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INCOIS

INDIAN NATIONAL CENTRE FOR OCEAN INFORMATION SERVICES (INCOIS)

(an autonomous body under Ministry of Earth Sciences (MoES), Govt. of India), Hyderabad

Applications are invited from the eligible candidates for filling up of the following **Regular Positions on Direct Recruitment** at Indian National Centre for Ocean Information Services (INCOIS), Hyderabad, an autonomous body under Ministry of Earth Sciences, Govt. of India :

Post Code	Name of the Post	No. of Posts & Reserved for	Pay & Allowances as per 7th CPC	Age Limit (in years) (as on date of closure of application)
01	Scientist F	One (UR)	Level - 13A of pay matrix (Rs.1,31,100-2,16,600)	50
02 & 03	Scientist D	Three (UR)	Level - 12 of pay matrix (Rs.78,800- 2,09,200)	50
04, 05 & 06	Scientist C	Four (UR)	Level - 11 of pay matrix (Rs.67,700-2,08,700)	40
07	Scientific Assistant A	One (SC)	Level - 6 of pay matrix (Rs.35,400-1,12,400)	28
08	Junior Hindi Translator	One (UR)	Level - 6 of pay matrix (Rs.35,400-1,12,400)	30

Further details about the position, eligibility, academic qualifications, responsibilities, experience, application procedure and other general conditions are available at weblink https://incois.gov.in/jobs/index.jsp.

The last date of submission of online application is May 01, 2023 by 05:00 pm IST.

Director, INCOIS
INCOIS/RMT/02/2023

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/02/2023

The Indian National Centre 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 selection in engagement on regular mode in various projects on Direct Recruitment. Details about the positions, reservation, academic qualifications, age, experience, pay and responsibilities of the positions, format of application and other general conditions are given below:

Post Code	Name of the post	No. of posts & reserved for	Pay as per 7th CPC	Age limit (in years) (as on date of closure of application)
01	Scientist F	One (UR)	Level -13A of pay matrix (Rs.1,31,100-2,16,600)	50
02 & 03	Scientist D	Three (UR)	Level - 12 of pay matrix (Rs.78,800- 2,09,200)	50
04, 05 & 06	Scientist C	Four (UR)	Level - 11 of pay matrix (Rs.67,700-2,08,700)	40
07	Scientific Assistant A	One (SC)	Level - 6 of pay matrix (Rs.35,400-1,12,400)	28
08	Junior Hindi Translator	One (UR)	Level - 6 of pay matrix (Rs.35,400-1,12,400)	30

Category: Scientist – F ; No. of Posts:01; Reservations: Not Applicable/ NIL		
Post Code: 01 **Name of the Post: Scientist – F** **No. of Posts: 01 (One) - UR** **Age Limit: 50 Years** **Pay : Level 13A of pay matrix (Rs.131100-216600) and allowances as per INCOIS rules**		
Essential Qualifications & Experience:	:	Master's degree (M.Sc./M.Tech.) in Physical Oceanography / Marine Sciences [or] Master's degree in Engineering or Technology in Mechanical [or] Bachelors Degree in Engineering or Technology in Mechanical from a recognized university/institute with at least a first class (60% of marks) in the qualifying degree or equivalent. **AND** **16(Sixteen) years of experience in one or more of the following areas**

		• Numerical modeling of ocean / coastal / atmosphere / earth system processes using Computational Fluid Dynamics (CFD) tools & numerical models, and field measurements including design & deployment of ocean observing systems. • Experience proven through publications in reputed peer-reviewed SCI journals and/or technical reports.
Desirable Qualifications:	:	Ph.D. in Physical Oceanography or Marine Sciences or Mechanical Engineering
Responsibilities	:	**Responsibilities will include one or more of the following activities:** • Numerical modelling of ocean processes for climate change studies, development of computational models using opensource tools and field studies in ocean engineering. • To coordinate activities of Deep Ocean Mission and Ocean Observations, Modeling and Advisory Services programmes. • R&D in the above areas including publication of results in high-quality, peer-reviewed journals • Project Management including appraisal, review & monitoring of projects, preparation of proposals, technical reports, coordination of scientific activities with MoES institutions, other ministries and government organizations. • Work onboard boats/ships at sea. • Any other job that may be assigned from time to time.

Category: Scientist – D; No. of Posts:03; Reservations: Not Applicable/ NIL

Post Code: 02
Name of the Post: Scientist – D
No. of Posts: 01 (One) - UR
Age Limit: 50Years
Pay Scale: Level 12 of pay matrix (Rs.78800- 209200) and allowances as per INCOIS rules

Essential Qualifications & Experience:	:	Master's degree (M.Sc., M.C.A) in Computers/Information Technology [or] Master's 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 a first class (60% of marks) in the qualifying degree or equivalent. **AND** **7 (Seven) years of experience in one or more of the following areas** • Hands-on experience in System Administration, Storage Administration, Network Management, Cyber Security, Operations & Maintenance of ICT

		infrastructure including desktops, servers, storage, network, security, High Performance Computing (HPC), etc. • Developing software applications using Java, J2EE, Struts, Spring, Spring Boot and REST API, proficiency in HTML5, Bootstrap, JavaScript, Angular JS, ReactJS, TypeScript, and jQuery, proficiency in databases like IBM DB2, Oracle , PostgreSQL and MySQL, expertise in the Application & Database Server Management, web development, AL & ML and Big data applications, Deep Learning / Neural networks, etc.
Desirable Qualification:	:	Ph.D. in Computer Science/Information Technology / Certification in System Administration, Storage Administration, Network Management
Responsibilities	:	**Responsibilities will include one or more of the following activities:** • System Administration, Storage Administration, Network administration • IT support, web/cyber security, and database management. • Operations and maintenance of ICT infrastructure. • Data analysis, processing and handling of large volume of database, development of data visualization tools, etc. • Design, develop and maintain application software (web, standalone applications, dashboards, mobile apps, etc.) required for various projects at INCOIS using Java/2EE Technologies, Python, R, Fortran, etc. • Work onboard boats/ships at sea. • 24/7 shift operations. • Any other job that may be assigned from time to time.

Post Code: 03
Name of the Post: Scientist – D
No. of Posts: 02 (Two) - UR
Age Limit: 50 Years
Pay Scale: Level 12 of pay matrix (Rs. 78800- 209200) and allowances as per INCOIS rules

Essential Qualifications & Experience:	:	Master's degree (M.Sc., M.Tech.) in Physics/Mathematics/ Marine Sciences/Physical Oceanography from a recognized university/institute with at least a first class (60% of marks) in the qualifying degree or equivalent. **AND** **7 (Seven) years of experience in one or more of the following areas** • Ocean Modelling and forecasting of Ocean/Atmosphere/ Earth System Processes for Ocean General Circulation, Climate, Ocean Ecosystem/ Biogeochemistry, Waves, Cyclone, Storm Surges, Tsunamis, Tides, Oil Spills, Fisheries, Primary Productivity, Coastal processes etc, including Data

		Assimilation, model porting, model parametrization, fine tuning and installation in HPC environment for R&D and providing operational services.
		• Data processing, analysis and visualization of highresolution ocean/atmosphere /climate, bio-optical, physico-chemical & fisheries data, Satellite data, etc using scientific data analysis softwares (Ferret, python, GRADS, ODV etc), programming languages (Matlab, C, Fortran, etc.), AI&ML & Big data applications, Deep Learning / Neural networks, Ensemble techniques, GIS packages, etc. for coastal geo-spatial alpplications, marine ecosystem and multi hazard services, etc.
		• Experience proven through reputed publications/ popular articles in magazines, news papers, technical reports, etc.
Desirable Qualification:	:	Ph.D. in Physical Oceanography /Marine Sciences.
Responsibilities	:	**Responsibilities will include one or more of the following activities:** • Applied research activities, ocean observations, modelling and data assimilation, • Data processing, data quality control including insitu and remote sensing data, data management and visualization tools, etc. • Enhancement of ocean information and advisory services related to Marine ecosystems, ocean climate change indicators, ocean state forecast, oceanographic disasters, coastal geo-spatial applications, etc. • Work onboard boats / ships at sea. • R&D and teaching activities. • Any other job that may be assigned from time to time.

Category: Scientist – C; No. of Posts: 4; Reservations: Not Applicable/ NIL

Post Code: 04
Name of the Post: Scientist – C
No. of Posts: 02 (Two) - UR
Age Limit: 40 Years
Pay Scale: Level 11 of pay matrix (Rs.67700-208700) and allowances as per INCOIS rules

Essential Qualifications & Experience:	:	Master's Degree (M.Sc., M. Tech.) in Physics/Mathematics/ Marine Sciences/Physical Oceanography/ Ocean Technology / Earth systems science & Technology from a recognized university/institute with at least a first class (60% of marks) in the qualifying degree or equivalent. AND **3 (three) years of experience in one or more of the following areas:**

		• Ocean Modelling and forecasting of Ocean/Atmosphere/ Earth System Processes for Ocean General Circulation, Climate, Ocean Ecosystem/ Biogeochemistry, Waves, Cyclone, Storm Surges, Tsunamis, Tides, Oil Spills, Fisheries, Primary Productivity, Coastal processes etc, including Data Assimilation, model porting, model parametrization, fine tuning and installation in HPC environment for R&D and providing operational services • Data processing, analysis and visualization of highresolution ocean/atmosphere /climate, bio-optical, physico-chemical & fisheries data, Satellite data, etc using scientific data analysis softwares (Ferret, python, GRADS, ODV etc), programming languages (Matlab, C, Fortran, etc.), AI&ML & Big data applications, Deep Learning / Neural networks, Ensemble techniques, GIS development, etc. for coastal geo-spatial alpplications, marine ecosystem and multi hazard services, etc. • Research Experience proven through reputed peer-reviewed SCI publications.
Desirable Qualification:	:	Ph.D. in Marine Sciences / Physical Oceanography
Responsibilities	:	**Responsibilities will include one or more of the following activities:** • Applied research activities, ocean observations, modelling and data assimilation, • Data processing, data quality control including insitu and remote sensing data, data management and visualization tools, etc. • Enhancement of ocean information and advisory services related to Marine ecosystems, ocean climate change indicators, ocean state forecast, oceanographic disasters, coastal geo-spatial applications, etc. • Work onboard boats/ships at sea. • 24/7 shift operations. • R&D and teaching activities. • Publish results in high-quality, peer-reviewed journals. • Any other job that may be assigned from time to time

Post Code: 05
Name of the Post: Scientist – C
No. of Posts: 01 (One) - UR
Age Limit: 40 Years
Pay Scale: Level 11 of pay matrix (Rs.67700-208700) and allowances as per INCOIS rules

Essential Qualifications & Experience:	:	Master's Degree (M.Sc., M. Tech.) in Computer Sciences / Data Science / Information Technology [or] Master's degree in Engineering or Technology in Computers/Information

		Technology [or] Bachelor's degree in Engineering or Technology in Computers / Data Science / Information Technology from a recognized university/institute with at least a first class (60% of marks) in the qualifying degree or equivalent. AND **3 (three) years of experience in one or more of the following areas:** • Hands-on experience in System Administration, Storage Administration, Network Management, Cyber Security, Operations & Maintenance of ICT infrastructure including desktops, servers, storage, network, security, High Performance Computing (HPC), etc. • Developing software applications using Java, J2EE, Struts, Spring, Spring Boot and REST API, proficiency in HTML5, Bootstrap, JavaScript, Angular JS, ReactJS, TypeScript, and jQuery, proficiency in databases like IBM DB2, Oracle , PostgreSQL and MySQL, expertise in the Application & Database Server Management, web development, AL & ML and Big data applications, Deep Learning / Neural networks, etc. • Working knowledge in Linux, UNIX, Windows environments including shell scripting, etc. • Research Experience proven through reputed peer-reviewed SCI publications.
Desirable Qualification:	:	Ph.D. in Computer Sciences / Information Technology
Responsibilities	:	**Responsibilities will include one or more of the following activities:** • System Administration, Storage Administration, Network administration • IT support, web/cyber security, and database management. • Operations and maintenance of ICT infrastructure. • Data analysis, processing and handling of large volume of database, development of data visualization tools, etc. • Design, develop and maintain application software (web, standalone applications, dashboards, mobile apps, etc.) required for various projects at INCOIS using Java/2EE Technologies, Python, R, Fortran, etc. • Work onboard boats/ships at sea. • 24/7 shift operations. • R&D and teaching activities. • Publish results in high-quality, peer-reviewed journals. • Any other job that may be assigned from time to time
Post Code: 06 **Name of the Post: Scientist – C**		

No. of Posts: 01 (One) - UR Age Limit: 40 Years Pay Scale: Level 11 of pay matrix (Rs.67700-208700) and allowances as per INCOIS rules		
Essential Qualifications & Experience:	:	Master of Fishery Science (M.F.Sc.) in Fisheries Resources Management or Post Graduate Degree (M.Sc., M. Tech.) in Biological Oceanography / Marine Biology or its equivalent from a recognized university / institute with at least a first class (60% of marks) in the qualifying degree. **AND** **3 (three) years of experience in one or more of the following areas** • Experience in any of the fields such as Remote Sensing and GIS for Fisheries Management, Fish Stock Assessment, fishery modeling (habitat suitability models, probabilistic fishery studies, ecosystem models, etc.), fishery capture technologies, R&D in marine fisheries, satellite oceanography, primary productivity modeling, etc. • Experience in scientific programing languages (Fortran, Python & C.) and data analysis software like FERRET, MATLAB, GRAD, GMT etc. • Experience in statistical modeling related to fisheries • Familiarity with usage of field and lab equipment and experience in cruise participation onboard boats/ships
Desirable Qualification:	:	Ph.D. in Marine Biology / Biological Oceanography/Fishery Sciences
Responsibilities	:	**Responsibilities will include one or more of the following activities:** • R & D (species specific fishery services, probabilistic fishery advisories, fish habitat modeling studies, Fishery resource management, fish stock assessment, ecosystem modeling, etc.) and Teaching in marine fishery and their applications. • Participation in Primary Productivity related R&D, and development of PP based PFZ advisories. • Generation & dissemination of operational fishery services. • Collection & analysis of in-situ time series data from estuarine and marine environments. • Usage of remotely sensed data for fisheries applications. • Participation in cruises, user interaction workshops, etc. • 24/7 shift operations. • R&D and teaching activities. • Any other job that may be assigned from time to time.
Category: Scientific Assistant A; No. of Posts:01;Reservations: 01		
Post Code: 07 **Name of the Post: Scientific Assistant A**		

No. of Posts: 01(One) Reserved for : SC Age Limit: 28 Years Pay Scale: Level 6 of pay matrix (Rs.35400-112400) and allowances as per INCOIS rules		
Essential Qualification:		• B.Sc. with Computer Science or BCA or Three years Diploma in computer engineering or computer technology or information technology with at least a first class (60% marks) or its equivalent qualifications from a recognized board or university.
Desirable:		**Experience in one or more of the following areas:** • Data processing, operational generation and dissemination of ocean information and advisory services. • Data analysis software (Ferret, python, GRADS, ODV etc.), programming languages (Matlab, C, Fortran, etc.), AI&ML applications, GIS Application development. • Working knowledge in Linux, UNIX, Windows environments including shell scripting, experience in handling GIS packages & integration using open source GIS tools, experience in Python, experience in Content Management Software (CMS). • Experience in data visualization software (Tableau, Power BI, Ferret, GMT, etc.).
Responsibilities		**Responsibilities will include one or more of the following activities:** • Specialized operational activities for provision of ocean information and advisory services, including Tsunami warnings, PFZ, OSF etc on a 24/7 basis (including weekends and public holidays), using in situ and remote sensing observations, data processing & analysis, modeling & data assimilation, ICT support. • Data processing and analysis related to Database Management, Big Data and Data Analytics applications of AI/ML related to data sets, Open-source software for working with large datasets (such as services user database). • Responsible to design, develop and implement various desktop applications for operational ocean services, R&D purpose, Dissemination, etc. • To assist in developing, testing, customizing, and operationalize the services / products, data processing and analysis. • Cruise participation, cruise logistics, handling of ocean platforms / equipments • Any other job that may be assigned from time to time.
Post Code: 08 **Name of the Post: Junior Hindi Translator** **No. of Posts: 01(One)**		

Reserved for : UR Age Limit: 30 Years Pay Scale: Level 6 of pay matrix (Rs.35400-112400) and allowances as per INCOIS rules		
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, including Government of India Undertaking
Responsibilities		**Responsibilities will include one or more of the following activities:** • To translate various publications of official journals, forms, circular, manuals, articles, notification etc., in Hindi & vice versa. • Translation of day to day official letters, office orders, departmental orders etc. from Hindi to English & vice versa. • To assist Hindi Officer in organising Hindi Meeting and Workshop • To act as Liaison officer for Hindi Teaching Scheme • Maintaining files and records relating to official language. • To attend to all the work related to implementation of Official language which includes translation work from Hindi to English and vice versa as per the Official lanauage policy of Govt. of India from time to time.

		• To motivate the employees to work in Hindi and to guide them. • For strict implementation of official language at INCOIS, Hyderabad as per the instructions of Govt. of India from time to time. • Any other work related to development of Official language.

General Conditions:

1. **Online application will be available in the portal from April 01, 2023 at 1030 hrs. onwards.**

2. **The last date of submission of online application is May 01, 2023 AT 1700HRS. IST. The last date of submission of online application will be the cutoff date for all purposes including Age/Qualification/experience etc.**

3. Age relaxation (only for reserved post) will be as per Government of India norms. The caste certificate (for reservation) enclosed along with application should be valid and latest. No age relaxation would be available for SC/ST/OBC/EWS etc for the candidates applying for unreserved post/vacancy.

4. Age Relaxation is permissible up to five years for persons serving on regular basis (with minimum three years of regular service) in Central Government / Regular employees of INCOIS. For Ex-Serviceman the age relaxation shall be as per Government of India guidelines.

5. 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 INCOIS 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 INCOISand/or any other bench mark as 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.

6. The shortlisted candidates have to be present physically at INCOIS, Hyderabad for attending the written exam / interview.

7. For positions where interview is the mode of final selection, a candidate applying and getting shortlisted for multiple posts will be interviewed separately for each post.

8. All the above posts carry usual allowances viz. DA, HRA, TA, LTC, Children Education Assistance, NPS, Medical facilities, Leave etc. as applicable to INCOIS employees from time to time in addition to the pay.

9. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as disqualification. No interim correspondence/inquiry will be entertained.

10. Candidates working in Government/Public Sector Undertakings/Autonomous bodies must upload 'No Objection Certificate' from their employer while applying online. Candidature of candidates attending the written test/interview without producing the original NOC will be summarily rejected.

11. Experience will be counted **after completion of essential qualifications.** While a

completed doctorate degree (awarded) will be counted as three years' experience which shall include the period rendered as JRF/SRF required for obtaining the doctorate degree. 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 degree towards total period of experience.

12. The selection for the posts shall be on the basis of performance of the screened-in candidates in the written test and/or interviewdepending upon the post.

13. The selected candidates are liable to serve anywhere in India, and work on 24/7 shift duties as per the requirement of the organization.

14. No travelling allowance will be paid for attending the interview/written examination except out-station SC/ST candidates. SC/ST outstation candidates will be paid to-and-fro Sleeper-class railway/Bus fare by the shortest route on production of proof of journey tickets etc.

15. The candidates need to make their own stay arrangements. INCOIS will not be responsible for any accommodation and transport arrangements.

16. Director, INCOIS reserves the right to cancel the recruitment process at any stage, without assigning any reason thereof or vary the number of posts to be filled under each category.

17. Discrepancies in the certificates, non-production of the original certificates and No Objection Certificate (in original) at the time of interview / written test will attract the disqualification of application. No travel reimbursement will be made to such candidates belonging to SC/ST.

18. Production of the original certificates at the time of interview/written test is compulsory.

19. Candidate's currently working in any other organizations (i.e. other than govt. orgnisations) 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.

20. **The field of experience / skills declared by the applicant need to be supported with a testimonial from his/her current and/or previous employer. Application that lacks proof of the skills / work experience claimed will be summarily rejected.**

21. Presently, the place of posting will be at Hyderabad and can be transferred to any part of India as per official requirements.

22. **Any addendum/corrigendum, etc. with regard to this recruitment will be displayed only on INCOIS website.**

23. **The Email-id and mobile number given in the online application are to be valid till the recruitment process is completed.**

24. **Mode of Selection:**

For the post code No. 1 to 6	Through Written test / Interview
For the post code No. 7 & 8	Through Written Test only

The Written examination for Post Code No.7 and 8 will have 100 marks with the following criteria:

Post Code No.07: Scientific Assistant –A :

- Competitive Test would be of Objective Questions with Multiple Choice.
- Duration of the written exam is for one hour i.e. 60 minutes.

- The examination will be for 100 marks valued through 50 multiple choice questions and each question will carry two marks.
- The examination pattern given below:

Part-A	General Knowledge and Aptitude, Numerical Ability and General English	40 marks
Part-B	Test in subjects of essential qualification	60 marks

- .INCOIS will decide the qualifying marks for part A and Part B in the written examination.
- Negative Mark : 0.25 mark will be deducted for every incorrect answer.
- The entire examination will be conducted in English Language only.

Post Code No.08: Junior Hindi Translator

The Competitive examination will be held on the same day in two sessions which will consist of two papers viz :

PART -A (Paper -I)	Marks	Duration
General Hindi (MCQs)	30 marks	60 min
General English (MCQs)	30 marks	60 min
PART -B (Paper – II)		
Translation and essay		
English to Hindi	20 marks	60 min
Hindi to English	20 marks	60 min

Part A : The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level. There will be negative marking of 0.25 marks for every incorrect answer in Paper I. Candidates are, therefore, advised to keep in mind while answering the questions.

Part B: Translation and Essay: This paper will contain two passages for translation - one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.

There shall be no provision for re-evaluation / re-checking of the scores. No correspondence in this regard shall be entertained.

NOTE : **Paper II of written examination shall be evaluated of only those candidates who secure minimum qualifying marks in Paper-I as may be fixed by the INCOIS**. Qualifying marks for Part A and Part B will be fixed by INCOIS taking into consideration among others, category wise vacancies and category wise number of candidates. Only those candidates who will secure marks above the cut off marks fixed by INCOIS and fulfilling the eligibility criteria will be considered for selection.

25. **Application procedure:** The entire application procedure is online. Copies of certificates in support of educational qualifications, date of birth, disability, caste (SC/ST/OBC/PH/ESM), EWS certificate, experience certificate & testimonials, no objection certificates, digital signatures, photograph etc. should be uploaded along with the online application. All the uploaded documents should be in PDF file and photograph & signature in .jpg format. If the certificates are in a language other than English or Hindi, translation in English duly attested by Gazetted Officer should be enclosed.

26. **How to apply:** To apply, the applicant must fill the online application form available at INCOIS website 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/written test**.

27. **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, signatures, NOC etc will be summarily rejected.

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

29. **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 qualifications, experience certificates, date of birth, caste (ST/ST/OBC) certificate, No Objection Certificate in PDF format not exceeding 500 KB for each document/attachment. If the certificates are in a language other than English or Hindi, then attested translation in English by the Gazetted Officer 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
Advt No:INCOIS/RMT/02/2023