

Advt. No. NCAOR/25/18

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: -

Sl. No	Name of the post	Mode of recruitment	Pay Matrix	Total posts	Age
01	Scientist 'D'	Direct recruitment	Level-12 (78800-209200)	01 (UR)	50
01	Manager	Deputation / Direct recruitment	Level-11 (67700-208700)	01 (UR)	45
02	Junior Hindi Translator	Direct Recruitment	Level -6 (35400-112400)	01 (UR)	30

Education, Experience & Other Qualifications

For Sl. No. 1 [Scientist D]

Essential:

(i) M.Sc. in Meteorology or Oceanography or Atmospheric Science or Physics or Applied Mathematics or Climate Sciences or Marine Sciences or Earth Sciences or its equivalent from a recognized university with at least first class (60% marks) in the qualifying degree level. **OR** B.E./B.Tech. in Engineering from a recognized university or its equivalent with at least first class (60% marks) in the qualifying degree.

(ii) Seven (07) years' experience in teaching (at graduate or post graduate level), research and development, survey, administration, planning, supervision or training, etc., in the field of Atmospheric Sciences or Meteorology or Oceanography or Theoretical Physics or Applied Mathematics.

Desirable:

(i) Higher qualification such as M.Tech / M.E. / M.Sc. (Engineering) / Ph.D. in the relevant fields from a recognized university as specified in the essential qualification/experience are preferred.

(ii) Experience in handling ocean or atmosphere modelling,

(iii) Handling high resolution oceanographic / meteorological datasets including data processing, quality control, and analysis as reflected in peer-reviewed publications

(iv) Research experience in the field of Polar regions with scientific papers in peer reviewed journals,

(v) Familiarity with scientific analysis and visualization software

(vi) Familiarity with programming languages such as C, FORTRAN, Python.

Nature of Duties: To plan and execute R&D towards developing Sea-Ice model, polar atmospheric / oceanic regional or global models along with observations/remote sensing data; To lead Polar modelling group through scientific and technical R&D activities.

For Sl. No. 2 [Manager]

On deputation basis (initially for three years)

Officers under the Central Govt./State Govt./PSU/Autonomous Bodies

- (i) Holding analogous posts on regular basis in the parent cadre/department. OR
- (ii) With Eight years regular service in posts in PB-2+GP Rs.5400 or equivalent in the parent cadre/department.

On direct recruitment basis

Essential:

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

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. 3 [Junior Hindi Translator]

Essential:

i) Master's degree of a recognized university in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.

OR

Master's degree of a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.

OR

Master's degree of a recognized university in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized university in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized university in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

AND

Recognized Diploma or certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

ii) Operational computer knowledge

Desirable:

- i. 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.

Job Responsibilities: All official language work undertaken in NCAOR.

General Conditions:

1. The last date of submission of online application is **08th June 2018 by 05:00pm**. The last date is the cutoff date for all purposes including Age/Qualification/experience etc.
2. 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. For Ex-Serviceman the age relaxation is as per Government of India guidelines.
3. NCAOR will have full discretion to fix separate minimum criteria for shortlisting and criteria for written/interview for each category of candidates (viz. SC/ST/OBC /PH/General (UR)).
4. 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 examination for all those candidates. So, the Centre may restrict the number of candidates to be called for interview/written examination 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.
5. The selection for the Manager and Scientist 'D' post shall be on the basis of performance of the screened in candidates in the interview and Junior Hindi Translator post shall be on the basis of performance of the screened in candidates in the written examination.
6. Director, NCAOR has the discretion to prescribe any method for recruitment i.e. interview/written examination, prescribe minimum qualifying marks for written examination which can be increased or decreased at any stage without assigning any reason thereof.
7. 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.
8. Candidates working in Government/Public Sector Undertakings/ Autonomous bodies should apply through proper channel. The candidate must produce the requisite 'No Objection Certificate' from their employer at the time of interview/written examination. **Failure to comply with the provision would lead to cancellation of candidature.**
9. Experience will be counted after completion of essential academic qualifications.
10. Experience shall mean the experience in the relevant field acquired in Government/Semi govt./Autonomous/Research/Reputed Organisation after obtaining the minimum essential qualification.
11. Online application submitted without the scanned copies of the certificates/signature/photo will be rejected.

12. 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.
13. 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.
14. No travelling advance will be paid for attending the interview/written examination except Out-station SC/ST candidates called for interview/written examination (for direct recruitment mode) will be paid to-and-fro Sleeper-class railway/Bus fare by the shortest route on production of proof of journey tickets etc.
15. The candidates need to make their own stay arrangements. NCAOR will not be responsible for any accommodation arrangements.
16. At present, the place of posting is at Goa with transfer liability to any part of India.
17. Selected candidates may have to join the post immediately on being found fit by a Medical Authority.
18. Scheme of written examination for the post of Junior Hindi Translator is as per Annexure 'C'.
19. Instructions to Applicants for submission of online Application are placed at Annexure 'A':
20. **For applicants for the post of Manager (on deputation basis)**
 - i. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization /department of the Central Govt. shall ordinarily not exceed three years.
 - ii. The department officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, Deputationist shall not be eligible for consideration for appointment by promotion. The maximum age limit for appointment on deputation/absorption shall be not exceeding 56 years as on the closing date of receipt of application.
 - iii. Print out of deputation application to be forwarded to this office along with the certificate of the cadre controlling authority (Annexure B) and APARs latest by **15th June, 2018**.

Sd/-
(S. Anoop)
Administrative Officer

INSTRUCTIONS TO CANDIDATES FOR FILLING ONLINE APPLICATION

- i. Online application form & details of recruitment of the Post is available at <http://www.ncaor.gov.in>.
- ii. 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>.
- iii. 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 100 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 this office.
- iv. A recent passport size colour photograph (scanned) should be in .jpg format (size not exceeding 100 KB).
- v. Signature (scanned) should be in .jpg format (size not exceeding 100 KB)
- vi. The applicants are advised to fill in all their particulars carefully in the online application. Incomplete application shall be rejected.
- vii. Applicants are advised to retain the acknowledgement and printout of the submitted online application for future reference.
- viii. In case of difficulty in the submission of online application form please email the quires to ictd@ncaor.gov.in.

Certificate to be submitted by the Cadre Controlling Authority for the post of Manager (on deputation basis)

- (i) The certificate that the particulars furnished by the officer have been checked from available records and found correct.
- (ii) Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
- (iii) Certified that no vigilance /disciplinary case are either pending or contemplated against the applicant.
- (iv) Integrity of the applicant is certified as 'Beyond Doubt'.
- (v) It is certified that no major/minor penalties have been imposed on the applicant during the last 10 years (alternatively, penalty statement during the last 10 years may be enclosed)
- (vi) Up-to-date CR dossier of the applicant /attested photocopies of APAR for the last 5 years (2012-2013 to 2016-2017). Photocopies of APAR have been attested on each page by the Head of the department.

Signature_____

Name, Designation & Telephone of the forwarding
Officer not below the level of under secretary
(Office Stamp)

Date:
Place:

SCHEME OF EXAMINATION
JUNIOR HINDI TRANSLATOR

Part	Mode of paper	Subject		Questions	Marks	Time
Paper-I (Objective Type)	Written	a) General Hindi b) General English c) Office procedure, Official Language Act, Rules etc.	The questions will be designed to test the candidates understanding of the languages and literature correct use of words, phrases and idioms and ability to write the language correctly, precisely and effectively. The question will be degree level. Basic government procedures & rules.	100	100	02 Hrs
Paper-II (Conventional Type)	Descriptive	Translation & Essay	The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates, translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.	04 (Two Passage and Two essay)	100	02 Hrs

Note:- There will be negative marking of 0.33 marks for objective type questions.

- (i) Paper-I will consist of Objective Type- Multiple choice questions only.
(ii) The candidate scoring the highest marks in the examination shall be selected. However, the candidate has to score **minimum of 25% marks in Paper I and at least 35% marks in Paper II.**