 'B'</p> | 40 years for Project Scientist 'C' and 35 years for Project Scientist 'B' |

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| P03 | <b>* Project Scientist 'C' / 'B'</b> | 01 | <p><b>Essential Qualification:</b></p> <p>Masters Degree in Science/Technology in Oceanography or Atmospheric Science or Meteorology or ocean engineering or its equivalent degree from a recognized university with at least first class (60% of marks) in the qualifying degree</p> <p style="text-align: center;">AND</p> <p><b>Experience:</b> At least three (03) years in analyzing oceanographic/atmospheric datasets, in particular, interpreting the NWP outputs, synoptic charts, satellite data.</p> <p><b>Desirable:</b> Command on usually used software such as Ferret/ Grads /Mat lab /GMT/Fortran etc.</p> <p><b>Responsibilities :</b></p> <p>Prepare Ocean State Forecast advisories, customized forecast products, high wave alerts by analyzing the NWP outputs, synoptic charts , satellite data, analysis from other met centers, brief the daily forecast to users, expertise for help desk for user community and act as an authorised forecaster from INCOIS.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments Rs.58,305/- for Project Scientist 'C' or Rs.48,300/- for Project Scientist 'B'</p> | 40 years for Project Scientist 'C' and 35 years for Project Scientist 'B' |
| P04 | <b>Project Scientist 'B'</b>         | 01 | <p><b>Essential Qualification:</b></p> <p>Masters Degree in Science/Technology in Physical Oceanography or Physics or Ocean Technology or its equivalent degree from a recognized university with at least first class (60% of marks) in the qualifying degree</p> <p style="text-align: center;">OR</p> <p>Bachelors Degree in Engineering or Technology in Ocean Technology or Civil Engineering with specialization in coastal engineering or its equivalent degree from a recognized university with at least first class (60% of marks) in the qualifying degree</p> <p><b>Desirable:</b> At least one year experience in analysing 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>Responsibilities :</b></p> <p>Quality control and analysis of wave rider buoy data. Comparison of spectrum with buoy spectrum. Data assimilation in wave models.</p>  | 35 yrs.   |

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|     |                              |    | <b>Emoluments:</b> Consolidated monthly emoluments Rs.48,300/-.   |        |
| P05 | <b>Project Scientist 'B'</b> | 01 | <p><b>Essential Qualification:</b></p> <p>Masters Degree in Science/Technology in Geo-Informatics / Remote Sensing &amp; GIS / Spatial Information Technology / Geomatics / Geo-spatial sciences and technologies 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> Working knowledge in GIS and Remote Sensing, satellite data processing, image processing software &amp; programming languages (like ERDAS, Arc GIS, programming skills in Java, .NET, Arc Objects, etc.), etc</p> <p><b>Responsibilities :</b></p> <ul style="list-style-type: none"> <li>To work in the National Tsunami Early Warning Centre at ESSO-INCOIS and to carry out R &amp; D related activities for development of GIS applications and also</li> <li>To carry out day to day activities related to the Tsunami Warning Centre</li> </ul> <p><b>Emoluments:</b> Consolidated monthly emoluments Rs. 48,300/-.</p> | 35 yrs |
| P06 | <b>Project Scientist 'B'</b> | 01 | <p><b>Essential Qualification:</b></p> <p>Masters Degree in Science / Technology in Atmospheric Sciences / Oceanography / Physics 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> Working knowledge in Oceanographic data processing, Quality Control, Data Analysis, familiarity with software's like FERRET, GMT, ODV, GRADS, Surfer, Grapher, etc.</p> <p><b>Responsibilities :</b></p> <ul style="list-style-type: none"> <li>Handling Surface and subsurface oceanographic data, quality control of data and data analysis.</li> </ul> <p><b>Emoluments:</b> Consolidated monthly emoluments Rs. 48,300/-.</p>   | 35 yrs |
| P07 | <b>Project Assistant</b>     | 01 | <p><b>Essential Qualification:</b></p> <p>Diploma in Electronics and Communications or Electrical Engineering or Instrumentation Engineering or its equivalent from a recognized university/institute with at least first class (60% of marks) in the qualifying degree and basic knowledge in computers.</p>   | 28 yrs |

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|     |                          |    | <p><b>Desirable:</b> Good knowledge and experience in installation &amp; maintenance of Communication and electronic equipments / instruments.</p> <p><b>Responsibilities :</b></p> <p>Daily monitoring of tide gauge / seismic / GPS stations, VSAT equipment installed and other equipments / devices installed at different islands of Andaman Nicobar Islands. Co-ordination with different agencies / vendors for implementation of MoES / INCOIS projects at Andaman &amp; Nicobar Islands.</p> <p><b>Job Location:</b> Andaman &amp; Nicobar Islands preferably Port Blair or anywhere in India as deemed by Director, INCOIS.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments Rs.31,050/-.</p>   |          |
| P08 | <b>Project Assistant</b> | 01 | <p><b>Essential Qualification:</b></p> <p>Bachelor's degree with Physics or Mathematics or Computers as major subjects or Three years Diploma in Computers Engineering from a recognized university / institute with at least first class (60% of marks) in the qualifying degree.</p> <p><b>Desirable:</b> Knowledge in visualization and plotting software, statistical analysis packages and at least one programming language</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Data reception, processing, dissemination, Digitization of historical data, Processing of the data as per user requirements, Maintenance of the heterogeneous oceanographic Data</li> </ul> <p><b>Emoluments:</b> Consolidated monthly emoluments Rs.31,050/-</p> | 28 Years |
| P09 | <b>Project Assistant</b> | 01 | <p><b>Essential Qualification:</b></p> <p>Bachelor's degree in Computer Science or BCA or Three years Diploma in Computers Engineering 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 in the development of web applications using HTML, DHTML, CSS, JavaScript, jQuery, Ajax, Java, Struts, Spring, Hibernate, PL/SQL, Database (Oracle, DB2, MySQL, MS Access, etc.). Hands on experience in GIS Application development using Arc Engine, Arc-GIS Server, Adobe, Flex, Java Script API, etc . including open source GIS tools.</p>  | 28 yrs   |

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|     |  |    | <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>To design, develop and implement various web applications of ocean information services</li> <li>Operation and maintenance of INCOIS website including database administration</li> <li>To assist in ocean data analysis, processing data sets and development of other application software</li> </ul> <b>Emoluments:</b> Consolidated monthly emoluments Rs.31,050/-  |          |
| P10 | <b>Project Assistant<br/>(Coordinator-III)</b> | 01 | <b>Essential Qualification:</b><br><br>Bachelors degree or its equivalent from a recognized university<br>AND<br>Skill Test Norms Dictation: 10 minutes @ 120 w.p.m. and Transcription: 50 minutes (English) or 65 minutes (Hindi) on computer with respective certificates from State Technical Education Board<br><br><b>Desirable:</b> Working knowledge as Personnel assistant, projects file management, SAP, etc.<br><br><b>Responsibilities:</b> <ul style="list-style-type: none"> <li>To assist group heads on all the activities relating to group such as secretarial assistance, administrative, file management and any other work as assigned by the reporting authority / group heads. To take down notes at meetings and to prepare meeting reports.</li> </ul> <b>Emoluments:</b> Consolidated monthly emoluments Rs. 31,050/- | 35 yrs   |
| P11 | <b>Office Assistant</b>                        | 02 | <b>Essential Qualification:</b><br><br>Bachelor's degree from a recognized University, basic knowledge of computers and minimum 6/10 years experience in Establishment, Personnel & General Administration / Finance & Accounts / Stores & Purchase in Govt. / PSU / Autonomous Bodies in PB-1 + GP Rs.2800/- / Rs.2400/- respectively<br><br>OR<br>Bachelors Degree with First Class (60% of marks) from a recognized university, basic knowledge of computers and 6 years of experience in Establishment, Personnel & General Administration / Finance & Accounts / Stores & Purchase, etc.<br><br>OR<br>Bachelor's degree from a recognized university, basic knowledge of computers and 10 years of experience in Establishment, Personnel & General Administration / Finance & Accounts / Stores & Purchase, etc. or its equivalent.       | 35 years |

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|     |   |    | <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i. Diploma/PG Diploma in computer applications</li> <li>ii. Experience in one or more of the areas as specified above</li> </ul> <p><b>Responsibilities :</b></p> <p>The selected candidates will be required to provide assistance in anyone or more areas of Establishment, Personnel &amp; General Administration / Finance &amp; Accounts / Stores &amp; Purchase, etc.</p> <p><b>Emoluments:</b> Consolidated monthly emoluments Rs. 31,050/-</p>  |          |
| P12 | <b>Project Assistant (Hindi) (Jr. Translator)</b> | 01 | <p><b>Essential Qualification:</b></p> <p>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</p> <p style="text-align: center;">OR</p> <p>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</p> <p style="text-align: center;">OR</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>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.</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; Vice versa</p> <p style="text-align: center;">OR</p> <p>Two years experience of translation work from Hindi to English and vice versa in Central or State</p> | 30 years |

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|  |  |  | <p>Government Office, PSU etc.</p> <p><b>Responsibilities :</b></p> <ul style="list-style-type: none"> <li>• Translation of letters, from English to Hindi and vice-versa</li> <li>• Preparation of all forms, manuals, Proforma/Memos, brochures etc., in bilingual</li> <li>• Drafting of letters, Circulars, Office Orders, Correspondence etc., in Hindi</li> <li>• Preparation of periodical reports relating to Rajbasha implementation.</li> <li>• Implement the Official languages policies as per the guidelines received from Ministry from time to time.</li> <li>• Hindi Typing works</li> <li>• Proactively involve in translating Annual Report to Hindi.</li> </ul> <p><b>Emoluments:</b> Consolidated monthly emoluments Rs.31,050/-</p> |  |
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**\*At the time of screening-in and / or interview, if sufficient number of experience candidates and/or suitable candidates are not available for Project Scientist 'C' post, the post will be degraded to Project Scientist 'B'.**

#### **General Conditions**

- Applications should be submitted 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. **July 24, 2014.**
- However, in case of SC / ST / OBC / 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 areas.
- Experience will be counted from the date of acquiring the essential academic qualifications. The experience, relevant to the requirement of job indicated against the respective post or research or teaching will only be considered towards the total period 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), if assigned, and also to participate in various field programmes on board research vessels, fishing boats, etc or any other works assigned to him/her from time-to-time by Director, ESSO-INCOIS / Group Head / Scientist In-charges.
- Candidates who are already employed in government/public sector/autonomous undertakings are required to forward their applications through proper channel. However, they may send advance copies.
- The number of posts to be filled may vary. Director, ESSO-INCOIS reserves the right to cancel the recruitment process without assigning any reason thereof.
- **The position with postcode 07 requires extensive travel within Islands.**
- 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 for the Selection Committee to interview all candidates. Hence, ESSO-INCOIS may restrict the number of candidates to be called for interview to a reasonable limit



based on desirable qualifications and/or experience prescribed, and / or job requirement, and/or any other benchmark decided by a committee constituted to screen the applications. No correspondence will be entertained with candidates who are not called for interview/selected for appointment. The names of candidates short-listed for interviews will be displayed at (<http://www.incois.gov.in/Incois/Vacancies/vac0714/TempVac2014.jsp>).

- Outstation candidates called for interview will be paid to and fro second-class rail fare by the shortest route.
- Copies of certificates in support of educational qualifications, date of birth, disability (OH, Ph.), caste (SC / ST / OBC) and experience should be attached with the application. Candidates will have to produce the original certificates as and when required. Applications received without the copies of the certificates will be rejected.
- Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. No representation against such rejection will be entertained.
- Applicants submitted their candidature for more than one post should apply separately against each postcode and send the sealed envelopes with required documents in a separate covers. Sending the applications in a single cover will only entitle for consideration of their candidature to only one postcode.
- Canvassing in any form will be a disqualification.
- Initial Place of Posting: Andaman & Nicobar Islands for Post Code No. P07 and all other posts at Hyderabad or anywhere in India
- Consideration will be given to residents of Andaman & Nicobar Islands for post code no. P07.

**How to Apply:** To apply, the applicant must fill the Online Application Form available at <http://www.incois.gov.in/Incois/Vacancies/vac0714/TempVac2014.jsp>. Applications received electronically must be followed by a duly signed hard copy attached with all relevant documents (certificates of educational and professional qualifications, marks memos, reservation certificate, if applicable, etc.) 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 forms are available at [www.incois.gov.in](http://www.incois.gov.in) under 'Vacancies'.
- Print out of the online application duly signed and affixed with latest passport size photograph and supported by attested copies of certificates as proof of educational qualifications, date of birth, category of reservation (if applicable), experience etc., should be sent in a sealed envelop superscribed with **"Application for the Post No. \_\_\_\_\_" to: The Director, ESSO-Indian National Centre for Ocean Information Services (INCOIS), "Ocean Valley", Pragathi Nagar B.O., Nizampet S.O., Hyderabad – 500 090, Telangana State, India**, so as to reach Director, ESSO-INCOIS within 07 days (15 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and the Union Territory of Lakshadweep) from the date of CLOSING OF ONLINE SUBMISSION i.e. **July 24, 2014**.
- 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)

Director, ESSO-INCOIS  
Advt No: RMT : 01/2014