



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/ 02/Consultant//2018 (Contract)

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, Off-shore Structural Components, 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 order to advise in conducting the general activities of Finance and Accounts of the Institute including statutory matters like income tax, GST, etc., the Institute is looking for a **Senior Consultant** to adhere the rules and regulations and statutory levies (purely temporary contract basis). Applications are invited from the interested and eligible Indian nationals to fill up the post. The tenure will be initially for a period of 1 year and extendable by one more year or co-terminus with the project whichever is earlier.

The candidates should forward a hard copy duly signed by Post along with the requisite copies of certificates.

Qualification in the relevant **discipline** and Job requirement in one or more of the areas as mentioned against the post is required.

Area / Discipline	Finance and Accounts
Post Code	Senior Consultant/F&A/01/2018
No. of Post(s)	1 (ONE)
Eligibility Criteria	<p><u>Essential:</u></p> <p>i) Graduate degree in Arts / Science / Commerce from a recognized university / institution.</p> <p>ii) Retired Audit / Section Officers from Govt. / Autonomous Bodies with a Grade Pay of atleast Rs.4600/- (VI CPC) & above and not less than 10 years' experience in the grade with experience of independently handling the functions of Finance & Accounts / Audit.</p> <p>iii) Conversant with Rules / procedures / manuals framed by Govt. of India from time to time.</p>
Job Requirement	<ul style="list-style-type: none"> • Advise and guide in the functions of Finance and Accounts related matters of the Institute • Budgeting and experience control in execution of the projects including the contracts. • 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. • Advise in Handling of statutory obligations; especially Income Tax, GST, Customs Duty and periodical returns • Advise in Handling audit matters • Advise in handling PFMS and Liasoning with the Ministry.
Consolidated Remuneration	Rs. 70,000/- to Rs.90,000/- p.m. Payment is subject to TDS.
Age limit	Upto 64 years
Period of Engagement	The initial engagement will be for a period of one year and may continue further subject to performance and requirement.

General Conditions:

The applicants are requested to note the following and go through the instructions carefully.

- The candidate shall be solely responsible for any loss or hardship caused to him due to his non-adherence to these instructions.
- The candidate has to fill the application form as per the prescribed format, duly signed and send it to NIOT along with copies of the following certificates to reach by **06.07.2018**. The application without the following enclosures shall summarily be rejected.
 - a) 10th standard certificate or equivalent in support of Date of Birth
 - b) 12th standard or equivalent mark sheet
 - c) Community certificate in respect of SC/ST/OBC-NCL candidates (if applicable)
 - d) U.G Degree certificate
 - e) U.G Degree mark sheets or grade sheets
 - f) Other documents, as applicable, as per Recruitment Rules.
- Candidates must be citizen of India
- Engagement of consultant will be on full time basis and their place of duty will be initially at Chennai and can be posted anywhere in India based on the needs of the Institute and any of the Projects of NIOT.
- Paste a recent passport size colour photograph in the space provided for at the right top portion on the first page of the application.
- Experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed qualifications for that post.
- Women candidates fulfilling the requirements are encouraged to apply for the posts.
- NIOT may fix suitable norms for short listing the applications depending upon the vacancies available and the area in which the vacancies exist.
- Mere possession of the education qualifications and requisite experience will not entitle any right to be called for interview or selection.
- **The Advt. No., Post No., Post Name and Discipline should be clearly indicated on the envelope.**
- Self attested copies of certificates / testimonials (for age, qualification and experience proof) should be enclosed along with the applications. Enclose list of publications / re-prints etc., if any also with the application. Write **"Enclosure Sl. No. _____" as mentioned in the application.**
- The applications received after due date or without enclosures or incomplete applications will be summarily rejected. NIOT cannot take any responsibility for transit and other delays.
- Canvassing in any form will be treated as disqualification.
- Any unsolicited communication regarding this advertisement is strictly prohibited.
- The engagement is time bound and purely temporary on contract basis for a fixed term.
- The duration of the engagement would be initially for a period of one year and is extendable for a further period of one year or co-terminus with the project in which he/she is engaged, whichever is earlier.
- If the candidate wants his/her application to be considered for more than one post, separate application should be submitted for each post.
- In case of false or insufficient information/ lack of proof to ascertain the eligibility of the applicant, the candidature will summarily be rejected at any stage of the selection process.
- In case of retired officers, those who have undergone major / minor penalties in the preceding *five* years from the date of superannuation are not eligible for consultancy.
- NIOT reserves the right to cancel / withdraw / postpone this process.

Hard copy of 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 super-scribing on the envelope "the post name and discipline for which applied". The Advt. No., Post No., Post Name and Discipline should be clearly indicated on the envelope.**

LAST DATE FOR RECEIPT OF APPLICATIONS : 06.07.2018

DIRECTOR