



Date: 23rd August, 2021 Page No:09

इंकाइस

INCOIS

भारतीय राष्ट्रीय महासागर सूचना सेवा केंद्र
Indian National Centre for Ocean Information Services (INCOIS)
(पृथ्वी विज्ञान मंत्रालय (एमओईएस), भारत सरकार के अधीन एक स्वायत्त संगठन)
(an autonomous body under Ministry of Earth Sciences (MoES), Govt. of India)
हैदराबाद/Hyderabad- 500090

भारत सरकार द्वारा 2021-26 के लिए परियोजना प्रस्तावों के अनुमोदन पर एक वर्ष के लिए नीचे उल्लेखित अस्थायी पदों के प्रति संविदा आधार पर भर्ती के लिए नामों का एक पैनल तैयार करने के लिए योग्य भारतीय नागरिकों से आवेदन आमंत्रित हैं।
Applications are invited from eligible Indian Nationals for preparation of a panel of names for engagement on contract basis against the following temporary positions for one year upon approval of project proposals for 2021-26 by Government of India.

क्र.सं. Sl. No.	पद का नाम / Name of the position	आरक्षण/Reservation					पदों की संख्या No. of Posts	आयु Age
		अना UR	अजा SC	अजजा ST	अपिव OBC	ईडब्ल्यूएस EWS		
1.	परियोजना वैज्ञानिक III Project Scientist III	07	--	--	--	--	07	45
2.	परियोजना वैज्ञानिक II Project Scientist II	15	--	--	--	--	15	40
3.	परियोजना वैज्ञानिक I Project Scientist I	18	06	03	10	03	40	35
4.	परियोजना वैज्ञानिक सहायक II Project Scientific Assistant II	04	--	--	01	--	05	35
5.	परियोजना वैज्ञानिक सहायक I Project Scientific Assistant I	08	02	01	03	01	15	28

पदों की संख्या अस्थायी है एवं वास्तविक आवश्यकता एवं भारत सरकार के आदेश के आधार पर बदलने की संभावना है। पद, आरक्षण, समेकित वेतन, शैक्षणिक योग्यता, आयु, अनुभव एवं संविदा पदों की जिम्मेदारी, आवेदन के प्रारूप और अन्य सामान्य शर्तों के बारे में विवरण 'भर्ती/Vacancies' के अंतर्गत इंकाइस/INCOIS वेबसाइट www.incois.gov.in पर उपलब्ध है।

The number of positions is tentative and is likely to vary depending upon actual requirement and orders of Government of India. Details about the positions, reservation, consolidated emoluments, academic qualifications, age, experience, and responsibilities of the contract positions, format of application and other general conditions are available at INCOIS website www.incois.gov.in under 'Vacancies'.

ऑनलाइन आवेदन जमा करने के लिए अंतिम तिथि 22 सितंबर, 2021 है।

Last Date for submission of Online application is September 22, 2021.

निदेशक, इंकाइस/ Director, INCOIS
विज्ञापन सं. इंकाइस/आरएमटी/03/2021
Advt. No. INCOIS/RMT/03/2021

Indian National Centre for Ocean Information Services (INCOIS)
An Autonomous Body under the Ministry of Earth Sciences (MoES), Govt of India
“Ocean Valley”, Pragathi Nagar (BO), Nizampet (SO), Hyderabad, Telangana - 500090

Advt. No. INCOIS/RMT/03/2021

The Indian National Center for Ocean Information Services (INCOIS), an Autonomous Body under the Ministry of Earth Sciences (MoES), Govt. of India is a knowledge and information technology enterprise for the oceanic realm, pursuing focused programmes in the areas of Ocean Observations, Ocean Modeling and Ocean Information & Advisory services including Tsunami Early Warning. More details about INCOIS are available at www.incois.gov.in.

INCOIS invites applications from eligible Indian Nationals for preparation of a panel of names for engagement on contract basis against the following temporary positions for one year upon approval of project proposals for 2021-26 by Government of India. The number of positions is tentative and is likely to vary depending upon actual requirement and orders of Government of India. Details about the positions, reservation, consolidated emoluments, academic qualifications, age, experience, and responsibilities of the contract positions, format of application and other general conditions are given below:

Sl. No.	Name of the position	Reservation					Total
		UR	SC	ST	OBC	EWS	
1.	Project Scientist III	07	--	--	--	--	07
2.	Project Scientist II	15	--	--	--	--	15
3.	Project Scientist I	18	06	03	10	03	40
4.	Project Scientific Assistant II	04	--	--	01	--	5
5.	Project Scientific Assistant I	08	02	01	03	01	15

Post Code: 01	
Name of the Post: Project Scientist – III	
No. of Posts: 06 (Six)	
Age Limit: 45 Years	
Consolidated Monthly Emoluments: Rs. 78,000 + HRA.	
Essential Qualifications & Experience:	: Masters degree in Oceanic Sciences/ Atmospheric Sciences / Climate Sciences / Zoology/ Fisheries/ Marine Sciences / Marine Biology/ Meteorology / Oceanography / Physical Oceanography / Physics / Mathematics [or] Masters degree in Engineering or Technology in Mechanical [or] Bachelors degree in Engineering or Technology in

		<p>Mechanical from a recognized university/institute with at least 60% of marks in the qualifying degree or equivalent.</p> <p style="text-align: center;">AND</p> <p>7(Seven) years of experience in one or more of the following areas</p> <ul style="list-style-type: none"> • Ocean observations (in situ, Remote Sensing, ship based), laboratory analysis, processing of high resolution ocean/atmospheric data including bio-optical, physico-chemical & fisheries data, process studies, etc. • Ocean/atmospheric modelling, model parameterization and data assimilation including ocean circulation, waves, storm surges, tsunamis, tides, oil spills etc for providing operational services. • Data analysis software (Ferret, python, GRADS, ODV etc.), programming languages (Matlab, C, Fortran, etc.), AI&ML applications, Ensemble techniques, GIS Application development (Arc Engine, ArcGIS Server, open source GIS tools etc.), Satellite Data processing (SeaDAS etc.). • Fisheries Forecasting/Management (Primary productivity modeling, Ecosystem modeling) and Coastal Zone Management (coral reefs, vulnerability and risk assessment, climate change impacts etc). • Research Experience proven through reputed peer-reviewed SCI publications.
Desirable Qualifications:	:	Ph.D. in Physical Oceanography / Marine Sciences/ Atmospheric Sciences / Fishery Sciences.
Responsibilities	:	<p>Responsibilities will include one or more of the following activities:</p> <ul style="list-style-type: none"> • In-situ and remote sensing observations. • Ocean/Atmospheric modeling & data assimilation. • Quality control and analysis of in-situ and remote sensing data. • Enhancement of ocean information and advisory services related to Marine ecosystem, Ocean State Forecast, Oceanogenic disasters, Coastal Geo-Spatial, Ocean Data etc. • Work onboard boats/ships at sea. • 24/7 shift operations. • R&D and teaching activities. <p>Any other job that may be assigned from time to time.</p>
<p>Post Code: 02 Name of the Post: Project Scientist – III No. of Posts: 01 (One) Age Limit: 45 Years Consolidated Monthly Emoluments: Rs. 78,000 + HRA.</p>		
Essential Qualifications	:	Masters degree in Computers/Information Technology [or] Masters degree in Engineering or Technology in Computers/Information

& Experience:		<p>Technology [or] Bachelors degree in Engineering or Technology in Computers/Information Technology from a recognized university/institute with at least 60% of marks in the qualifying degree or equivalent.</p> <p style="text-align: center;">AND</p> <p>7 (Seven) years of experience in one or more of the following areas</p> <ul style="list-style-type: none"> • System Administration and Network Management in high performance computing environment, Cloud Computing, AI/ML applications.
Desirable Qualification:	:	Ph.D. in Computer Science/Information Technology.
Responsibilities	:	<p>Responsibilities will include one or more of the following activities:</p> <ul style="list-style-type: none"> • Application software development, System Administration, IT support, web/cyber security, networking and database management. • Operations and maintenance of ICT infrastructure. • 24/7 shift operations. • R&D and teaching activities. <p>Any other job that may be assigned from time to time.</p>
<p>Post Code: 03 Name of the Post: Project Scientist – II No. of Posts: 01 (One) Age Limit: 40 Years Consolidated Monthly Emoluments: Rs. 67,000 + HRA.</p>		
Essential Qualifications & Experience:	:	<p>Masters degree in Science Communications/ Oceanic Sciences/ Atmospheric Sciences / Climate Sciences / Marine Sciences from a recognized university / institute with at least 60% of marks in the qualifying degree or equivalent.</p> <p style="text-align: center;">AND</p> <p>3 (three) years of experience in one or more of the following areas</p> <ul style="list-style-type: none"> • International relations, consultancy, training and coordination of activities related to intergovernmental bodies. • Scientific communication, Media (print, electronic and social), public affairs & public relations, science policy work. • Experience proven through reputed publications/ popular articles in magazines, news papers etc.
Desirable Qualification:	:	Ph.D. in Science Communications/Physical Oceanography/Marine Sciences / Meteorology/ Atmospheric Sciences.

Responsibilities	:	<p>Responsibilities will include one or more of the following activities:</p> <ul style="list-style-type: none"> • Public Relations, popularizing the scientific activities of INCOIS through print, electronic and social media. • Activities related to intergovernmental bodies. • R&D and teaching activities. <p>Any other job that may be assigned from time to time.</p>
<p>Post Code: 04 Name of the Post: Project Scientist – II No. of Posts: 04 (Four) Age Limit: 40 Years Consolidated Monthly Emoluments: Rs. 67,000 + HRA.</p>		
Essential Qualifications & Experience:		<p>Masters degree in Computers / Information Technology [or] Masters degree in Engineering or Technology in Computers/ Information Technology [or] Bachelors degree in Engineering or Technology in Computers/ Information Technology from a recognized university / institute with at least 60% of marks in the qualifying degree or equivalent.</p> <p style="text-align: center;">AND</p> <p>3 (three) years of experience in one or more of the following areas:</p> <ul style="list-style-type: none"> • System Administration and Network Management in high performance computing environment, AI/ML applications. • Application software development using Java, J2EE, Java Technologies with exposure to Database Management Software like Oracle, DB2, MySQL, etc, including design and development of mobile applications, Shell scripting and Cloud Computing.
Desirable Qualification:		Ph.D. in Computer Science/Information Technology
Responsibilities		<p>Responsibilities will include one or more of the following activities:</p> <ul style="list-style-type: none"> • Application software development, System Administration, IT support, web/cyber security, networking and database management. • Operations and maintenance of ICT infrastructure. • 24/7 shift operations. • R&D and teaching activities. <p>Any other job that may be assigned from time to time.</p>
<p>Post Code: 05 Name of the Post: Project Scientist – II No. of Posts: 10 (Ten) Age Limit: 40 Years Consolidated Monthly Emoluments: Rs. 67,000 + HRA.</p>		
Essential Qualifications & Experience:	:	Masters degree in Oceanic Sciences/ Atmospheric Sciences / Climate Sciences / Marine Sciences /Meteorology / Oceanography / Physical Oceanography / Marine Biology/ Physics / Mathematics [or] Masters

		<p>degree in Engineering or Technology in Mechanical/ Environmental [or] Bachelors degree in Engineering or Technology in Mechanical /Environmental from a recognized university/institute with at least 60% of marks in the qualifying degree or equivalent.</p> <p style="text-align: center;">AND</p> <p>3 (three) years of experience in one or more of the following areas</p> <ul style="list-style-type: none"> • Ocean observations (in situ, Remote Sensing, ship based), laboratory analysis, processing of high resolution ocean/atmospheric data including bio-optical, physico-chemical & fisheries data, process studies, etc. • Ocean/atmospheric modelling, model parameterization and data assimilation including ocean circulation, waves, storm surges, tsunamis, tides, oil spills etc for providing operational services. • Data analysis software (Ferret, python, GRADS, ODV etc.), programming languages (Matlab, C, Fortran, etc.), AI&ML applications, Ensemble techniques, GIS Application development (Arc Engine, ArcGIS Server, open source GIS tools etc.), Satellite Data processing (SeaDAS). • Research Experience proven through reputed peer-reviewed SCI publications.
Desirable Qualification:	:	Ph.D. in Physical Oceanography /Marine Sciences / Chemical Oceanography / Meteorology/ Atmospheric Sciences/ Mathematics.
Responsibilities	:	<p>Responsibilities will include one or more of the following activities:</p> <ul style="list-style-type: none"> • In-situ and remote sensing observations. • Ocean/Atmospheric modeling & data assimilation. • Quality control and analysis of in-situ and remote sensing data. • Enhancement of ocean information and advisory services related to Marine ecosystem, Ocean State Forecast, Oceanogenic disasters, Coastal Geo-Spatial, Ocean Data etc. • Work onboard boats/ships at sea. • 24/7 shift operations. • R&D and teaching activities. <p>Any other job that may be assigned from time to time.</p>
<p>Post Code: 06 Name of the Post: Project Scientist – I No. of Posts: 10 (Ten) Age Limit: 35 Years Consolidated Monthly Emoluments: Rs. 56,000 + HRA.</p>		
Essential Qualifications:	:	Masters degree in Computers / Information Technology/ Electronics & Communications/ Civil/ Electrical [or] Bachelors degree in Engineering or Technology in Computers / Information Technology/ Electronics &

		Communications/ Civil/ Electrical from a recognized university/institute with at least 60% of marks in the qualifying degree or equivalent.
DesirableQualifications & Experience:	:	<p>Ph.D. in Computer Science/Information Technology/Electronics & Communications.</p> <p>Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> • System Administration and Network Management in high performance computing environment, Cloud Computing, AI/ML applications. • Application software development using Java, J2EE, Java Technologies with exposure to Database Management Software like Oracle, DB2, MySQL, etc, including design and development of mobile applications, Shell scripting. • Handling Satellite Communication, Technical Support infrastructure (Electrical, HVAC and Civil).
Responsibilities	:	<p>Responsibilities will include one or more of the following activities:</p> <ul style="list-style-type: none"> • Application software development, System Administration, IT support, web/cyber security, networking and database management. • Operations and maintenance of ICT and Technical Support infrastructure. • 24/7 shift operations. • R&D and teaching activities. <p>Any other job that may be assigned from time to time.</p>
<p>Post Code: 07 Name of the Post: Project Scientist – I No. of Posts: 30 (Thirty) Age Limit: 35 Years Consolidated Monthly Emoluments: Rs. 56,000 + HRA.</p>		
Essential Qualifications:	:	Masters degree in Oceanic Sciences/ Atmospheric Sciences / Climate Sciences / Zoology/ Fisheries/ Marine Sciences /Meteorology / Oceanography / Physical Oceanography / Marine Chemistry/ Marine Biology/ Physics / Mathematics / Geoinformatics/ Geophysics / Ocean Technology/ Naval Architecture [or] Bachelors degree in Engineering or Technology in Mechanical from a recognized university / institute with at least 60% of marks in the qualifying degree or equivalent.
DesirableQualifications & Experience:	:	<p>Ph.D. in Physical Oceanography / Marine Sciences / Chemical Oceanography / Meteorology/ Atmospheric Sciences/ Geoinformatics / Geophysics/ Mathematics.</p> <p>Experience in one or more of the following areas</p> <ul style="list-style-type: none"> • Ocean observations (in situ, Remote Sensing, ship based), laboratory

		<p>analysis, processing of high resolution ocean/atmospheric data including bio-optical, physico-chemical & fisheries data, process studies, etc.</p> <ul style="list-style-type: none"> • Ocean/atmospheric modelling, model parameterization and data assimilation including ocean circulation, waves, storm surges, tsunamis, tides, oil spills etc for providing operational services. • Data analysis software (Ferret, python, GRADS, ODV etc.), programming languages (Matlab, C, Fortran, etc.), AI&ML applications, Ensemble techniques, GIS Application development (Arc Engine, ArcGIS Server, open source GIS tools etc.), Satellite Data processing (SeaDAS). • Fisheries Forecasting/Management (Primary productivity modeling, Ecosystem modeling) and Coastal Zone Management (coral reefs, vulnerability and risk assessment, climate change impacts etc). • Research Experience proven through reputed peer-reviewed SCI publications.
Responsibilities	:	<p>Responsibilities will include one or more of the following activities:</p> <ul style="list-style-type: none"> • In-situ and remote sensing observations. • Ocean/Atmospheric modeling & data assimilation. • Quality control and analysis of in-situ and remote sensing data. • Enhancement of ocean information and advisory services related to Marine ecosystem, Ocean State Forecast, Oceanogenic disasters, Coastal Geo-Spatial, Ocean Data etc. • Work onboard boats/ships at sea. • 24/7 shift operations. • R&D and teaching activities. <p>Any other job that may be assigned from time to time.</p>
<p>Post Code: 08 Name of the Post: Project Scientific Assistant II No. of Posts: 5 (Five) Age Limit: 35 Years Consolidated Monthly Emoluments: Rs. 50,000.</p>		
Essential Qualification & Experience:		<ul style="list-style-type: none"> • B.Sc degree in Computers / Physics / Mathematics / Statistics/ Biology/ Zoology/ Fisheries/ Chemistry/ Electronics [or] BCA or Three years Diploma in Electronics and Communications Engineering / Mechanical Engineering/ Electrical/Civil / computer engineering/ computer science / computer technology from a recognized university/institute with at least 60% of marks in the qualifying degree or equivalent. • Basic knowledge of computer. <p style="text-align: center;">AND</p>

	<p>5 years of experience in one or more of the following areas:</p> <ul style="list-style-type: none"> Operational ocean information and advisory services. Ocean observations (in situ, Remote Sensing, ship based), laboratory analysis, processing of high resolution ocean/atmospheric data including bio-optical, physico-chemical & fisheries data, process studies, etc. Data analysis software (Ferret, python, GRADS, ODV etc.), programming languages (Matlab, C, Fortran, etc.), AI&ML applications, GIS Application development (Arc Engine, ArcGIS Server, open source GIS tools etc.). Application software development using Java, J2EE, Java Technologies with exposure to Database Management Software like Oracle, DB2, MySQL, etc, including design and development of mobile applications, Shell scripting and Cloud Computing. System Administration, Network Management, ICT and technical support (Electrical, HVAC and Civil infrastructure).
<p>Responsibilities</p>	<p>Responsibilities will include one or more of the following activities:</p> <ul style="list-style-type: none"> Specialized operational activities for provision of ocean information and advisory services, including Tsunami warnings, PFZ, OSF etc on a 24/7 basis, using in situ and remote sensing observations, data processing & analysis, modeling & data assimilation, ICT support. Assembly, integration, testing, deployment, retrieval and maintenance of ocean related equipment and observing equipment. Cruise participation. <p>Any other job that may be assigned from time to time.</p>
<p>Post Code: 09 Name of the Post: Project Scientific Assistant I No. of Posts: 15 (Fifteen) Age Limit: 28 Years Consolidated Monthly Emoluments: Rs. 39,000.</p>	
<p>Essential Qualification:</p>	<ul style="list-style-type: none"> B.Sc degree in Computers / Physics / Mathematics / Statistics/ Biology/ Zoology/ Fisheries/ Chemistry/ Electronics [or] BCA or Three years Diploma in Electronics and Communications Engineering / Mechanical Engineering/ Electrical/ Civil / computer engineering/ computer science / computer technology from a recognized university/institute with at least 60% of marks in the qualifying degree or equivalent. Basic knowledge of computer.

Desirable:	<p>Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> • Operational ocean information and advisory services. • Ocean observations (in situ, Remote Sensing, ship based), laboratory analysis, processing of high resolution ocean/atmospheric data including bio-optical, physico-chemical & fisheries data, process studies, etc. • Data analysis software (Ferret, python, GRADS, ODV etc.), programming languages (Matlab, C, Fortran, etc.), AI&ML applications, GIS Application development (Arc Engine, ArcGIS Server, open source GIS tools etc.). • Application software development using Java, J2EE, Java Technologies with exposure to Database Management Software like Oracle, DB2, MySQL, etc, including design and development of mobile applications, Shell scripting and Cloud Computing. • System Administration, Network Management & ICT support.
Responsibilities	<p>Responsibilities will include one or more of the following activities:</p> <ul style="list-style-type: none"> • Specialized operational activities for provision of ocean information and advisory services, including Tsunami warnings, PFZ, OSF etc on a 24/7 basis, using in situ and remote sensing observations, data processing & analysis, modeling & data assimilation, ICT support. • Assembly, integration, testing, deployment, retrieval and maintenance of ocean related equipment and observing equipment. • Cruise participation. <p>Any other job that may be assigned from time to time.</p>

General Conditions:

1. **The last date of submission of online application is September 22, 2021. The last date is the cutoff date for all purposes including Age/Qualification/experience etc.**
2. Age relaxation in case of SC/ST/OBC/PH/ESM candidates will be as per Government of India norms.
3. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview/written exam as applicable. If the number of applications received in response to advertisement is large, it will not be convenient or possible for the Selection Board to interview and/or conduct written exam for all those candidates. The Centre may restrict the number of candidates to be called for interview and/or written exam to a reasonable limit based on desirable qualification and/or on the record of academic performance and/or relevant experience for the post prescribed in the advertisement as per the specific requirement

- of the Centre and/or any other bench mark decided by a committee constituted to screen the applications. No correspondence will be entertained with candidates who are not called for Interview and/or written exam.
4. Depending on the pandemic situation, exams/interviews might be held using online platforms to all the shortlisted candidates.
 5. For positions where interview is the mode of final selection, a candidate applying and getting shortlisted for multiple posts will be interviewed only once and the selection committee will decide about the post to which he could be accommodated. The decision of the committee in this regard would be final and multiple interviews for multiple posts will not be entertained.
 6. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as disqualification. No interim correspondence/inquiry will be entertained.
 7. Candidates working in Government/Public Sector Undertakings/Autonomous bodies must produce a 'No Objection Certificate' from their employer at the time of interview.
 8. Experience will be counted **after completion of essential academic qualifications** while a completed doctorate degree will be counted as three years' experience in case the doctorate is not mentioned in the essential qualification, which shall include the period rendered as JRF/SRF required for obtaining the doctorate degree.
 9. In case a candidate has obtained the above degree (doctoral degree) while in service only, his /her service period will be counted towards experience and he/she will not get any additional weight-age in experience for acquiring Doctorate towards total period of experience.
 10. The selection for the posts shall be on the basis of performance of the screened-in candidates in the interview/written test depending upon the post.
 11. The selected candidates are liable to serve any where in India, and work on 24/7 shift duties as per the requirement of the organization.
 12. No travelling allowance will be paid for attending the interview/written examination except Out-station SC/ST candidates called for interview/written examination who will be paid to-and-fro Sleeper-class railway/Bus fare by the shortest route on production of proof of journey tickets etc.
 13. The candidates need to make their own stay arrangements. INCOIS will not be responsible for any accommodation arrangements.

14. Director, INCOIS reserves the right to cancel the recruitment process at any stage, without assigning any reason there of or vary the number of posts to be filled under each category.
15. Discrepancies in the certificates, non-production of the original certificates and No Objection Certificate at the time of interview will attract the disqualification of applications. No travel reimbursement will be made to such candidates belonging to SC/ST.
16. Production of the original certificate at the time of interview is must. Candidate's currently working in any other organization need to provide the proof of their current employment with a service/experience certificate from the employer. Appointment order or Pay slips will not be considered as proof of current employment.
17. At present, the place of posting is at Hyderabad with transfer liability to any part of India as and when need arises.
18. All project positions are purely temporary and on contract not entitling the candidate for any claim for regular/permanent position at anytime during or after the tenure of the post.
19. The monthly emolument specified is approximate and may vary as per the guidelines issued by Competent Authority from time to time.
20. Any addendum/corrigendum etc. with regard to this recruitment will be displayed only on INCOIS website.

21. Mode of Selection:

For the posts of Sl.No. 1 to 3	Through Written test / Interview
For the posts of Sl.No. 4 to 5	Through Written Test only

22. **Application procedure:** The entire application procedure is online. Copies of certificates in support of educational qualifications, date of birth, disability, caste (SC/ST/OBC), EWS certificate, experience, no objection certificates, digital signatures, photograph etc. should be uploaded along with the online application. All the uploaded documents should be in the form of PDF file and photograph and signature in the form of .jpg format. If the certificates are in a language other than English or Hindi, attested translation should be enclosed.
23. **How to apply:** To apply, the applicant must fill the online application form available at INCOIS website <https://www.incois.gov.in/> and upload the scanned documents in the online application form. The candidates are **not** required to send any hard copies by post or through e-mail but must carry them when called for interview/test.

24. Applicants are requested to carefully go through the full text of the advertisement

and the instructions in particular before filling the online application. Incomplete applications without photos, certificates, NOC etc will be summarily rejected.

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

26. Instructions to Applicants for submission of online Application:

- i. Online application form & details of recruitment of the Post is available at <https://incois.gov.in/jobs/index.jsp>
- ii. 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 <https://incois.gov.in/jobs/index.jsp>
- iii. Submit online application well in advance along-with legible scanned copies of educational qualification, experience certificates, date of birth, disability (OH,PH), caste (ST/ST/OBC) certificate, No Objection Certificate in PDF format not exceeding 100 KB for each document/attachment. 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.
- iv. A recent passport size colour photograph (scanned) should be in .jpg format (size not exceeding 100 KB).
- v. Signature (scanned) should be in .jpg format (size not exceeding 100KB)
- vi. The applicants are advised to fill in all their particulars carefully in the online application. Incomplete application may lead to rejection.
- vii. Applicants are advised to retain the acknowledgement and print out of the submitted online application for future reference.

Director, INCOIS
AdvtNo:INCOIS/RMT/03/2021