

Advt. No. NCPOR/17/2021
 ESSO - National Centre for Polar & Ocean Research
 (An Autonomous Society under the MINISTRY OF EARTH SCIENCES, Govt. of India)
 Headland Sada, Vasco-da-Gama, Goa – 403 804
www.ncpor.res.in

PRE-REGISTERED ONLINE INTERVIEW

National Centre for Polar & Ocean Research (NCPOR), an autonomous society under Ministry of Earth Sciences, Government of India, invites applications for engagement of Senior Consultant and Consultant through online interview for various activities relating to conduct and management of India International Science Festival, 2021. The details of the posts are given below: -

Post	Senior Consultant
No. of Posts	Two (02)
Essential qualification	<p>Educational: Post Graduate in Science or Bachelor in Engineering</p> <p>Experience:</p> <ul style="list-style-type: none"> (i) Minimum three years of experience in organizing IISF (ii) Five years of experience in organizing regional or zonal level science popularization event (iii) Good communication skills in Hindi and English (iv) Experience in drafting official letters (v) Experience in Microsoft Excel/handling of large data (vi) Experience and Skill in designing and development of presentations
Desirable qualification	Diploma or Certificate course in Management
Consolidated Remuneration (per month)	Rs 60,000/- (sixty thousand only)
Age limit	40 years (as on closing date)
Period of engagement	The assignment would be initially for a period of three months, which may be curtailed/ extended depending on performance of candidate and requirement of the office
Place of Posting	MoES, Prithvi Bhawan, New Delhi (or as per requirement)

Post	Consultant
No. of Posts	Eight (08)
Essential qualification	<p>Educational: Graduate</p> <p>Experience:</p> <ul style="list-style-type: none"> (i) Minimum one year of experience in organizing IISF (ii) Minimum three years' experience in organizing regional or zonal level science popularization event (iii) Good communication skills in Hindi and English (iv) Experience in drafting official letters (v) Experience in Microsoft Excel/handling of large data (vi) Experience and Skill in designing and development of presentations
Desirable qualification	Diploma or Certificate course in Management
Consolidated Remuneration (per month)	Rs 50,000/- (fifty thousand only)
Age limit	40 years (as on closing date)
Period of engagement	The assignment would be initially for a period of three months, which may be curtailed/extended depending on performance of candidate and requirement of the office
Place of Posting	Four (04) Consultant shall be posted at MoES, Prithvi Bhawan, New Delhi and Four (04) Consultant shall be posted at NCPOR, Goa (or as per requirement)

GENERAL TERMS & CONDITIONS:

1. **PERIOD OF ENGAGEMENT:** The engagement shall be initially for a period of three months which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority. The person engaged will not be treated on par with regular employees of NCPOR and shall have no right to claim implicit or explicit for their absorption or regularization in NCPOR.

2. **SELECTION PROCEDURE:** Interested candidates need to register themselves by **15th November 2021 (latest by 05:00 PM)** by filling online application form available at NCPOR website www.ncpor.res.in and forwarding the same by email to the below mentioned email ID.

2.1 **The duly filled form along with self-attested scanned copies of the qualifying certificates (including educational qualification, date of birth, work experience, caste certificate and identity etc) should be emailed before 05:00 PM**

on 15th November, 2021 to the email ID: pa-admin@ncpor.res.in. Candidature in respect of applications submitted without scanned copies of the original certificates will be summarily rejected

2.2 The list of screened-in candidate shall be displayed on NCPOR website www.ncpor.res.in

2.3 Screened-in candidate shall be invited for online interview and date, time and link shall be intimated over registered email-id/phone.

3. Remuneration is consolidated. Apart from consolidated remuneration, no perquisites such as HRA, TA/DA, residential accommodation will be provided.

4. **SCOPE OF DUTIES:** During the period of such engagement, the consultant would be required to perform any work as assigned to him by the Competent Authority in the Institute.

5. **LEAVE:** The consultant would not be entitled to any kind of regular leave. However, they would be entitled to leave of 03 days of casual leave during the three months of contract i.e. 01 day calculated on pro-rata monthly basis which shall lapse at the end of the annual contract. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's/Sundays/Other Gazetted holidays they may not be given compensatory off or any monetary benefits.

6. **TA/DA:** No TA/DA will be paid to the candidates for attending the interview or for joining the assignment or on its completion. Should they be required to travel outside Goa/HQs in connection with the work of the Centre during the period of his/her appointment he/she will be entitled to draw TA/DA as per normal rules as applicable

7. **OFFICE TIME AND WORKING HOURS:** Working hours shall be from 9.00AM to 5.30 PM during working days including half an hour lunch break in between. He/she will not be allowed to take any other assignment during the period of contractual engagement. The Consultant may be called on Saturday/Sunday/Other Gazetted holidays, if required. The consultant will be required to mark his/her attendance.

8. **TAX DEDUCTION AT SOURCE:** The Income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

9. **CONFIDENTIALITY OF DATA AND DOCUMENTS:** The Intellectual Property Rights (IPR) of the data collected as well as the deliverable produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. **CONFLICT OF INTEREST:** The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the

interest of this office. Consultant would not be permitted to take up any other assignment during the period of Consultancy.

11. **TERMINATION OF SERVICE:** The engagement may be terminated at any time by the office without assigning any reason by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 days' notice which can be curtailed/extended depending upon the workload. In the event, if the consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

Sd/-
Administrative Officer