Advt. No. NCPOR/09/2020

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)

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 the following positions:-

Sl. No	Name of the post	Mode of recruitment	Pay Matrix	Total posts	Age
01	Scientist C	Direct Recruitment	Pay Level -11 (67700-208700)	01 (UR)	40
02	Assistant Manager (Finance &Accounts)	-do-	Pay Level -7 (44900-142400)	01(UR)	35

Education, Experience & Other Qualifications

For Sl. No. 1 [Scientist C]

Essential:

i. Masters Degree in Physics/ Earth Sciences/ Marine Sciences / Biological Sciences or its equivalent or Bachelor's degree in Engineering or Technology in the relevant subject from a recognized university or its equivalent with atleast first class (60%) marks in the qualifying degree level.
ii. Three years of experience in the field of cryospheric studies OR microbial ecology OR marine geosciences as specified in the Nature of duties, supported by high quality peer-reviewed scientific publications

Desirable:

(i) Doctorate in the relevant subject or area of specialization as above.
(ii) Proven Experience in scientific expeditions and related large sample/data analysis.

Nature of Duties: To play active role in R&D activities related to the Cryosphere / Microbial Ecology and diversity/ Marine Geosciences in Polar Regions, through active participation in expeditions which should commensurate with the essential and desirable qualification of the post.

For Sl. No. 2 [Assistant Manager (Finance &Accounts)]

Essential:

i. A Bachelor's degree from a recognized University, basic knowledge of computer.
ii. Minimum 5 years experience preferably in Govt./PSU/Autonomous Bodies in the relevant area in PB-2+GP Rs. 4200/- or its equivalent. **OR**
With 11 years combined experience in GP 2800/- and GP Rs.4200/- (with not less than 3 years in GP Rs. 4200/-) or its equivalent.

Desirable:

i. Post Graduation.
ii. Working knowledge in SAP, E-office

Nature of Duties: To assist the Section Head in ensuring compliance with the proper procedure for accounting, budgeting and finance, processing cases for payment and related activities as well as managing all expenditure related activities of the centre and any other work assigned.

General Conditions:

1. The last date of submission of online application is **14.05.2020 (Thursday) by 05:00pm**. The last date is the cutoff date for all purposes including Age/Qualification/experience etc.

2. Applications should be submitted online in the prescribed format alongwith scanned copies of documents relating educational qualifications, experience, age, etc.

3. 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 (minimum three years) in Government organizations/Autonomous bodies/PSUs. For Ex-Serviceman the age relaxation shall be as per Government of India guidelines.

4. NCPOR will have full discretion to fix separate minimum criteria for shortlisting and criteria for written/interview for each category of candidates.

5. The prescribed essential qualifications are minimum and 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. Accordingly, 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.

6. The selection for the Scientist 'C' post shall be on the basis of performance of the screened in candidates in the interview and Assistant Manager post shall be on the basis of performance of the screened in candidates in the written examination.

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 upload 'No Objection Certificate' and/or produce the requisite 'No Objection Certificate' from their employer at the time of interview/written examination.

9. Director, NCPOR 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.

10. Experience will be counted after completion of essential academic qualification(s). In addition, (a) for the Scientist post, in case a candidate has obtained the mentioned degree while in service only his /her service period will be counted towards experience and

he/she will not get any additional weight age in experience for acquiring Doctorate towards total period of experience. (b) A completed Doctorate degree will count as 3 years experience.

11. Online application submitted without legible scanned copies of certificates/signature/photo will be summarily rejected.

12. The selected candidates are liable to serve anywhere in India and outside.

13. No travelling advance will be paid for attending the interview/written examination except out-station candidates (SC/ST) called for interview will be paid to-and-fro Sleeper-class railway/Bus fare by the shortest route on production of proof of journey tickets etc. The candidates need to make their own stay arrangements. NCPOR will not be responsible for any accommodation arrangements.

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

15. Any discrepancies found in the certificate will attract the disqualification of application(s). Non production of original certificates at the time of interview/written examination 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.

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 medically fit by the appropriate Medical Authority.

18. Presently the posts 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.

19. The posts are on permanent/regular basis and the period of Probation is 02 (Two) years.

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

21. Scheme of written examination for the post of Assistant Manager (Finance & Accounts) is as per Annexure 'B'

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

Sd/-
(S. Anoop)
Administrative Officer

ANNEXURE 'B'

SCHEME OF WRITTEN EXAMINATION
ASSISTANT MANAGER (FINANCE &ACCOUNTS)

Mode of Examination	Scheme of Examination	Questions	Marks	Time
Written (Bilingual- Hindi & English)	a) General Awareness / Knowledge	25	25	2 Hrs
	b) Reasoning and Mathematics	25	25	
	c) Government Accounting, GFR, GST Rules, Income Tax Rules, Commerce & Accountancy, Office Procedure & Rules, etc.	50	50	
	d) Descriptive (Essay & letter writing)	02 (one each)	25	

The candidate scoring the highest marks in the written examination shall be selected. However, the candidate has to score a **minimum of 50% marks overall in the written examination and minimum 45% marks in part (c).**

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

ANNEXURE 'A'

INSTRUCTIONS TO CANDIDATES FOR FILLING ONLINE APPLICATION

i. Online application form & details of recruitment of the Post is available at http://www.ncpor.res.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.ncpor.res.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 (SC/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@ncpor.res.in