

राष्ट्रीय समुद्र प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF OCEAN TECHNOLOGY
(पृथ्वी विज्ञान मंत्रालय, भारत सरकार)
(Ministry of Earth Sciences, Government of India)
रासप्रौसपरिसर, वेलाचेरी तांबरम रोड, चेन्नै- 600 100
NIOT CAMPUS, VELACHERY-TAMBARAM ROAD, CHENNAI - 600 100
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National Institute of Ocean Technology (NIOT), Chennai, an autonomous body under the Ministry of Earth Sciences, Govt. of India, is functioning with broad objectives of promoting technology development in various mission mode activities in Ocean Engineering and Ocean Resource utilization. The institute invites offline applications through the website link https://www.niot.res.in/recruitment_details.php to the following posts from talented and motivated Indian citizens **on deputation basis:-**

Post code	SM/2024
Name of the post	Senior Manager
Number of post	01 (One)
Pay level	Level -12 (Rs.78800-209200)
Age Limit	Not exceeding 56 years as on the closing date of receipt of application.
Eligibility Qualifications	Officers under the Central Government/State Government/PSU/Autonomous Bodies (i) Holding analogous posts on a regular basis in the parent cadre/department. Or (ii) with six years regular service in posts in Level-11/PB-3 +GP 6600 or equivalent in the parent cadre/department.
Job Requirements	1) Managerial functions relating to the Financial Management and General administration of the mission and institute activities 2) Liaisoning with the Ministry for all financial and administrative matters, sanction of manpower. 3) Budget planning and Ministry correspondence for demands. 4) Assisting the Management on overall financial planning, control of expenditure, sanction of financial bills, furnishing Utilization certificate. 5) Procurement of High Value Assets and contracts and the management of contracts, Coordinating the Purchase activities, including GTE and ensuring the policies and procedures laid down by the Government.

	<p>6) Coordinating Statutory Audit, CAG Audit, Internal Audit from the Ministry and overseeing compliance of regulations relating to Income Tax, Customs, GST etc., and addressing crucial issues.</p> <p>Must be critical thinker, must exhibit strong leadership skill with good oral and written communication.</p>
Selection procedure	By personal interaction cum interview

Post code	AO/2024
Name of the post	Administrative Officer
Number of post	01 (One)
Pay level	Level -10 (Rs.56100-177500)
Age Limit	Not exceeding 56 years as on the closing date of receipt of application.
Eligibility Qualifications	<p>Officers under the Central Government/State Government/PSU/Autonomous Bodies</p> <p>(i) Holding analogous posts on a regular basis in the parent cadre/department.</p> <p>Or</p> <p>(ii) with four years regular service in posts in Level-8/PB-2 +GP 4800 or equivalent in the parent cadre/department.</p>
Job Requirements	<ol style="list-style-type: none"> 1) Administrative Functions to handle the day to day activities 2) Budget planning and correspondence with the Ministry for demands 3) Recruitments and purchase activities relating to goods and services. 4) Coordination with Government agencies. 5) Contract management, legal issues, taxation related to project management. Functions of DDO. 6) Handling RTI applications. <p>The person is to be thorough with the Administrative procedures in the Central Govt. relating to recruitments, reservations, rosters, GFR, DFPR, purchase manuals and must have dealt with purchase of Goods and Services and Management of contracts and must be able to guide his team. The applicant must have leadership skills with good oral and written communication and must lead his team/section.</p>
Selection procedure	By personal interaction cum interview

Note: (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization / department of the Central Govt. shall ordinarily not exceed three years).

(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. The Maximum age limit for appointment on deputation / absorption shall not be exceeding 56 years as on the closing date of receipt of application).

Screening of Applications:

The preliminary screening of the applications will be based on candidate's qualifying credentials against;

- (i) the eligibility qualifications and job requirements specified above
- (ii) completeness of the application like providing the details sought, submission of the passport size photograph and copies of the marks sheets, academic and experience certificates, signature, etc.
- (iii) Certification by the Employer/ Cadre Controlling Authority

Criteria for Short-listing:

The prescribed eligibility qualifications are minimum requirements and mere possession of the same does not entitle candidates to be called for personal interaction / interview.

If the number of applications, received in response to advertisement is large, NIOT may restrict the number of candidates to be called for personal interaction / interview to the reasonable limit through short-listing process by adopting suitable criteria, relevant experience in the field, consistency in the APAR grading, etc. as the case may be.

The criteria for short listing the applications will be set by a Committee constituted to screen the applications depending upon the number of applications received.

The final selection of the candidate will be based on the experience possessed by the candidate with reference to the job requirements, APAR grading, candidate's performance in the personal interaction / interview, as the case may be.

No correspondence will be entertained with candidates who are not called for selection for appointment.

General Instructions and procedure for submitting application:

The candidates are requested to note the following:

1. Candidate must be a citizen of India.
2. In case of deputation, application in the prescribed format specified shall be routed through proper channel.
3. The deputation shall be regulated as per the standard deputation terms and conditions prescribed by the DoP&T / Gol dated 17.6.2010 as amended from time to time.

4. Women candidates fulfilling the eligibility criteria are encouraged to apply for the post.
5. No TA/DA will be paid towards attending the interview.
6. The candidates selected are liable to work anywhere in India in any of the Centers/project sites of NIOT.
7. NIOT cannot take any responsibility for transit and other delays.
8. NIOT reserves the right not to fill up the post without assigning any reasons what so ever.
9. Canvassing in any form will be treated as disqualification.
10. Any unsolicited communication regarding this advertisement is strictly prohibited.
11. The decision of NIOT in all matters relating to eligibility, acceptance or rejection of the application shall be final and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
12. The call letter for personal interaction / interview will be communicated to the candidates's email.

LAST DATE FOR RECEIPT OF HARD COPY OF APPLICATIONS:

NON-REMOTE LOCALITIES	:	31/12/2024
REMOTE LOCALITIES	:	07/01/2025