

Advt. No. NCAOR/17/18
ESSO-National Centre for Antarctic & Ocean Research
(An Autonomous Society under the Ministry of Earth Sciences, Govt. of India)
Headland Sada, Vasco-da-Gama, Goa – 403804.

WALK-IN INTERVIEW

The ESSO-National Centre for Antarctic & Ocean Research (NCAOR), an Autonomous Society under the Ministry of Earth Sciences, Govt. of India, New Delhi is the nodal agency responsible for planning, co-ordinating and executing the Indian Polar Programme. In addition, the Centre has a wellfocused scientific mandate of basic and applied research in various disciplines and themes of polar and ocean sciences.

The Director, NCAOR invites eligible & prospective Indian Nationals, for filling up following posts under project mode on temporary contract basis through walk-in-interview at NCAOR on 26 March, 2018 (Monday) at 09:00 am.

Sr. No.	Category of Post	No. of Posts	<u>Consolidated Emoluments</u> (all inclusive) p.m.
1	Engineer (Electrical)	01(One)	Rs. 30,550/-
2	Engineer (Civil)	01(One)	Rs. 30,550/-
3	Project Technical Assistant	01(One)	Rs. 25,000/-
4	Shipboard Assistant	01 (One)	Rs. 25,000/-
5	Project Accountant	01 (One)	Rs. 25,000/-

(Registration will start from 9.00 a.m. to 11.00 a.m. on **26 March, 2018 (Monday)**. Candidates reporting after registration time will NOT be allowed to attend interview.

1. Name & No. of position: Engineer (Electrical) – 01 No.

Nature of duties: (i) Providing day to day supervision of running electrical work and maintenance of Electrical substation including diesel Generator, Office building and its maintenance, air conditioning plant, electrical, plumbing, A/C package unit HVAC, Cold Room, Deep Freezer and other electrical work.

(ii) Other duties as may be assigned by the NCAOR from time to time.

Qualification & Experience:

(i)**Essential:** Degree in Electrical Engineering from recognised University/ Board with not less than two years experience in the maintenance of Electrical, Air Conditioning Plants etc in Government organizations/Autonomous bodies/PSUs.

(ii)**Desirable:** Should be conversant with Computer applications like Auto CAD & MS office applications.

Consolidated Emoluments: Rs. 30,550/- p.m. (all inclusive).

Age Limit: Should not exceed 40 years as on the date of interview. Age relaxation as per GOI norms

Reservation: As per GOI norms.

2. Name & No. of position: Engineer (Civil) – 01 No.

Nature of duties: (i) To look after all maintenance work of existing and future buildings and residential complex of NCAOR, co-ordination between construction agency, NCAOR and other statutory bodies, finalise the consultancy agreement as per requirement of NCAOR, preparation of drawings and tender documents, supervise and monitor all civil work roads, landscaping, electrical work, air conditioning plants, external water supply, fire fighting systems and all other allied works, verify and assess complete design and scheme for architectural structural, plumbing, electrical, air conditioning, external services (viz. roads sewages, drainage, water supply, street lighting etc., to provide detailed estimates, working / completion drawing etc. are being correctly interpreted and finishing is of acceptable quality & to arrange for necessary approval and clearance from statutory bodies for the design and schemes.

(ii) Other duties as may be assigned by the NCAOR from time to time.

Qualification & Experience:

(i)**Essential:** Degree in Civil Engineering from recognised University/ Board with not less than two years relevant experience in Government organizations/Autonomous bodies/PSUs.

(ii)**Desirable:** Should be conversant with Computer applications like Auto CAD & MS office applications.

Consolidated Emoluments: Rs. 30,550/- p.m. (all inclusive)

Age Limit: Should not exceed 40 years as on the date of interview. Age relaxation as per GOI norms

Reservation: As per GOI norms.

3. Name & No. of position: Project Technical Assistant – 01 No.

Nature of duties: (i) To assist Project Manager in all technical and administrative jobs pertaining to acquisition of new vessels, management of ORV Sagar Kanya and any other jobs pertaining to vessel management.

(ii) Extensive field works/camps/sailings and any other jobs as assigned.

Qualification & Experience:

Essential: (i) B.Sc. in any branch of Science with first class (60% marks & above) or Three Years Diploma in Engineering in Mechanical /Electrical / Naval Architecture / Shipbuilding with first class (60% marks & above).

(ii) 05 year Experience related to ship management or ship building in Government organizations/Autonomous bodies/PSUs.

Consolidated Emoluments: Rs. 25,000/- p.m. (all inclusive).

Age Limit: Should not exceed 40 years as on the date of interview. Age relaxation as per GOI norms

Reservation: As per GOI norms.

4. Name & No. of position: Shipboard Assistant – 01 No.

Nature of duties: (i) Sailing onboard NCAOR ship ORV Sagar Kanya and to attend following duties:- Daily logging of activities on vessel / communications with vessel management cell / Monitoring maintenance works onboard / Proper upkeep of general vessel utilities / spares and other consumables / inventory / Collection of onboard data and assistance to the scientists / Maintenance of records onboard for all the above / Vessel management activities ashore at NCAOR / Any other jobs as assigned.

(ii) Extensive field works/camps/sailings and any other jobs as assigned.

Qualification & Experience:

Essential: (i) B.Sc. in any branch of Science with first class (60% marks & above) or Three years Diploma in Engineering with 02 years experience in sailing onboard ship preferably research ships.

(ii) Holding valid passport

Consolidated Emoluments: Rs. 25,000/- p.m. (all inclusive)

Age Limit: Should not exceed 40 years as on the date of interview. Age relaxation as per GOI norms

Reservation: As per GOI norms.

5. Name & No. of position: Project Accountant – 01 No.

Nature of duties: (i) To play an active role in work program related to the project and finalisation of accounts by drawing Trial Balance, preparing statements of Balance Sheets, Income Expenditure/ Profit & Loss Accounts etc. independently.

(ii) Any other jobs as assigned.

Qualification & Experience:

Essential:(i) Graduate in Commerce from recognized University in India and 5 years experience in govt. organization after graduation

(ii) Should have completed Tally Accounting package course.

(iii)**Desirable:** Should have completed Chartered Accountant (Inter) Course.

Consolidated Emoluments: Rs. 25,000/- p.m. (all inclusive).

Age Limit: Should not exceed 40 years as on the date of interview. Age relaxation as per GOI norms

Reservation: As per GOI norms.

Tenure: All the above posts are purely temporary and contractual positions under project mode. The assignment would be initially for a period of one year, which may be curtailed/extended depending on performance of candidate and requirement.

N.B.:-

1. The date of Walk-in interview is 26 March, 2018 (Monday) and is the cut-off date for all purposes.
2. Experience would be calculated from date of acquiring the essential educational qualification.
3. Director, NCAOR has the right to relax the eligibility criteria of the candidates of exceptional track record and experience matching to the requirement and also to cancel the requirement process at any stage, without assigning any reason thereof.
4. The person engaged will not be treated on par with regular employees of NCAOR and shall have no right to claim implicit or explicit for their absorption or regularization in NCAOR.
5. No TA/DA will be paid for attending the interview.

All candidates are required to bring the original documents related to educational qualifications, date of birth, Passport, work experience, caste certificate and identity etc. Duly attested copies of all the documents must be submitted alongwith the Bio-data at the time of interview (in the prescribed format at Annexure-I). One self attested recent passport size photograph should be pasted in the appropriate place in the bio-data.

Sd/-
(S.Anoop)
Administrative Officer

Format of the Application Form

Advertisement No. : NCAOR/17/18

Position Applied for : (a) Engineer (Electrical)
(tick as applicable) (b) Engineer (Civil)
(c) Project Technical Assistant
(d) Shipboard Assistant
(e) Project Accountant

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Affix self-attested recent passport size photograph here.

1. Name in full (in Block letters):

2. Father's/Husband's Name:

3. Permanent Address including:
Phone, fax, e-mail

4. Address for correspondence:

5. (a) Date of Birth : Date : Month: Year :

(Attested copy of proof of age to be attached)

(b) Age as on **26.03.2018** ____years ____months

6. Whether SC/ST/OBC/GEN :

(If SC/ST/OBC, documentary proof to be furnished)

7. Nationality :

8. (a) Educational Qualifications in chronological order beginning from SSC(10th Onwards):

Name of the Examination Passed	Year of Passing	Name of the Board/University	Division/% of marks obtained	Subject

(b) Professional/Technical Qualifications(If any):

Name of the Examination Passed	Year of Passing	Details of Course	Board / University	Division/% of marks obtained

(A brief write-up to be given at the end indicating the relevance of past experience to the Post applied for)

9. Work Experience in chronological order, starting with the first job:-

Name & address of Employer	Period of service		Designation of post & scale of pay	Total length of service	Nature of work & level of responsibilities
	From	To			

10. Whether permanent/temporary/ad-hoc in the present job:

11. Whether the present job is in Govt./PSU/Autonomous Institutions/Private:

12. Any other information relevant:

Declaration & Certificate

I hereby declare that all the statements made in this application are true and if any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage of selection process. Further, I understand that if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place..... Signature of the Candidate.....

Date..... Name.....