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A-12/2/2024-O/o US (ESTT)
Government of India
Ministry of Earth Sciences

Prithvi Bhavan, Lodhi Road,
New Delhi-110 003
Dated the 2nd December, 2024.

Subject: Filling up the post of Director, Indian National Centre for Ocean Information Services (INCOIS), Hyderabad on deputation (including short-term contract) basis failing which by Direct Recruitment (on tenure) basis.

The MoES invites applications for the post of Director, Indian National Centre for Ocean Information Services (INCOIS), Hyderabad, an autonomous institution under the Ministry of Earth Sciences, Government of India, registered as a society under the Andhra Pradesh (Telangana Area) Public Societies Registration Act, 1350 Fasli (Act 1 of 1350 F.) at Hyderabad on 03.02.1999.

The main aims and objectives of INCOIS, Hyderabad are as under-

- To establish, maintain and manage systems for data acquisition, analysis, interpretation and archival for Ocean Information and related services.
- To undertake, aid, promote, guide and co-ordinate research in the field of ocean information and related services including satellite oceanography.
- To carry out surveys and acquire information using satellite technology, ships, buoys, boats or any other platforms to generate information on fisheries, minerals, oil, biology, hydrology, bathymetry, geology, meteorology, coastal zone management and associated resources.
- To generate and provide data along with value-added data products to user communities.
- To cooperate and collaborate with other national and international institutions in the field of ocean remote sensing, oceanography, atmospheric sciences/meteorology and coastal zone management.
- To establish Early Warning System for Tsunami and Storm Surges.
- To support the research centres in conducting investigations in specified areas related to oceanic processes, ocean atmospheric interaction, coastal zone information, data synthesis, data analysis and data collection.

Qualification and Experience-

For Deputation (including short term contract):

Scientists/Officers possessing educational qualification as specified for direct recruitment and working at the Government of India or State Governments or Union Territory Administrations including their attached and subordinate offices or Universities or recognized research institutions or PSU or Semi Government or

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Statutory or Autonomous Organizations/ Government funded Research organization/ Institutes etc. :

- i. holding analogous posts on regular basis in the parent cadre or department

Or

- ii. with 3 (three) years service in the grade rendered after appointment thereto on a regular basis in Level 14 (Rs. 144200 - 218200) in the parent cadre or department.

Or

- iii. with 5 (five) years service in the grade rendered after appointment thereto on a regular basis in Level 13A (Rs. 131100-216600) in the parent cadre or department.

Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government of India shall ordinarily not exceed five years, after seeking approval of the Competent Authority as per Govt. of India norms.

For Direct Recruits:

Essential Qualification-

Ph.D in Natural Science or Engineering/Technology with either Master's degree in Natural Science or Bachelor's Degree in Engineering/Technology from a recognized university/Institute

Experience-

- i. 21 years' experience in Ocean Science/Ocean Technology/Oceanography/Marine Sciences as evidenced by research papers/reports/patents.
- ii. Project Management/administration, teaching (at graduate or post graduate level), supervision or training in the relevant field.

Desirable: Post-doctoral research experience in the relevant field.

Note: For further details, see the INCOIS website <https://www.incois.gov.in>.

Job Description: The Director, who is the Chief Executive Officer of the institute, is responsible for formulation, development and implementation of various technology mission mode programmes and other technical support activities implemented by INCOIS. He/She is also responsible for formulation of planning, administration and functioning of the centre as well as the execution of the in-house R&D activities.

Scale of Pay: The post of Director is in the HAG pay scale Pay level -15 (Rs. 182200-224100) and other allowances are as per the rules of the Institute.

Age limit:

For Direct Recruitment– Preferably below 56 years. Relaxation can be considered in respect of exceptionally qualified or/and experienced candidates.

For Deputation- Below 58 years.

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India.

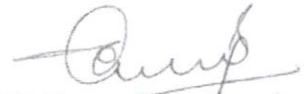
Method of Recruitment:

Deputation (including short term contract); Failing which by Direct Recruitment (on tenure basis) for a period of 5 years or up to the age of superannuation whichever is earlier subject to satisfactory performance (Re-appointment for subsequent tenures or up to the age of superannuation whichever is earlier can be granted by following the procedure laid down by the Government).

Selection process:

Persons interested in this post are requested to send their application in the pro-forma at Annexure-I. The application complete in all respects should be addressed to the **Under Secretary (Estt.-ABs), Ministry of Earth Sciences, Prithvi Bhavan, Lodhi Road, New Delhi - 110003 and should reach within 4 weeks from the date of publication of the advertisement in Employment News.** MoES may also invite nominations from the leading scientists/experts, scientific departments/ organizations for consideration for the post.

Details and format relating to the post may be downloaded from the website of Ministry of Earth Sciences i.e. www.moes.gov.in, website of INCOIS i.e. www.incois.gov.in & Department of Personnel & Training www.persmin.gov.in.



(Ajit Kumar Dung Dung)

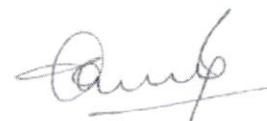
Under Secretary to the Government of India

Tel: 011-24669509

General Conditions:

- I. The Ministry reserves the right to cancel the recruitment at any stage without assigning any reason.
- II. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to advertisement is large, it shall not be convenient/ possible for the Assessment Board to interview all the candidates. The Ministry reserves the right to restrict the number of candidates to be called for interview to a reasonable limit on the basis of desirable qualifications and/or experience. No correspondence shall be entertained with candidates who are not called for interview/selected for appointment. Canvassing in any form will result in disqualification of candidature.
- III. Experience will be counted after completion of essential academic qualifications.
- IV. **How To Apply:** Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed format given below:
 - a. Candidates working in Government/Semi-Government Department/Public Sector Undertaking /Autonomous/Statutory organization should apply through proper channel.
 - b. Copies of certificates in support of educational qualifications, date of birth, disability (OH, PH), community (in case of SC/ST/OBC candidates only) and experience should be attached with the application. Candidates will have to produce the original certificates as and when required.
 - c. Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. No representation against such rejection shall be entertained.
 - d. **Completed applications should be sent to the Under Secretary (Estt.-ABs), Ministry of Earth Sciences, Prithvi Bhavan, Lodhi Road, New Delhi - 110003, by Registered Post in a cover super scribed "Application For The Post Of Director, INCOIS, Hyderabad" within 4 weeks from the date of publication of this advertisement in employment news.**

This advertisement is also available on DoP&T's website www.persmin.nic.in, MoES website www.moes.gov.in & INCOIS website <https://www.incois.gov.in>.



(Ajit Kumar Dung Dung)

Under Secretary to the Government of India

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ANNEXURE - I

**FORMAT OF APPLICATION FOR THE POST OF DIRECTOR, INCOIS,
HYDERABAD**

Affix
passport
size
photograph

1.	The applicants may please specify if he/she wishes to be considered for a specific method of recruitment i.e. i. Deputation (including short-term contract) basis only. ii. Direct Recruitment (on tenure) basis only. iii. Both for deputation (including short-term contract) failing which by Direct Recruitment (on tenure) basis.			
2.	Name in full (in block letters)			
3.	Father's/Spouse's name			
4.	(a) Date of Birth	Date	Month	Year
	(b) Age as on closing date			
5.	Nationality			
6.	Religion			
7.	Category (SC/ST/OBC/PH/General)			
8.	Whether documentary proof from the appropriate authority in support of your claim being SC/ST/OBC is enclosed (please tick)	Yes	No	
9.	Address for correspondence (in block letters with pin code)			
10.	Permanent address (in block letters)			

11. Contact mobile number/e-mail id		mobile:			
		e-mail:			
12. Educational Qualification (in chronological order from 10 th standard onwards)					
S. No.	Courses Passed	University/Institution/ Board	Year of Passing	Subjects taken	Result with Division/Class
13. Professional Training					
Organization		Period		Details of Training	
		From	To		
14. Employment records (in chronological order starting with the first job)					
Name and address of employer/institution		Period		Designation of post held and scale of pay	Nature of work and level of responsibilities
		From	To		
15. Details of Last Employment Held					
(i) Permanent/Temporary/Ad-hoc					
(ii) Scale of Pay and Basic Pay					
(iii) Other allowances					
(iv) Total Salary (ii+iii)					
(v) Whether your organization is a Central Government organization or State Government organization or Central Autonomous Institution or Central Government Undertaking or State Government Undertaking or Statutory Body or University or any other – please specify					
In case this employment is held on deputation/contract basis, please state,					
a. the date of initial appointment.					
b. period of appointment on deputation/contract					
c. name of the parent office/ organization/ service to which you belong					
16. Details of research work/experience, if any					

17.	Specialization with reference to experience desired for the post	
18.	Remarks - any other information you may wish to add (list of publications, membership of learned societies, awards and recognition, etc.)	
19.	Details of Enclosures	

20. Declaration

I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I am found to have concealed/distorted any material/information, my appointment shall be liable to be summarily terminated without notice/compensation.

Place:

(Name and Signature of Candidate)

Date:

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Certificate to Be Given By the Head of Organization/Office

Certified that the above particulars have been verified and found to be correct. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer. He/she has not been awarded any major/minor penalty during the last 10 years. His/Her up-to-date CR Dossier (including ACRs/APARs for the last 5 years) is enclosed. The integrity of the officer is also certified.

Place:

(Name and Signature of the Head of the
Organization/Office with Official Seal)

Date:

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