



# NATIONAL INSTITUTE OF WATERSPORTS

(A Center under Indian Institute of Tourism & Travel Management)

An Autonomous Body Under Ministry of Tourism, Government of India

Advt No: 01/NIWS/Apptt/01/2017

Dated: 06.01.2018

## VACANCY NOTIFICATION

**Subject: - Filling up of the posts of Manager (Training) & Instructor in NIWS/IITTM**

Applications are invited from eligible candidates by this office to fill-up the vacant posts in NIWS/IITTM, Goa as per below.

Sr. No	Post	No. of Posts	Scale of Pay (Pre-revised)	Nature of Recruitment
1	Manager (Training)	01	PB-3: Rs. 15600-39100 (5400 GP)	On deputation
2	Instructor	01	PB-2: Rs. 9300-34800 (4600 GP)	Direct recruitment

2. The details of eligibility for the above posts are at Annexure-I.

3. The application in the prescribed Proforma (Annexure-II) from the eligible and interested persons of Indian Nationals are invited, which should be submitted along with NO OBJECTION CERTIFICATE from present employer, if applicable, latest by 31.01.2018 which has been extended up to **23<sup>rd</sup> March 2018**.

4. The applicants applied for Post at No.1 should ensure that the up-to-date attested true photocopies of **Annual Performance Appraisal Reports for the last five years, along with Integrity Certificate and a statement of major/minor penalty, imposed, if any, has taken during preceding last 5 years is sent by the present employer(s) directly to this Institute within a maximum of 10 days from the last date of this notification**. Detailed reports on incident/accident, if any, taken place during the career should also be attached.

5. Applications received after the closing date, or otherwise found incomplete, will not be considered.

6. The Institute reserves the right to change the number of vacancy(ies) of any category and also to withdraw partial or full advertisement without assigning any reason.

7. **Fee payment:** Non-refundable fee of Rs. 800/- for UR & OBC candidates and Rs. 400/- for SC & ST candidates has to be remitted through RTGS/NEFT to **Punjab National Bank, Panaji, India on A/c No. 2923002100012907 & IFSC/NIFT Code: PUNB0292300**. The transaction ID of fee deposition should be clearly mentioned in the application.

8. The '*Name of the Post Applied For*' must be clearly mentioned on the envelope containing the application and addressed to: The Director, National Institute of Watersports, A.S. Road, Altinho, Panaji, Goa- 403001.

(Director)

**ANNEXURE: I**

<b>Particulars</b>	<b>Description</b>
<b>Post</b>	<b>Manager (Training)</b>
<b>Scale of Pay</b>	PB-3: Rs. 15600-39100 with 5400 GP (Pre-revised)
<b>Nature of recruitment</b>	<b>On deputation</b>
<b>Qualification</b>	<p>1. Officers of Central/State Govts./public sector/ autonomous Orgn./ College/Univ/Edu. institutions holding analogous posts; OR Holding post in the pay-scale of PB-2 with G.P of 4800/- or 4600/- on regular basis for 05 years.</p> <p>2. Graduate degree in any discipline from a recognized Uty. With 50% marks</p> <p>3. Certificate in Powerboat Handling/OBM Maintenance/Jet Ski/ OR; Life Saving Techniques from a Govt. Body/ Govt. approved body of repute (National/International) OR; Retired person from Indian Navy preferably as Marine Commando (MARCOS) with proficiency in Life Saving Techniques.</p> <p>4. Min. 05 years of experience in training, of which, at least 03 years should be in watersports.</p>
<b>Post</b>	<b>Instructor</b>
<b>Scale of Pay</b>	P.B-2: Rs. 9300-34800 with G.P of 4600 (Pre-revised)
<b>Nature of recruitment</b>	<b>Direct recruitment</b>
<b>Age</b>	35 yrs. (Relaxation as applicable as per Central Govt. rules)
<b>Qualification</b>	<p><b>Essential:</b></p> <p>1. Graduate degree in any discipline from a recognized Univ./equivalent</p> <p>2. Certificate in Powerboat Handling/OBM Maintenance/Jet Ski/ or its equivalent from a Govt. body/Govt. approved of repute (National/International) OR; Certificate in Life Saving Techniques from a Govt. Body/ Govt. approved body of repute (National/International); OR, Retired person from Indian Navy preferably as Marine Commando (MARCOS) with proficiency in Life Saving Techniques.</p> <p>3. Min. 03 years of experience in training, of which, at least 01 year should be in watersports</p> <p><b>Desirable:</b></p> <p>1. Good oral &amp; written communication skills in English &amp; Hindi</p> <p>2. Proficiency in computer operations &amp;</p> <p>3. Proven record of training of leisure-based watersports</p>

<p><b>Note:</b></p>	<p><b><u>I. Preference may be given to:</u></b></p> <p>A. Candidates possessing certification and experience in Jet Ski Handling, Parasailing Operations, Day-Skipper, Diving/ SCUBA Diving, Wind Surfing and the like in open-water (sea).</p> <p>B. Those possessing higher qualification over and above ‘essential’ and ‘desirable’ qualifications to respective post.</p> <p><b><u>II. Others Points to take note of:</u></b></p> <p>C. The Institute reserves the right to change the number of vacancy(ies) of any category and also to withdraw partial or full advertisement without assigning any reason.</p> <p>D. Mere possession of eligibility requirement by an applicant(s) may not automatically qualify for her/him to be called for the selection process.</p> <p>E. Once selected, they are expected to contribute towards consultancy/research work, especially in preparing research and policy reports on the watersports segment.</p> <p>F. The application shall be treated as ineligible in absence of requisite application fee.</p>
<p><b>Selection Process</b></p>	<p>A. Written test of 02 hours duration- Subject knowledge, writing skill and analytical ability etc.</p> <p>B. Proficiency test in the computer operations- 01 hour (MS-Word and PPT etc.)</p> <p>C. Practical test to assess proficiency in Life Saving procedure.</p> <p>D. Swimming ability test for on-water proficiency (To complete 100 meters of non-stop swimming in placid water condition within max. time limit of 02 minutes).</p> <p>E. Presentation-cum-personal interview to assess the instruction/ presentation capabilities and skills.</p>

**ANNEXURE-II**

**Applications for the post of \_\_\_\_\_ In the  
National Institute of Watersports**

(A Center Under Indian Institute of Tourism & Travel Management)  
An Autonomous Body under Ministry of Tourism, Govt. of India

Self-attested  
Passport Size  
recent  
Photograph

1	Name (in BLOCK Letters)					
2	Post applied for (separate application for separate posts)					
3	Date of birth (DD/MM/YYYY) & Age As on the date of advertisement					
	State whether eligible for age relaxation under Govt. of India Rules				Yes: _____ No: _____ If yes, specify:	
4	Father's name					
5	Marital Status					
6	Nationality					
7	a. Address for communication (With PIN)					
	b. Telephone					
	c. Mobile number					
	d. Email					
8	a. Permanent address of applicant					
	b. Telephone					
	c. Mobile number					
	d. Email					
9	Educational qualification (From metric onwards); (Attach separate sheet if needed)					
	Exam passed	Name of Board/University	Yr. Of passing	Course duration	Subject	% Obtained

10	Certification in watersports activities- In terms of Essential & Desirable qualifications as required with the post applied for (Attach separate sheet if needed)					
	Exam passed	Name of Institution	Yr. Of passing	Course duration	Subject	%/Grade Obtained
11	Work experience (In chronological order- starting with most recent):					
	Name of organisation	Post held (Designation)	Period of service		Nature of appointment (Permanent/Ad-hoc/ Temporary)	Pay level and present Basic Pay/ Pay Scale/ Pay Band & Grade Pay
			From	To		
12	Details of Trainings undergone					
	Organisation	Course	Duration		Level	Remarks
13	Nature of Duties in Detail (To be supported with proof)					
14	Address & Telephone No. Of Organisation where present post is held					
15	Proficiency in Computer Operations					
16	Any other information the applicant may wants to furnish					

17	Furnish a brief note on how you would find suitable for the post applied for (Enclose a separate sheet, if the space is insufficient)	
18	Medical fitness Certificate stating about your present fitness to undertake water-based activities/training (should not be earlier than 4 weeks of date of application)	
19	Whether you have ever been convicted:	Yes: _____ No: _____
	If yes, pl. furnish details	
20	Whether any criminal case pending or under investigation:	Yes: _____ No: _____
	If yes, pl. furnish details	
<p><b>DECLARATION:</b></p> <p>I, _____ certify that I have gone through the advertisement carefully and I am also aware that the Bio-data and duly supported by necessary documents submitted by me would be assessed/evaluated by the Institute authorities for consideration to the post. I further certify that the above information is correct and complete to the best of my knowledge and nothing has been concealed/distorted. If at any stage, I am found to have misinformed/ concealed/distorted or suppressed any information or violated provision(s) contained in this advertisement, NIWS/IITTM shall have full right to cancel my candidature for the post applied for.</p> <p>Place: _____</p> <p>Date: _____ <span style="float: right;"><b>(Signature)</b></span></p>		

**Note:**

1. *Application shall be complete in all respect and to be supported by relevant documents for consideration*
2. *Applicants may go through the Notification carefully before filling the application form*