राष्ट्रीय समुद्र प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF OCEAN TECHNOLOGY
(पृथ्वी विज्ञान मंत्रालय, भारत सरकार)
(Ministry of Earth Sciences, Government of India)
रासप्रौसं परिसर, मेजर मुकुंद वरदराजन सलाई, चेन्नै– 600 100
NIOT Campus, Major Mukund Varadarajan Salai,
Chennai - 600100
Phone: 91-44-66783310 E-Mail: recruitment.niot@gov.in

Date:31/10/2026

Advt. No. NIOT/E&P/08/2026 (Regular)

Last Date for Submission of online application: one month from the date of publication in the Employment News i.e. up to : 1730 hours of 30.11.2026

National Institute of Ocean Technology (NIOT), is an institution under Earth System Sciences Council (ESSC), an autonomous body under the Ministry of Earth Sciences, Govt. of India. NIOT is functioning with the broad objectives to promote technology development in various mission mode activities in Ocean Engineering and Ocean Resource utilization.

NIOT invites applications from Indian nationals for direct recruitment to the following post through the website link: **https://www.niot.res.in/recruitment_details.php**

Details of the post:

Name of the Post	**Pay Level in the Pay Matrix (as per VII CPC)**	**Number of post & Category**
Manager	Pay Level-11 (₹67700-208700) Group 'A'	01 (One) - Unreserved

2. The essential / desirable qualifications, job requirement etc., for the post are as follows.

Post code	Mgr./08/2026
Age Limit	Not exceeding 45 years as on the closing date for receipt of applications (Relaxable to NIOT/Central Government employees as per Govt. instructions)

Qualification	**<u>Essential</u>**: (i) A Master Degree from a recognized University. (ii) Operational computer knowledge. (iii) 6 years' experience preferably in Govt./PSU/Autonomous Bodies in the relevant area in Pay Level-8/ Pay Level-9 or its equivalent.
	<u>Desirable</u>: MBA/LLB/Diploma in Management/CA/ICWA/SAS or equivalent.
Job Requirement	The Manager shall be responsible for the following duties and responsibilities in the assigned functional area: **Personnel & Administrative Management** – Facilitation of recruitment, promotions, and engagement of contractual and project staff; management of establishment matters including posting, transfer, leave, and terminal benefits; monitoring of discipline and vigilance matters; and coordination with concerned departments. **Policy Formulation & Implementation** – Formulation and implementation of organizational policies in line with Government of India guidelines; ensuring compliance with applicable rules, regulations, and circulars issued by the Government of India from time to time. **Compliance & Governance** – Ensuring adherence to organizational policies and Government directives; handling of RTI matters and legal proceedings; monitoring of security, safety, and implementation of Official Language Policy. **Procurement & Vendor Management** – Oversight of procurement activities through GeM, CPPP, and Global Tenders; preparation of Notice Inviting Tenders (NITs); contract management and performance monitoring of vendors and service providers. **Resource Planning & Management** – Preparation of resource allocation plans; inventory management and maintenance of asset registers; write-off and disposal of unserviceable goods in accordance with Government procedures.

	Financial Management – Preparation of budget proposals; monitoring of accounts maintenance; timely processing and release of payments and advances; settlement of imprest accounts; and handling of audit observations and queries. **Operational Coordination** – Day-to-day management of assigned functions; inter-departmental coordination; maintenance of requisite records and documentation; and periodic reporting to senior management.
Selection Procedure	Interview of the shortlisted candidates

General information and conditions: -

A. Service conditions under NIOT service:

(i) The post carries basic pay and usual allowances i.e., Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the employees of Central Autonomous Bodies.

(ii) An employee is eligible for annual increment as per rules.

(iii) In addition to the emoluments, benefits such as Leave, New Pension Scheme, reimbursement of Medical Expenses, Leave Travel Concession, Children Education Allowance, Newspaper allowance are available as per Rules.

(iv) In case of selection, the appointment will be in the NIOT Headquarters at Chennai. The appointees are liable to be posted to any of the field units of NIOT in India on administrative exigencies.

(v) The selected candidate will be on probation for a period of two years from the date of taking over the charge of the post. The probationary period may be extended at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.

B. General conditions:

(i) The applicant must be a citizen of India.

(ii) The applicant must fulfill the essential requirements of the post, and other conditions stipulated in this advertisement as on the closing date for submission of online application. The candidate is advised to satisfy himself/ herself before applying that he/ she possesses the essential qualifications laid down for the post. No enquiry seeking advice as to the eligibility will be entertained.

(iii) The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle the candidate to be called for interview. The duly constituted Screening Committee will adopt its own criteria for short listing of the applications. The candidate should therefore mention in the application all the qualifications and experiences possessed in the relevant area over and above the minimum prescribed qualification, supported with documents.

(iv) If a candidate is found to be not meeting the essential qualifications, age, etc., or did not produce the original documents for verification or the documents furnished were found to be false at any stage during the recruitment process or pre-appointment formalities or after appointment to the post, the candidature/ appointment will be cancelled without further notice.

(v) The prescribed qualifications should have been obtained through recognized Universities / Institutions.

(vi) Incomplete applications, or applications without the required certificates / documents will be summarily rejected.

(vii) If a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the authority (with number and date) under which it has been so treated otherwise the claim of equivalency will not be considered and the application is liable to be rejected.

(viii) The period of experience rendered by a candidate on part-time basis, casual/daily wages, free lancers etc. will not be counted towards experience for short listing the candidates for interview.

(ix) If any document/ certificate furnished is in a language other than Hindi or English, a self-attested transcript of the same is to be submitted.

(x) The crucial date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for submission of application.

(xi) The period of experience in the relevant area shall be counted after the date of acquiring the minimum prescribed educational qualifications.

(xii) Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions are encouraged to apply for the posts identified suitable for them.

(xiii) NIOT strives to have gender balance and women candidates fulfilling the eligibility conditions are encouraged to apply.

(xiv) Any discrepancy between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview.

(xv) NIOT reserves the right not to fill up the post if it so desires.

(xvi) The selected candidate in case has already applied for any posts in any other organization, he/she has to intimate the details of such applications, immediately after joining the NIOT.

(xvii) The decision of the competent authority in NIOT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.

(xviii) Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post

(xix) NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.

C. Relaxations & concessions:

(i) As the vacancy is 'Unreserved', provision of age relaxation is not available for the SC/ST/OBC candidates. They have to compete in the standards of "Unreserved" category.

(ii) Upper age limit is relaxable up to five years for the regular employees working in NIOT / Central Government Departments as per the instructions contained in DoPT OM No. O.M. No.15012/8/87-Estt. (D) dated 15.10.1987 and amendments issued thereto from time to time provided this concession is admissible to such of the Government Servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post.

(iii) Age relaxation to Persons with Benchmark Disabilities (PwBD) is permissible as per GOI orders. The candidate claiming age relaxation as a PwBD candidate is required to produce a certificate in the prescribed proforma in support of his/her claim indicating that the degree of disability is 40% or more. In any case, the appointment of the candidate will be subject to being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual post to be filled by Direct Recruitment by selection.

(iv) Age relaxation to ex-servicemen shall be applicable as per extant Govt. of India instructions.

(v) The candidate must produce the originals of the documents uploaded at the time of verification.

(vi) Only outstation SC/ST candidates found eligible and shortlisted for interview will be paid to-and-fro second-class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Chennai Central Railway station on production of Train Tickets or any other proof of journey including bus tickets.

D. Short-listing of applicants for interview

(i) The prescribed essential qualifications are minimum requirements and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to advertisement is large, NIOT may restrict the number of candidates to be called for interview to a reasonable limit through short listing process by adopting one or more suitable criteria. The criteria for short listing the applications will be set by a committee constituted to screen the applications.

(ii) The list of screened in/screened out applicants will be notified on the website of the NIOT.

E. How to apply:

(i) The candidate is advised to go through the instructions to candidates prior to filling up the application online.

(ii) The application is to be submitted only ONLINE through NIOT website **https://www.niot.res.in/recruitment_details.php**

(iii) Application from candidate presently serving in NIOT/ Central Government Departments on regular basis will only be considered if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the offer of appointment and certified that he/she is clear from vigilance angle. The application forwarded through proper channel should be addressed to **the Director, National Institute of Ocean Technology (NIOT), Major Mukund Varadarajan Salai, Pallikaranai, Chennai 600100** and reach within **21 days** of closing date of submission of online application. NIOT will not take any responsibility for transit and other delays.

(iv) Incomplete online applications (i.e. without photograph, digital signature and certificates, etc.) will not be entertained and will be summarily rejected.

(v) The candidate should thoroughly check the particulars filled online before submission of application. Request for addition, alteration or changes in particulars, documents uploaded after submission of the application will not be entertained.

(vi) The call letter for interview will be sent to the registered e-mail of the candidate.

(vii) To avoid last minute rush, the candidate is advised to submit the ONLINE application well in advance. The website will accept the application round the clock **till 1730 hours on 30/11/2026.**

F. <u>Selection Procedure</u>: By Interview of the shortlisted candidates.

G. <u>Candidate should ensure that the following documents are uploaded in the online application form:</u>

i. Colour photograph and scanned signature.

ii. Self-Attested photocopy of Date of Birth Certificate. / X^{th} Std. marksheet showing Date of Birth

iii. Self-Attested photo copies of education qualifications from X^{th} Std onwards, degree certificates, consolidated marksheet issued by the University / Board and experience certificates.

iv. Self-Attested photo copies of experience certificates, if any in chronological order.

v. "No Objection Certificate (NOC)" from the present employer if employed in Government/ Autonomous Bodies/ PSUs.

vi. Any other document for establishing the eligibility other than the above mentioned.

Director, NIOT