

**WALK IN INTERVIEW**

The National Centre for Antarctic & Ocean Research (NCAOR) on behalf of Earth System Science Organization, Ministry of Earth Sciences, Govt. of India is looking for prospective candidates for filling up the positions detailed in the below table under 'Scientific Deep Drilling programme in Koyna region'.

The positions are purely temporary and on a project mode initially for a period of one year. Candidates fulfilling the prescribed eligibility conditions are invited to attend a walk-in-interview at **Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune on 01.12.2014 (Monday)**

**If the interview is not completed on the stipulated day and time, you may have to attend the same on subsequent day.**

Sl. No.	Name of the post	Emoluments	No. of vacancies				Total Posts	Max. Age
			UR	OBC	SC	ST		
1	Scientist C	PB-3 Rs. 15600-39100 + GP 6600 (*)	01	-	-	-	01	40
2	Section Officer	PB-2 Rs. 9300-34800 + GP 4800 (*)	02	-	-	-	02	35
3	Personal Assistant/ Steno Gr. I	PB-2 Rs. 9300-34800 + GP 4200 (*)	02	-	-	-	02	35
4	Research Associate	Rs. 22,000/++ HRA + MA as applicable	01	-	-	-	01	35

(\*) + HRA, DA as per GOI norms

(Registration will start from 09:00 AM to 11:00 AM on 01.12.2014 (Monday) only.)

**Education, Experience & other Qualifications**

**Sl. No. 1- Scientist C**

**Essential:** (i) First Class M.Sc. in Electronics/instrumentation with at least three years experience in the relevant field.

**(\*) Doctorate degree in the respective area will count as three years experience**

**Desirable:** Doctorate Degree in the relevant subject or area of specialization (ii) Experience in 1) Operation of geophysical observatories and data analysis and 2) bore hole logging

**Duties & Responsibilities:** Acquisition of borehole temperature data, borehole testing; installation of sensors in deep boreholes; handling sophisticated logging and other equipment, maintenance of on-site data acquisition systems.

**Sl. No. 2- Section Officer**

**Essential:** (i) A Master's Degree from a recognized University. (ii) Operational computer knowledge. (iii) 3 years experience preferably in Govt./PSU/Autonomous Bodies/ in the area of administration, purchase & stores, finance & accounts, etc.

**Desirable:** (i) Preference will be given to candidates holding professional qualifications, like L.L.B. or PG Diploma in Business Administration or MCA / PGDCA or CA (Inter) / ICWA (Inter) or Materials Management. (ii) Good working knowledge in operation of computers.

**Duties & Responsibilities:** To assist in Administration, Purchase & Stores, Finance & Accounts related matters.

### **Sl. No. 3- Personal Assistant/ Steno Grade -1**

**Essential:** (i) Graduation or equivalent from a recognized university. (ii) Skill Test Norms Dictation: 10 mts @ 120 w.p.m. Transcription: 65 mts. (Eng.) 75 mts. (Hindi) (on manual typewriter) or 50 mts. (Eng.) 65 mts. (Hindi) on computer. (iii) Three years experience in Secretarial / Office Management work.

**Desirable:** (i) Certificate / Diploma in Office Management. (ii) Good working knowledge in operation of computers.

**Duties & Responsibilities:** To assist the Senior Officers in execution of various activities of the programme.

### **Sl. No. 4- Research Associate**

**Essential:** (i) Master's degree in Geophysics or Geology or Applied Geology or Seismology or Maths or Physics or Computers with first class from a recognized University or equivalent. (ii) Doctorate degree in the relevant subject or area of specialization (Or) 3 years experience in Research and Development or in academic institutions supported by publications.

**Duties & Responsibilities:** To assist in undertaking the field surveys, data collection, data base management, handling various types of geophysical and geotechnical equipments and computer hardware / software related aspects, etc.

**Age Relaxation** : Age relaxation to the employees of GOI and SC/ST/OBC as per GOI norms. Age relaxations may also be considered in case of exceptionally deserving candidates.

**Reservation** : As per GOI norms. However being a project mode position, if such candidate is not available, the same will be treated as unreserved

**Tenure** : The post is purely temporary under the Project mode on contract basis. The assignment is initially for a period of one year or till the completion of the Project, whichever is earlier.

### **N.B:-**

1. Date of interview is the cut-off date for all the purposes.
2. Separate application should be submitted for each post
3. Candidates will have to produce all original documents in proof of details furnished with the application at the time of interview for verification and the same will be return after verification.
4. The place of posting is at Koyna- Karad, Maharashtra with transfer liability to any part of India.
5. 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 recruitment process at any stage, without assigning any reason thereof.
6. The person engaged will not be treated at par with regular employees of NCAOR and shall have no right to claim implicit or explicit for their absorption or regularization in NCAOR.
7. 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, work experience, caste etc. Duly attested copies of all the documents must be submitted with the Bio-data (As per enclosed Application Form). One self attested recent passport size photograph should be pasted in the appropriate place in the bio-data.*

Sd/-  
Administration-In-Charge

**Format for Application**

Advertisement No. :

Position Applied for :  
(Purely temporary on contract basis)

Project(s) under which:  
the application to be considered

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 .....:        Years            Months            Days

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(10<sup>th</sup> Onwards):

<b>Name of the Examination Passed</b>	<b>Year of Passing</b>	<b>Sub taken</b>	<b>Name of the Board/University</b>	<b>Division/% of marks obtained</b>

The title of the Ph.D. Thesis must be mentioned, wherever applicable.

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

Name of the Examination Passed	Year of Passing	Details of Course	Board / University	Subject Studied	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)

(c) Details of Publications/Papers/Reports/Documents etc.

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 presently in any job. If yes then job is in Govt./PSU/Autonomous Institutions/Private :

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

12. Any other information relevant:

### Declaration & Certificate

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. 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 during or after selection process. Further, I also understand that this position is purely temporary on contract basis, 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.....