

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 – 403 804

www.ncaor.gov.in

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 well-focused scientific mandate of basic and applied research in various disciplines and themes of polar and ocean sciences.

Director, NCAOR invites online applications from interested and eligible candidates, for filling up the following positions on temporary contract basis:-

Sl. No.	Name of the post	Consolidated emoluments	Total posts	Max. Age.
1	Officer (Finance & Accounts)	Rs. 47600+HRA as applicable	02	35
2	Officer (Purchase & Stores)	Rs. 47600+HRA as applicable	02	35
3	Officer (Administration, General Administration & Services)	Rs. 47600+HRA as applicable	01	35
4	Executive Assistants (Finance & Accounts)	Rs. 35400+HRA as applicable	04	35
5	Executive Assistants (Purchase & Stores)	Rs. 35400+HRA as applicable	04	35
6	Executive Assistants (Administration, General Administration & Services)	Rs. 35400+HRA as applicable	02	35

Note* Out of five (05) posts of Officers One (01) post is reserved for OBC.

* Out of ten (10) posts of Executive Assistants two (02) posts are reserved for OBC and one (01) post is reserved for SC

Education, Experience & Other Qualifications**For Sl. No. 1 [Officer – Finance and Accounts]****Essential Qualification:**

- Masters Degree from recognized University;
- Operational computer knowledge
- Three (03) years experience preferably in Government Department/Autonomous Bodies/PSU

Desirable Qualification:

- Masters Degree in Commerce/Business Administration (with specialization in Finance) from recognized University/Institute;
- Completed Inter CA/ICWAI;
- Having minimum 04 years experience in handling Finance and commercial Accounting preferably in Government Department/PSU/Autonomous Bodies in PB-2 with GP 4200/4600 (6th CPC scales);
- Having minimum 06 years experience in handling Finance and commercial Accounting preferably in Government Department/PSU/Autonomous Bodies

Job Responsibilities: To assist Manager/Joint Manager (F&A) & to look after the Finance & Accounts section.

For Sl. No. 2 [Officer – Procurement and Stores]**Essential Qualification:**

- Masters Degree from recognized University;
- Operational computer knowledge
- Three (03) years experience preferably in Government Department/Autonomous Bodies/PSU

Desirable Qualification:

- Diploma in Material Management from recognized University/Institute;
- Having minimum 04 years experience in handling procurement and stores management preferably in Government Department/PSU/Autonomous Bodies in PB-2 with GP 4200/4600 (6th CPC scales);
- Having minimum 06 years experience in handling procurement and stores management preferably in Government Department/PSU/Autonomous Bodies

Job Responsibilities: To assist Manager/Joint Manager (P&S) & to look after the Purchase & Stores section.

For Sl. No. 3 [Officer – Administration/General Administration/Services]

Essential Qualification:

- (i) Masters Degree from recognized University;
- (ii) Operational computer knowledge
- (iii) Three (03) years experience preferably in Government Department/Autonomous Bodies/PSU

Desirable Qualification:

- (i) Masters Degree/Post Graduate Diploma (02 years duration) in Human Resource Management/ Personnel Management/ Labour Management or MSW from recognized University/Institute;
- (ii) Having minimum 04 years experience in handling Administration/Establishment/Estate/ General Administration preferably in Government Department/PSU/Autonomous Bodies in PB-2 with GP 4200/4600 (6th CPC scales);
- (iii) Having minimum 06 years experience in handling Administration/Establishment/Estate/ General Administration preferably in Government Department/PSU/Autonomous Bodies

Job Responsibilities: To assist Manager/Joint Manager (Administration) & to look after the Administration section.

For Sl. No. 4 [Executive Assistant - Finance and Accounts]

Essential Qualification:

- (i) Bachelor's degree from recognized University;
- (ii) Operational Computer knowledge;
- (iii) Six (06) years experience preferably in Government Department/Autonomous Bodies/PSU

Desirable Qualification:

- (i) Masters Degree in Commerce/Business Administration (with specialization in Finance) from recognized University/Institute;
- (ii) Completed Inter CA/ICWAI;
- (iii) Having minimum 06 years experience in handling Finance and commercial Accounting preferably in Government Department/PSU/Autonomous Bodies in PB-2 with GP 2800/2400 (6th CPC scales);
- (iv) Having minimum 08 years experience in handling Finance and commercial Accounting preferably in Government Department/PSU/Autonomous Bodies

Job Responsibilities: To assist Section Head relating to day to day work of Finance & Accounts section.

For Sl. No. 5 [Executive Assistant - Procurement and Stores]

Essential Qualification:

- (i) Bachelor's degree from recognized University;
- (ii) Operational Computer knowledge;
- (iii) Six (06) years experience preferably in Government Department/Autonomous Bodies/PSU

Desirable Qualification:

- (i) Diploma in Material Management from recognized University/Institute;
- (ii) Having minimum 06 years experience in handling procurement and stores management preferably in Government Department/PSU/Autonomous Bodies in PB-2 with GP 2800/2400 (6th CPC scales);
- (iii) Having minimum 08 years experience in handling procurement and stores management preferably in Government Department/PSU/Autonomous Bodies

Job Responsibilities: To assist Section Head relating to day to day work of Procurement and Stores section.

For Sl. No. 6 [Executive Assistant - Administration/General Administration/Services]

Essential Qualification:

- (i) Bachelor's degree from recognized University;
- (ii) Operational Computer knowledge;
- (iii) Six (06) years experience preferably in Government Department/Autonomous Bodies/PSU

Desirable Qualification:

- (i) Masters Degree/Post Graduate Diploma (02 years duration) in Human Resource Management/ Personnel Management/ Labour Management or MSW from recognized University/Institute;
- (ii) Having minimum 06 years experience in handling Administration/Establishment/Estate/ General Administration preferably in Government Department/PSU/Autonomous Bodies in PB-2 with GP 2400/2800 (6th CPC scales);
- (iii) Having minimum 08 years experience in handling Administration/Establishment/Estate/ General Administration preferably in Government Department/PSU/Autonomous Bodies

Job Responsibilities: To assist Section Head relating to day to day work of Administration section.

General Conditions:

1. The last date of submission of online application is **31th July, 2017 by 05:00pm**. The last date is the cutoff date for all purposes including Age/Qualification/experience etc.
2. Applications should be submitted online in the prescribed format within 30 days from the date of publication of this advertisement in Employment News.
3. Age Relaxation permissible beyond the Upper age limit.
SC/ST -5 years /OBC -3 years /PH -10 years /PH + OBC- 13 years / PH + SC/ST -15 years and upto 5 years for persons serving on regular basis in Government organizations/Autonomous bodies/PSUs.
4. Reservation for Scheduled Castes(SC), Scheduled Tribes(ST), Other Backward Classes(OBC) and Physically Handicapped(PH) candidates for all categories of posts/services, wherever applicable and admissible.
5. Vacancies for Ex. Serviceman are reserved only for Group "C" posts and not for Group "B" Posts as per extant Government Order/Instructions.
6. NCAOR will have full discretion to fix separate minimum criteria for shortlisting and criteria for written and interview for each category of candidates (viz. SC/ST/OBC /PH/General (UR))
7. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview/written examination. If the number of applications received in response to advertisement is large, it will not be convenient or possible for the Selection Board to interview or conduct written test for all those candidates. So, the Centre may restrict the number of candidates to be called for interview/written test to a reasonable limit of desirable qualification and /or on the record of academic performance and /or relevant experience for the post prescribed in the advertisement as per the specific requirement of the Centre and/or any other benchmark decided by a committee constituted to screen the applications. No correspondence will be entertained with candidates who are not called for Interview/written examination.
8. The selection for the post of Officer shall be on the basis of performance of the screened in candidates in the interview and the selection for the posts of Executive Assistant shall be on the basis of performance of the screened in candidates in the written test.
9. Canvassing in any form and /or bringing any influence, political or otherwise will be treated as disqualification of candidature. No interim correspondence/inquiry will be entertained.
10. Candidates working in Government/Public Sector Undertakings/ Autonomous bodies should apply through proper channel. If application is not routed through proper channel, the candidate must produce the requisite 'No Objection Certificate' from their employer at the time of interview.
11. Experience will be counted after completion of essential academic qualifications.
12. Experience shall mean the experience in the relevant field acquired preferably in Government/Semi govt./Autonomous/Research/Reputed Organisation after obtaining the minimum essential qualification.
13. Online application submitted without the scanned copies of the certificates will be rejected.
14. No TA/DA will be paid for attending the interview/written examination. For SC/ST candidates admissible TA/DA shall be considered for attending the Interview/written examination as per Govt. of India Department of Expenditure orders.
15. Director, NCAOR has the right to increase or decrease the number of posts or cancel the recruitment process at any stage, without assigning any reason thereof.
16. Any discrepancies found in the certificate will attract the disqualification of applications. Non production of the original certificates at the time of interview/written test will also make the candidate disqualified. Candidate's currently working in any other organization need to provide the proof of their current employment with a service/experience certificate from the employer. Appointment order will not be considered as proof of current employment.
17. At present, the place of posting is at Goa with transfer liability to any part of India.

18. Appointment offered candidates may have to join the post immediately on being found fit by a Medical Authority.
19. The post is temporary on contract basis for a period of one year. The appointed candidate will be assessed on yearly basis and contract shall be extended on yearly basis upto the project period.
20. Applicants working in Government/Public Sector Undertakings/ Autonomous bodies should apply through proper channel. If application is not routed through proper channel, then the applicant must produce the requisite 'No Objection Certificate' from their employer at the time of interview. The specimen of the forwarding/NOC is given below:

(For use of the forwarding office)

Certified that Shri/Smt./Kum _____ is working in this Institution /organization _____ (Office/ Department), which is a Central Govt. /State Govt./Autonomous body of Central/ State Govt./PSU/Private Organization on Regular / Temporary /contract/adhoc basis since _____ and that entries made /particulars furnished by him/her have been checked and verified and found correct as per office records. It is also certified that there is no vigilance/disciplinary case pending or being contemplated against him/her and his/her integrity is beyond doubt.

Signature

Date.....

Name of the forwarding officer.....

Place.....

Designation.....

Office Stamp (seal)

18. Instructions to Applicants for submission of online Application:

- i. Online registration on job portal is mandatory (<http://www.ncaor.gov.in> / <http://www.incois.gov.in/jobs/Ncaor0617/index.jsp>)
- ii. Online application form & details of recruitment of the Post is available at <http://www.ncaor.gov.in> / <http://www.incois.gov.in/jobs/Ncaor0617/index.jsp>)
- iii. Before submitting the online application, the applicants are requested to go through carefully the details of the post and content of the post on the website <http://www.ncaor.gov.in> / <http://www.incois.gov.in/jobs/Ncaor0617/index.jsp>
- iv. Submit online application well in advance along-with legible and scanned copies of educational qualification, experience certificates, date of birth, disability (OH, PH), caste (ST/ST/OBC) certificate, No Objection Certificate in PDF format not exceeding 500 KB for each document/attachment. If the certificates are in a language other than English or Hindi, then attested translation should be uploaded. The applicants are not required to send hard copies to the undersigned.
- v. A recent passport size colour photograph (scanned) should be in .jpg format (size not exceeding 100 KB but not less than 10 KB).
- vi. Signature (scanned) should be in .jpg format (size not exceeding 100 KB but not less than 10 KB)
- vii. The applicants are advised to fill in all their particulars carefully in the online application. Incomplete application may lead to rejection.
- viii. Applicants are advised to retain the acknowledgement and printout of the submitted online application for future reference.
- ix. In case of difficulty in the submission of online application form please email to ictd@ncaor.gov.in.

Sd/-
(Administrative Officer)