

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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**ADVERTISEMENT No. NIOT/E&P/09/2023 (Regular)**

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 online / offline applications through the website link [https://www.niot.res.in/recruitment\\_details.php](https://www.niot.res.in/recruitment_details.php) to the following posts from talented and motivated Indian citizens:-

**A. By Deputation:**

Name of the Post	Pay Level in the Pay Matrix (as per VII CPC)
Senior Manager	Pay Level 12 (Rs.78800-209200)
Administrative Officer	Pay Level 10 (Rs.56100-177500)
Assistant Manager (AM)	Pay Level 7 (Rs.44900-142400)

**B. By Direct Recruitment:**

Name of the Post	Pay Level in the Pay Matrix (as per VII CPC)	Unreserved
Junior Executive	Pay Level 4 (Rs.25500-81100)	

निदेशक / Director

**A. By Deputation :**

Post code	SM/2023
Name of the post	<b>Senior Manager</b>
Number of post	01 (One)
Pay level	Level -12 (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.  <b>Or</b>  (i) with six years regular service in posts in Level-11/PB-3 +GP 6600 or equivalent in the parent cadre/department.
Job Requirements	<ol style="list-style-type: none"><li>1) Managerial functions relating to the Financial Management and General administration of the mission and institute activities</li><li>2) Liaising with the Ministry for all financial and administrative matters, sanction of manpower.</li><li>3) Budget planning and Ministry correspondence for demands.</li><li>4) Assisting the Management on overall financial planning, control of expenditure, sanction of financial bills, furnishing Utilization certificate.</li><li>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.</li><li>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.</li></ol> <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/2023
Name of the post	<b>Administrative Officer</b>
Number of post	01 (One)
Pay level	Level -10 (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><b>Or</b></p> <p>(i) 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"> <li>1) Administrative Functions to handle the day to day activities</li> <li>2) Budget planning and correspondence with the Ministry for demands</li> <li>3) Recruitments and purchase activities relating to goods and services.</li> <li>4) Coordination with Government agencies.</li> <li>5) Contract management, legal issues, taxation related to project management. Functions of DDO.</li> <li>6) Handling RTI applications.</li> </ol> <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

Post code	AM/2023
Name of the post	<b>Assistant Manager</b>
Number of post	01 (One)
Pay level	Level -07 (Rs.44900-142400)
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 holding analogous posts on regular basis in the parent cadre / department. [Or] With three years regular service in posts in PB-2+GP 4200/- or its equivalent in the parent cadre / department.
Job Requirements	1. Supervisory Functions to handle the day to day activities 2. Planning and Management 3. Recruitments and purchase activities relating to goods and services. 4. Handling RTI application & Parliamentary Questions. 5. Contract management, legal matters, etc. related to Administration.  The person is to be conversant with the Administrative procedures in the Central Govt. relating to recruitments, reservations, maintenance of rosters, GFR, DFPR, purchase manuals, RTI. The applicant must have good verbal and written communication and must be able to coordinate with his colleagues and the other stake holders.
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).

**B. By Direct Recruitment :**

Post code	JREX/2023
Name of the post	<b>JUNIOR EXECUTIVE</b>
Number of post	01 (One) : Un-reserved
Pay level	Level -04 (Rs.25500-81100)
Age Limit	Not exceeding 30 years as on the closing date of receipt of application (relaxation as per Govt. Rules)
Educational and other qualifications	<b><u>Essential:</u></b> A Bachelor's degree from a recognized University, basic knowledge of computer and minimum 5 years experience preferably in Govt./PSU/Autonomous Bodies in the relevant area in PB-1+GP Rs.1900/- or its equivalent. <b><u>Desirable:</u></b> Master's Degree from a recognized University and proficiency in computer skills.
Job Requirements	The general responsibilities involves handling office tasks and administrative duties, including communications between colleagues and other organizations, managing executive calendars, organizing schedules and events or meetings (including audio & visual), booking travel, managing files, entering data & interpretation. <b><u>Key Competence / Skills:</u></b> Strong interpersonal skills and the ability to build relationship with team members. Proficiency in Windows, including MS Word, EXCEL, and Power Point Ability to work independently and with professional discretion, excellent writing, editing, grammatical skills, coupled with analytical & numerical ability.
Selection procedure	By written test

### **Screening of Applications:**

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

- (i) the essential requirements specified above
- (ii) date of birth (inclusive of relaxation of age as applicable)
- (iii) completeness of the application like providing the details sought, submission of the passport size photograph and copies of the marks list, academic and experience certificates, signature, etc.
- (iv) essential experience
- (v) desirable qualification and experience as specified above. The candidate's experience certificates should clearly specify whether he/she possess the experience / knowledge / skills / requested in the essential / desirable experience requirements.

### **Criteria for Short-listing:**

The prescribed essential qualifications are minimum requirements and the mere possession of the same does not entitle candidates to be called for personal interaction / interview / written test, as the case may be.

If the number of application, received in response to advertisement is large, NIOT may restrict the number of candidates to be called for personal interaction / interview / written test to the reasonable limit through short-listing process by adopting suitable criteria, like cut off marks in the minimum educational qualification, 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 / written test, 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. For direct recruitment to the post of Junior Executive, the application should be submitted online through NIOT website [https://www.niot.res.in/recruitment\\_details.php](https://www.niot.res.in/recruitment_details.php) . The candidates should read the instructions for filling the online application carefully and submit the particulars online and upload the recent passport size photograph and scanned copies of the documents relating to educational qualification, experience, date of birth, community status, NOC from the employer (for those employed in Govt./Autonomous Bodies/PSU), certificate in prescribed format for claiming relaxation of age (Govt. Servants/Ex-servicemen) etc.
5. The candidate should thoroughly check and verify the particulars filled online before submission of application. Request for additions, alterations or changes in particulars, documents uploaded after submission of the application will not be entertained. The candidates must produce the originals of the documents uploaded, at the time of verification.
6. Incomplete applications will be rejected. Candidate must ensure that they possess the essential qualifications and experience for the post applied and the candidature will be summarily rejected at any stage of recruitment process, if found not possessing the same or failure to produce the originals of the documents uploaded, during verification.
7. The Crucial Date for determining the possession of '**AGE AND ESSENTIAL QUALIFICATION (EQs) / EXPERIENCE**' will be the closing date for on-line application (in the case of Junior Executive) and closing date for receipt of hard copy of application (in the case of deputation), provided that upper age relaxable for Govt. Servants in accordance with the instructions or orders issued by the Central Govt. from time to time.
8. Experience claimed by the candidate will be counted only from the date on which the candidate has acquired the minimum educational qualification required for the post.
9. Women candidates fulfilling the requirements are encouraged to apply for the post.
10. (a) **In case of deputation posts**, application in the prescribed format specified shall be routed through proper channel.  
(b) **For the post of Junior Executive (Direct Recruitment)**, candidates who are in Government/ Autonomous Institutions and PSU should forward their online generated applications through proper channel or upload the NOC from the current employer. The forwarding letter/NOC must clearly state that the candidate is clear from vigilance angle. They may submit advance copy of application in case of delay in forwarding the application through proper channel within the due date. However, their candidature will be considered only if the application is routed through proper channel (or) on production of NOC at the time of personal interaction / interview / written test, as the case may be.
11. No TA/DA will be paid towards attending the written test / interview. Outstation SC/ST candidates called for written test will be reimbursed to and fro sleeper class rail fare by

the shortest route from the place of residence (as per application) or actual starting place whichever is less on production of travel (Bus / rail ticket).

12. The candidates selected are liable to work anywhere in India in any of the Centers/project sites of NIOT.
13. NIOT cannot take any responsibility for transit and other delays.
14. NIOT reserves the right not to fill up the post without assigning any reasons what so ever.
15. Canvassing in any form will be treated as disqualification.
16. Any unsolicited communication regarding this advertisement is strictly prohibited.
17. 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.
18. The call letter for Interview / Written test, as the case may be, will be communicated through the registered email.

**FOR DEPUTATION:**

LAST DATE FOR RECEIPT OF HARD COPY OF APPLICATIONS :

NON-REMOTE LOCALITIES	:	25/03/2024
REMOTE LOCALITIES	:	01/04/2024

**FOR DIRECT RECRUITMENT:**

LAST DATE FOR ONLINE APPLICATIONS (JUNIOR EXECUTIVE): 25/03/2024