

Advt. No. NCAOR/105/15  
**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](http://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 applications from interested and eligible candidates, for filling up the following positions:-

Sl. No.	Name of the post	Pay Scale	No. of vacancies				Total posts	Max. Age.
			UR	OBC	SC	ST		
1	Manager	PB-3 Rs.15600-39100+GP 6600	1	-	-	-	01	45
2	Coordinator Grade IV	PB-2 Rs. 9300-34800+GP 4600	1	-	-	-	01	35
3	Senior Executive (Admin)	PB-2 Rs. 9300-34800+GP 4200	1	-	-	-	01	35
4	Scientific Assistant Grade 'A'	PB-2 Rs. 9300-34800+GP 4200	1	1	-	-	02	28

**Education, Experience & Other Qualifications**

**For Sl. No. 1 [Manager]**

**Essential:** i) A Master Degree from a recognized University. ii) Operational computer knowledge. iii) 6 years experience preferably in Govt./PSU/ Autonomous Bodies/ in the relevant area in PB- 2+GP Rs. 4800/5400/- or its equivalent.

**Desirable:** i) MBA/LLB/Diploma in Management/CA/ICWA/SAS or equivalent.

**Job Responsibilities:** Manager is the senior most administrative officer and will be the overall In-charge of the wings of the institute such as Administration, Purchase & Stores, Finance and Estate Management. He will be required to advice Director on administrative and financial matters.

**For Sl. No. 2 [Co-ordinator Grade IV]**

**Essential:** (i) Graduation or equivalent from a recognized University. (ii) Skill Test Norms Dictation: 10mts @120 w.p.m. Transcription:65 mts.(Eng.) 75 mts. (Hindi) on Manual Typewriter) or 50 mts. (Eng.) 65 mts. (Hindi) (On Computer).

**Desirable:** (i) 03 years experience of working as a Personal Assistant to Senior Executive Officers. (ii) Diploma in Office/Secretarial Management. (iii) Working knowledge of computers.

**Job Responsibilities:** To Assist the Centre Director/Scientists & all office related work such as Secretarial, Event Management, Protocol etc assigned from time to time.

**For Sl. No. 3 [For Senior Executive (Admin)]**

**Essential:** A Bachelor's degree from a recognized University, basic knowledge of computer and minimum 6/10 years experience preferably in Govt./PSU/ Autonomous Bodies/ in the relevant area in PB- 1+GP Rs. 2800/2400/- respectively or its equivalent.

**Desirable:** (i) Post Graduation.

**Job Responsibilities:** To assist the Administrative Officer on such jobs as assigned. Any other duties assigned from time to time.

**For Sl. No. 4 [For Scientific Assistant Grade 'A']**

**Essential:** (i) B.Sc. First Class (with Physics/Chemistry/Biology as one of the subject)/ Three (03) years Diploma in Engineering after 10+2 (with 60% marks) or its equivalent qualification from a recognized Board/University. (ii) Basic knowledge of computer.

**Desirable:** (i) 2 years experience as Research Assistant, Lab. Assistant. (ii) Working Knowledge of Computers.

**Job Responsibilities:** To assist the scientists in the scientific, laboratory work and any other related work assigned from time to time

**GENERAL CONDITIONS**

1. Only Indian Nationals are eligible and need to apply.
2. NCAOR reserves the right to increase or decrease the number of vacancies related to any post as being advertised.

3. The last date for receipt of application: The last date of submission of applications form, duly filled in all respect is 60 days from the date of publication of this advertisement in the Employment News. In the case of candidates residing in flanged/remote areas viz Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti District and Pangi sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshdweep and for candidates residing abroad, the last date of submission of duly filled application form is 67 days from the date of publication of this advertisement in the Employment news. The application duly completed in all respects along with the relevant documents duly attested must reach to "The Director, ESSO-National Centre for Antarctic & Ocean Research, Headland Sada, Vasco-da-Gama, Goa – 403804" on or before at 5.00 pm of the last date. This Advertisement can also be referred /downloaded from our web site [www.ncaor.gov.in](http://www.ncaor.gov.in)
4. **The last date is the cut off date for all purposes including Age/Qualification/ etc.**
5. Separate application should be submitted for each post and should clearly indicate the advertisement no., sl. no. of the post and name of the post applied for, on the top left corner of the envelope.
6. Attested, clear and readable Photostat copies of "Caste certificate, Discharge Certificate/ Experience certificate, educational qualification (Marksheets for all academic years) etc. should be enclosed along with the application. If the certificates are in a language other than English or Hindi, attested translation should be enclosed.
7. Candidates working in Government/Public Sector Undertakings/ Autonomous bodies should apply through proper channel. They may however, send advance copy of application alongwith the enclosure which should reach on or before the prescribed last date. 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/test.
8. Candidates must send their application by Registered Post only. NCAOR will not be responsible for any postal delay or loss in transit.
9. Age relaxation & reservation will be as per GOVERNMENT OF INDIA norms and upto 5 years for employees of NCAOR.
10. Candidates/persons claiming SC/ST/OBC/PH status or age relaxation should submit attested copies of certificates issued by the prescribed authority.
11. Experience shall mean the Experience in the relevant field acquired from a Government/Semi govt./Autonomous/Research/Reputed Organisation after obtaining the minimum qualification asked for in the said category.
12. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle the candidates to be called for interview and/or test. Thus, the Centre may restrict the number of candidates, to be called for the interview and/or test to a reasonable limit on the basis of qualification and/or experience higher than that of the minimum prescribed in the advertisement and as relevant to the Centre's immediate needs. The candidate should, therefore, furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed alongwith the documentary evidences. No interim inquiries /correspondence /communication of any sort will be entertained with the candidates who are not called for the interview/selected for appointment etc.
13. Out-station candidates called for interview will be paid to-and-fro Sleeper-class railway/Bus fare by the shortest route on production of proof of journey, such as the railway ticket numbers/ bus tickets etc.
14. Candidates will have to produce all original documents in proof of details furnished in the application at the time of interview for verification and the same will be return after verification.
15. **Grounds for rejection of application:** Candidates must ensure that the application is complete in all respects. Application having any deficiencies/defects i.e. not in prescribed proforma; not legible; without signature; more than one application submitted for the same post; under age or over age; without declaration or incomplete declaration; without certificate or attested copies of caste certificate as per format prescribed by the Govt. or not issued by the prescribed authority for the candidature of SC/ST/OBC/PH; application received after the closing date and time; without attested photograph or educational certificate/mark sheet/experience certificate, which do not fulfill the terms & conditions mentioned here shall be treated as invalid and shall be rejected without any intimation to the candidate(s).
16. Canvassing in any form and /or bringing any influence, political or otherwise will be treated as disqualification for the post applied for. No interim correspondence/inquiry will be entertained.
17. At present the place of posting is at Goa with transfer liability to any part of India.
18. Selected candidates may have to join the post immediately on being found fit by a Medical Authority.
19. Presently the posts carry usual allowances viz. DA, HRA, TA, LTC, Children Education Assistance, NPS, Medical facilities, Leave, TA/DA etc. as admissible from time to time, to Society employees, as per society rules.
20. The posts are on regular basis and the period of Probation is 02 (two) years.
21. The full Advt. is also available on the website '[www.ncaor.gov.in](http://www.ncaor.gov.in)'
22. Director, NCAOR reserves the right to fill-up or not to fill up any of the posts advertised without assigning any reasons thereof.

**HOW TO APPLY**

- Applications *neatly typed/hand written on A/4 size plain paper*, separately for each position, as per the prescribed format provided in this advertisement, should reach on or before last date, only by the Registered post, along with attested copies of all the documents related to educational qualifications, date of birth, work experience, caste etc to **“The Director, ESSO - National Centre for Antarctic & Ocean Research, Headland Sada, Vasco-da-Gama, Goa- 403 804”**. One self attested recent passport size photograph should be pasted in the appropriate place in the application form.

**Format of Application**

Advertisement No. :

Position Applied for:

Sl. No. of the post applied for:

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:  
Phone, fax, e-mail

5. Nearest Railway Station

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

(Attested copy of proof of age to be attached)

(b) Age as on last date for receipt of application.....: years months days

7. (a)Religion (Hindu, Muslim, Christian, Sikh, Buddhist, Jain, Parsi, others):.....Caste: .....

(b)Whether belongs to Gen/SC/ST/OBC Category:..... Sub Caste: .....

(If yes, please specify the category to which you belong & attach the documentary proof, if belongs to SC/ST/OBC/PH categories)

(c ) Whether physically handicapped: Yes..... No....., if yes VH/HH/OH.....

If yes, please attach the documentary proof, issued by the competent authority)

8. Nationality:

9. (a) Educational Qualifications in chronological order beginning with High School/SSC: (10<sup>th</sup> std onwards)

Name of the Examination Passed	Year of Passing	Marks details		% of marks	Name of the Board/University	Subjects Taken	Division	Subject of specialization
		Max marks	Marks obtained					

(b) Professional/Technical Qualifications:

Name of the Examination Passed	Year of Passing	Marks details		% of marks	Name of the Board/University	Subjects Taken	Division	Subject of specialization
		Max marks	Marks obtained					

10. Work Experience in chronological order, starting with the first job:- (Attested copy of proof of each experience to be attached)

Name & address of Employer	Designation of post held	Scale of pay & GP and present pay	Period of service				Nature of work & level of responsibilities (please attach separate sheet, if needed)
			From	To	Total experience		
					Year	Month	

11. Whether Regular/permanent/temporary/ad-hoc/part time/contract basis in the present job: .....

12. If present service is on Temporary/contract/ad-hoc/Part time, then the expiry date of service: .....

13. Whether the present job is in Govt./PSU/Autonomous/Private institution:.....

14. Employment Exchange Regn No. ....& Name of Emp. Exch.(if any)

15. Any other relevant information:

Details of Enclosures: 1.....2.....3.....4.....  
5.....6.....7.....

Affix self-attested recent passport size photograph here.

## Declaration

I hereby declare that (1) I am an Indian National (2) I have read the provisions given in the Advertisement (3) All the statement made and information given by me in this application are true complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect or suppressed before or after the test/interview or during the appointment period action can be taken against me by the NCAOR and my candidature/appointment shall automatically stands cancelled/repartirated/terminated (iv) I further declare that I fulfill all the conditions of eligibility regarding age, educational, professional/technical qualifications, etc., prescribed for the post applied for as on last date of application .

Place.....

Signature of the Candidate.....

Date.....

Name.....

(For use of the forwarding office)  
(For officers who are working Govt./PSU/Autonomous Institutions)

(i) 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/adhoc basis since\_\_\_\_\_ and that entries made /particulars furnished by him/her have been checked and verified and found correct as per office records.

(ii) 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.

Date.....

Signature .....

Place.....

Name of the forwarding officer.....

Designation.....

Office Stamp (seal)