



NATIONAL INSTITUTE OF OCEAN TECHNOLOGY
(An Autonomous society under Ministry of Earth Sciences, Govt. of India)
NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai-600 100
Phone : 91-44-6678 3310/6678 3300 Fax : 91-44-6678 3308

ADVERTISEMENT No. NIOT/E&P/04 (PROJECT)/2014

National Institute of Ocean Technology proposes to engage Project Personnel on contract basis in the following cadre on a consolidated salary. The qualifying requirements for the engagement are as in the advertisement appearing on the link <http://www.niot.res.in/index.php/recruitment> of our website.

| S. No. | Name of the Post | Salary (Rs.) (Consolidated) | No. of Posts(*) | Age Limit |
|--------|------------------|-----------------------------|-----------------|----------------|
| 1 | Hindi Typist | Rs.16,500/- | 1 | Below 28 Years |

Eligible and Interested candidates may apply online latest by **17.04.2014** and forward a signed hard copy of the print out of the online application to 'The Director, National Institute of Ocean Technology' to receive not later than **28.04.2014** along with attested copies of all the requisite certificate.

Last Date for Online Applications : 17.04.2014

Last date for receipt of Hard Copy of Applications : 28.04.2014

The duration of the engagement would be initially for a period of one year extendable or co-terminus with the project he/she is engaged, whichever is earlier.

DIRECTOR



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National Institute of Ocean Technology (NIOT), Chennai, a technical arm of the Ministry of Earth Sciences, Govt. of India, is functioning with the broad objective of promoting technology development in activities related to Ocean Engineering and Ocean Resource utilization. The Institute has taken up various research projects in the area of *Ocean Energy and Fresh Water, Deep Sea Technologies and Ocean Mining, Coastal and Environmental Engineering, Ocean Acoustics, Ocean Observation Systems, Submersibles and Gas Hydrates, Marine Sensors and Systems, Ocean Electronics and Marine Biotechnology for Islands* in the XII Plan Period. The Institute is looking for a Hindi Typist on contract basis with a consolidated salary of **Rs.16,500/-**. Applications are invited from the interested and eligible candidates for the post.

The candidates should apply on-line and forward a hard copy with Registration No. (Obtained by online submission) duly signed by the candidate by Post enclosing the copies of certificates.

Hindi Typist

| | |
|-----------------------------|---|
| Post Code | PHT01 |
| No. of Post(s) | 1 (One) |
| Discipline | Hindi Typist |
| Age Limit | Not exceeding 28 yrs |
| Consolidated Salary | Rs. 16,500/- |
| Eligibility Criteria | Essential: (i) 10+2 or its equivalent qualification from a recognized Board or University with Basic knowledge of computer. (ii) Typing Speed of 30 w.p.m. in Hindi on computer (correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word). Desirable:- (i) One year experience in the specified field. |
| Job Requirement | <ul style="list-style-type: none">• Typing the Institute's publications in Hindi as per OL Act.• Getting the required documents typed in Hindi Language including the paper's to be placed on the tables of Lok Sabha and Rajya Sabha.• Assist Hindi Officer by typing agenda items and minutes of the Hindi meetings, workshops.• Assist the officer/staff in learning Hindi and using Hindi in official work.• Attending Hindi meeting organized by TOLIC and other C.G. organizations for effective implementation of OL.• Ensure proper compliance of the previous of OL Act and orders pertaining to Hindi Teaching scheme and OL Policy at the Institute as well as regional centres.• Submitting all the necessary documents in English & Hindi Languages. |

General Conditions:

The candidates are requested to note the following:

1. Candidates must be citizens of India.
2. The application form is available online on NIOT website <http://www.niot.res.in/index.php/recruitment>. The candidate has to fill the application online and upon submission, applicants will be provided with an online Registration Number. After allotment of Registration Number, the candidate has to take a print out, duly sign and send along with copies of the following certificates to reach NIOT latest by **28.04.2014**. Online applications must invariably be followed by a hard copy along with enclosures. Online applications without hardcopy will lead to rejection of application. Similarly hard copy applications without online registration will not be considered. The application without the following enclosures shall summarily be rejected.
 - i) Qualification certificates
 - ii) Mark List
 - iii) Experience certificates, if any
3. Paste a recent passport size colour photograph in the space provided for at the right top portion on the first page of the application.
4. The candidates should not have exceeded the maximum age limit specified above as on the last date of receipt of on-line application. A maximum relaxation of 5 years in age is available to SC/ST and candidates working in Government of India / Autonomous organizations of GOI; 10 years to physically disabled persons and 3 years for OBC candidates. **Relaxation will be given only on production of original caste/PH certificate.**
5. Women candidates fulfilling the requirements are encouraged to apply for the posts.
6. Candidates who are in Government / autonomous Institutions and PSU should forward their applications through proper channel.
7. NIOT may fix suitable norms for short listing the applications.
8. Mere possession of the education qualifications and requisite experience will not entitle any right to be called for interview or selection.
9. **The Advt. No., Post No., Post Name and Discipline should be clearly indicated on the envelope.**
10. Outstation candidates called for the interview will be reimbursed conveyance limited to sleeper class fare by the shortest route from the place of duty / residence to chennai and back, subject to production of ticket.
11. The candidates selected are liable to work anywhere in India and can be posted in any of the projects in NIOT.

12. Attested copies of certificates / testimonials (for age, qualification and experience proof) should be enclosed along with the applications. Write *“Enclosure Sl. No. _____” as mentioned in the application.*
13. The applications received after due date or without enclosures or incomplete applications will be summarily rejected. NIOT does not take any responsibility for transit and other delays.
14. Canvassing in any form will be treated as disqualification.
15. Any unsolicited communication regarding this advertisement is strictly prohibited.
16. The decision of NIOT in all matters relating to eligibility, acceptance or rejection of application shall be final and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
17. The duration of the engagement would be initially for a period of one year and may be extendable or co-terminus with the project in which he/she is engaged, whichever is earlier.

Applications should be sent to The Director, National Institute of Ocean Technology, Velachery - Tambaram Main Road, Pallikaranai, Chennai-600100, INDIA so as to reach **on or before the due date, duly superscribing on the envelope with the post name and discipline for which applied.**

LAST DATE FOR ONLINE APPLICATIONS : **17.04.2014**

LAST DATE FOR RECEIPT OF APPLICATIONS : **28.04.2014**

DIRECTOR