



**NATIONAL INSTITUTE OF OCEAN TECHNOLOGY
(Ministry of Earth Sciences, Government of India)**

NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai – 600 100

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ADVERTISEMENT No. NIOT/2018/02 (Regular) – Deputation

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 applications to the post of **Assistant Manager on deputation** for a period not exceeding three years with likelihood of absorption if necessary through the website link <http://www.niot.res.in/index.php/recruitment> from talented and motivated Officers under the Central Government or State Government or Govt. Public Sector Undertaking / Autonomous Bodies possessing the qualifications prescribed in the table below:-

Post code	AM-01-2018	Name of the post	Assistant Manager
Number of the post	01	Age limit	Not exceeding 56 years
Pay Scale	Pay Level 07 (Rs.44900-142400) and allowances as admissible to Central Govt. Employees.		
Eligibility conditions	Officers under the Central Government or State Government or Govt. Public Sector Undertaking / Autonomous Bodies Possessing a Bachelor's Degree from a recognized University, basic knowledge of computer and (i) holding analogous posts on regular basis in the parent cadre / department OR (ii) with three years regular service in posts in the Pay Level 6 of CCS (Revised Pay) Rules, 2016 OR equivalent in the parent cadre / department.		
Job Requirement	<ul style="list-style-type: none">• Effective administrative support in management of Scientific / Research activities of the Institute• Handling of legal cases and RTI matters pertaining to NIOT• Drafting of agreements / contracts / tender documents, including manpower contract, etc.,• Deal with matters related to Statutory / Internal / Ministry / CAG audit and co-ordination NPS related matters, etc.• Co-ordination & liaison with offices of Central Govt. / State Govt. / statutory bodies, etc., whenever required• Monitoring and Supervision of Accounts related matters of the Institute• Planning, budgeting and oversee the expenditure in line with procedures and policies of Govt. of India, adherence to GFR and other expenditure related regulations of Central Govt., expenditure control in execution of projects, handling payments through Public Financial Management System (PFMS)• Adherence to ICAI Accounting Standards in book keeping; formulation & disclosure of accounting policies; revenue and capital accounting; control over computerized web based accounting of daily transactions and reconciliation, etc.• Consolidation of Accounts; Drawing up Balance Sheet for reporting to Parliament; Statutory obligations in institutional Income Tax; Reply to assessment notices;• Handle statutory obligations GST, Customs Duty and periodical returns• Representing Institute before Assessing Officers; Service Tax Liabilities, payments, adjustments, CENVAT credits, assessment matters; TDS on business transactions and salary and remittance; Tax adjustments as per double taxation avoidance treaties; Timely and periodical submission of tax returns online; Letters of Credit; Foreign Exchange transactions management;		

	<p>FEMA obligations; Managing investments; Provident Fund Management; Internal controls; Drawing & Disbursing Officer; Fraud prevention and the such.</p> <ul style="list-style-type: none"> • Advise and guide in carrying out Stores & Purchase related matters of the Institute • Handling procurement and stores functions, contractual support management with foreign vendors / suppliers • E-tender process • Handle Contract Management, including import and export & arbitration cases • Deal with matters related to Statutory / Internal / Ministry / CAG auditing and co-ordination with Auditors
Selection Procedure	Through 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 (after 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 in the above. The candidate’s experience certificates should clearly specify whether they possess the experience / knowledge / skills / requested in the essential / desirable experience requirements.

Criteria for Short-listing of applicants for Test

The prescribed essential qualifications are minimum requirements and the mere possession of the same does not entitle candidates to be called for test. If the number of application, received in response to advertisement is large, it will not be convenient or possible to call all candidates for test. Hence, NIOT may restrict the number of candidates to be called for interview 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 etc. The criteria for short listing the applications will be set by a Committee constituted to screen the applications depending upon the number of application received.

The final selection of the candidate will be based on the candidate’s performance in the test. No correspondence will be entertained with candidates who are not called for selected for appointment.

Procedure for submitting application for Deputation:

The candidates are requested to note the following:

1. The pay and allowances, etc., in the deputation basis will be governed as per O.M. No.6/8/2009-Estt (Pay II) dated 17.6.2010 of Ministry of Personnel Public Grievances & Pension (Department of Personnel & Training), New Delhi with modifications issued from time to time. Similarly all conditions issued by the Government of India issued from time to time regulating the recruitment through deputation will be applicable.
2. Departmental Candidates in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation except for the ex-cadre post for which they are not feeder grade officials.
3. The application form is available online on NIOT website <http://www.niot.res.in>. The candidate has to fill the application online and upload recent passport size photograph **latest by 12.03.2019** upto 5.30 p.m. Upon submission, an online Registration Number will be provided by the system. After allotment of Registration Number, the candidate has to take print out and send the same duly signed along with self-attested copies of the following certificates to reach the **Director, National Institute of Ocean Technology, Velachery – Tambaram Main Road, Pallikaranai, Chennai – 600100**, India within 07 days (15 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and the Union Territory of Lakshadweep) from the date of closing of online submission.
 - (i) Educational Qualification Certificates
 - (ii) Mark List
 - (iii) Experience certificates
 - (iv) Caste certificate in the prescribed form issued by the Competent Revenue Authority.
 - (v) APAR for the last five yearsWhile submitting the copies of the above certificates please Write “Enclosure Sl. No. ” as mentioned in the application.
4. Paste a recent passport size photograph in the space provided for at the right top portion on the first page in the hard copy of the application. The Photograph should clear.
5. The candidates should not have exceeded the maximum age limit specified above as on the last date of submission of online application.
6. The Advertisement No., Post No. and Post Name should be clearly superscribed on the envelope.
7. Women candidates fulfilling the requirements are encouraged to apply for the post.
8. The candidates selected are liable to work anywhere in India in any of the Projects of NIOT.
9. Applications for deputation should be routed through **Proper channel**.
10. NIOT cannot take any responsibility for transit and other delays.
11. Late/incomplete applications, online applications without hardcopy or vice versa will lead to rejection of application.
12. NIOT reserves the right not to fill up the post without assigning any reasons what so ever.
13. Canvassing in any form will be treated as disqualification.
14. Any unsolicited communication regarding this advertisement is strictly prohibited.
15. The decision of NIOT in all matters relating to eligibility, acceptance or rejection the application shall be final and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.

16. The call letter for Test / Interview will be communicated through the registered email.

LAST DATE FOR ONLINE APPLICATIONS	:	12.03.2019
LAST DATE FOR RECEIPT OF Non-remote localities	:	19.03.2019
Hard Copy of APPLICATIONS - Remote localities	:	26.03.2019