

Advt. No. NCPOR/16/2023
National Centre for Polar & Ocean Research
Earth System Science Organization (ESSO)
(An Autonomous Society under the MINISTRY OF EARTH SCIENCES, Govt. of India)
Headland Sada, Mormugao, Vasco-da-Gama, Goa – 403 804
(www.ncpor.res.in)

(Uploaded on website of NCPOR on 01.12.2023)

Dates for submission of online applications: 04.12.2023 to 17.01.2024 by 05:00 PM

National Centre for Polar & Ocean Research (NCPOR), an Autonomous Society under the Ministry of Earth Sciences, Government 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, NCPOR invites online applications from Indian Nationals for filling up one regular position of Senior Manager on **Direct Recruitment** basis as per following details

Name of the Post	:	Senior Manager
Number of Post	:	01 (one)
Age Limit:	:	50 Years
Category:	:	Unreserved
Pay Scale:	:	Pay Level 12 of pay matrix as per 7CPC
Eligibility Criteria		
Educational qualification	:	Essential: Master's Degree from a recognized University. Desirable: MBA/LLA/ Diploma in management/ CA/ICWA/SAS or equivalent.
Experience	:	Essential: Operational computer knowledge. 6 years experience in Govt. / PSU / Autonomous Bodies in the relevant area in Pay level 11 as per 7CPC. Desirable: Experience in areas of General Administration/HR/Purchase or Budget, Accounts, Internal Audit and related financial rules and regulations of Govt. of India, including computer based accounting in Govt./ Autonomous / PSU/University / R&D Institution recognized by Government of India preferably in Scientific or Industrial or Technical organisation or Departments
Job Responsibilities	:	Responsible for smooth functioning of General Administration and Establishment and assist Director in administering the organization OR Responsible for strategic accounting objectives of the organisation and preparing financial reports and maintaining records of assets, liabilities, revenue / expenditure, payments and other financial activities.

General Conditions:

1. The last date of submission of online application is **17.01.2024 (Wednesday) by 05:00 PM**. The last date is the cut off date for all purposes including Age/Qualification/experience etc.
2. Applications should be submitted online in the prescribed format along with scanned copies of documents relating to educational qualifications, experience, age, etc.
3. The age limit shown against all positions is the normal age limit. The age is relaxable for SC/ST/OBC-NCL (if the post is reserved for them), Ex-Servicemen and PwD as per GoI norms and up to 5 years for persons serving on regular basis in Government organizations/Autonomous bodies/PSUs. Candidates have to produce a relevant certificate to avail such relaxation.
4. Online applications without the legible photo / signature / scanned copies of supporting certificates/documents of educational, experience, caste, NOC etc. will be summarily rejected. No representation for any such rejection will be entertained.
5. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts. The qualification obtained has to be from a recognized University/Institute. No enquiry asking for advice as to eligibility will be entertained.
6. Experience will be counted after completion of essential academic qualification(s). Doctorate Degree will be counted as three years experience.
7. Experience claimed by the applicant has to be supported by documentary proof like experience certificate with duties/ job / work undertaken, testimonials from the concerned reporting Officer/ Establishment / Administration of the concerned office / department. Documents like offer of appointment, appointment order, posting order, salary slip or any other certificates/documents without date of joining and relieving etc., will not be considered as valid documents in claims of experience.
8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of NCPOR shall be final.
9. The prescribed essential qualifications are minimum and 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, it will not be convenient or possible for the Selection Board to interview all those candidates. So, the Centre may restrict the number of candidates to be called for interview 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.
10. NCPOR will have full discretion to fix separate minimum criteria for shortlisting and criteria for interview for each post or category of candidates.
11. Candidates working in Government/Public Sector Undertakings/ Autonomous bodies should upload 'No Objection Certificate' and/or produce the requisite 'No Objection Certificate' from their employer at the time of interview.
12. Candidates must enclose valid supportive documents viz, experience certificate, caste certificate, disability certificate, non-creamy layer certificate in case of OBC etc, in support of their claim.
13. 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.
14. The selected candidates are liable to serve anywhere in India and outside.

15. Out-station candidates called for interview will be paid to-and-fro Economy class Airfare / 3AC railway/Bus fare by the shortest route on production of proof of journey viz. tickets and boarding passes etc., as applicable.

In case of journey by air:

(i) flight tickets booked ONLY through following agencies shall be admissible:-

- (a) M/s Balmer Lawrie & Company Limited (BLCL) or
- (b) M/s Ashok Travels & Tours (ATT) or
- (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

(ii) Candidates shall be required to choose flight having the **Cheapest Fare available** on Economy class, preferably for Non-stop flight in a given slot at the time of booking (00.00 to 03.00, 03.00 to 06.00, 06.00 to 09.00, 09.00 to 12.00, 12.00 to 15.00, 15.00 to 18.00, 18.00 to 21.00, 21.00 to 24.00). The candidate must submit the screenshot of website made during booking stage to establish the same along with the claim.

(iii) In case of non-compliance to the requirement in sub-para (i) and (ii) above, the fare shall be restricted to 3AC railway fare.

16. The candidates need to make their own stay arrangements.

17. Director, NCPOR has the right to change in number of posts or cancel the recruitment process at any stage, without assigning any reason thereof.

18. Any discrepancies found in the certificates will attract the disqualification of application(s). Non production of original certificates at the time of interview will also make the candidate disqualified. No travel reimbursement will be made to such candidates. 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, pay slips, etc. will not be considered as proof of current employment/experience.

19. At present the place of posting is at NCPOR, Goa with transfer liability to any part of India and outside.

20. Selected candidates may have to join the post immediately on being found fit by a Medical Authority.

21. Presently the post carry usual allowances viz. DA, HRA, TA, LTC, Children Education Assistance, NPS, Medical facilities, Leave etc. as admissible from time to time to Society employees as per society rules. Further, **assured residential quarter** as per entitlement shall be offered to the incumbent upon joining the post.

22. Director, NCPOR has the right to cancel the recruitment process at any stage, without assigning any reason thereof.

23. The post is on permanent/regular basis and the minimum period of probation shall be one (01) year.

24. The full advertisement is available on website 'www.ncpor.res.in' under career option.

25. Addendum / corrigendum if any, in respect of this advertisement shall be published only on NCPOR's website i.e. www.ncpor.res.in.

26. Instructions to Applicants for submission of online Application are at Annexure 'A'.

Sd/-
हेड (प्रशासन)/ Head (Administration)

INSTRUCTIONS TO CANDIDATES FOR FILLING ONLINE APPLICATION

- To apply, the applicant must fill the online application form available at ESSO-NCPOR website <https://ncpor.res.in/> OR <https://onlineform.ncpor.res.in/ncpor202316/> and upload the legible scanned documents in the online application form. The candidates are NOT required to send any hard copies by post or through e-mail.
- Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular.
- Candidates who wish to apply for more than one post shall be required to submit separate application for each post code.
- Candidates are advised to mention their correct and active email address while registration in the online portal, as all the correspondence like issuance of call letter or any other information will be communicated through the candidate's registered email only.
- Instructions to Applicants for submission of online Application:
 - The Website is best viewed in Firefox ver.70.x, Chrome ver.84.x, and edge latest version.
 - Please register with valid e-mail on the recruitment portal, after successful registration e-mail will be triggered at given e-mail address to activate the account.
 - To activate your registration on Recruitment Portal, please click on activation link that sent on your already registered e-mail.
 - In case the e-mail is not delivered in the inbox, please check in the email spam folder.
 - Before submitting the online application form, the applicants are requested to go through the advertisement carefully.
 - Submit online application form well in advance along-with legible and scanned copies of all required documents. If the documents are in a language other than English or Hindi, then translation certificate should be uploaded.
 - The documents should be uploaded in '.pdf' format (with file size limit between 25KB to 300KB).
 - Recent scanned copies of passport-size photograph and Signature should be uploaded in '.jpg' or '.png' format (with file size limit between 10KB to 30KB).
 - If the name of a University/Institute is not listed in the dropdown list, kindly choose "other" option and enter the name of the University/Institute in the text box.
 - The applicants are advised to fill in all their particulars carefully in the online application form.
 - Please be noted that the online application form is not editable after final submission.
 - After filling the online application form, applicant(s) will be directed to apply for desired posts.
 - Applicant(s) are advised to retain the acknowledgement e-mail and printout of the finally submitted online application form for future reference.
 - Supporting document for awards, affiliation, research activities, any specific special course certificates etc. may be uploaded altogether under 'other document 1 & other document 2'.
 - In case of any difficulty in the submission of online application form (not for other queries), please email to recruitment@ncpor.res.in;
 - The last date of submitting online application form is **17.01.2024 (Wednesday) at 05:00 PM IST.**

Sd/-
Head (Administration)