

Advt. No. NCAOR/51/15
ESSO-National Centre for Antarctic & 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.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, eligible & prospective candidates of Indian origin, for filling up of one post of Administrative Officer.

Essential Qualification	(i) A Master's Degree from a recognized University. (ii) Operational Computer Knowledge. (iii) 4 years experience preferably in Govt./PSU/Autonomous Bodies in the relevant area in PB-2+GP Rs. 4600/- /Rs.4800/- or its equivalent.
Desirable:	(i) MBA/LLB/Diploma in Management/ CA/ICWA/SAS or equivalent.
Age Limit:	40 Years
Category:	General
Pay Scale:	Pay Band-3 Rs. 15600-39100 + Grade Pay Rs. 5400
Job Responsibilities:	The incumbent will head the Administration Section of NCAOR and will be required to advise Director, on administrative, financial matters of the institute. He will also be responsible for recruitment, establishment, HR, Security, Housekeeping and horticulture work of the institute.

GENERAL CONDITIONS

1. Only Indian Nationals are eligible and need to apply.
2. The last date for receipt of application: The last date of submission of application 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 respect along with the relevant documents duly attested must reach to "The Director, 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
3. **The last date is the cut off date for all purposes including Age/Qualification/ etc.**
4. Candidate should clearly indicate the advertisement no., name of the post applied for, on the top left corner of the envelope.
5. 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.
6. 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.

7. Candidates must send their application by Registered Post only. NCAOR will not be responsible for any postal delay or loss in transit.
8. Age relaxation: Upper age limit is relaxable by 5 years for candidates belonging to Scheduled Caste/Scheduled Tribe candidates and regular employees of NCAOR. 3 years for OBC candidates and as per rules for ex-servicemen and physically Handicapped candidates. In exceptional cases, relaxation of age may be considered at the discretion of Director of the Centre.
In case, the person has experience of 12 years or more (out of which atleast 08 years in Government or Public Sector in a Supervisory Grade), relaxation of age up to 05 years may be considered. Candidates with higher experience may be considered for higher Grade pay.
9. The candidates should arrange two letters of reference to be sent directly to the Director, 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 must produce all original documents in proof of details furnished in the application at the time of interview for verification and the same will be returned 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, CPF/NPS, Medical facilities, Leave, TA/DA etc. as admissible from time to time, to Society employees, as per society rules.
20. The post is 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'
22. Director, NCAOR reserves the right to fill-up or not to fill up the post advertised without assigning any reasons thereof.

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. A brief note containing working experience relevant to the post.

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

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

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

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

16. Any other relevant information:

17. Reference from three officers familiar with candidate's work

Details of Enclosures:

1.....2.....3.....4.....

5.....6.....7.....

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.

Signature

Date.....

Name of the forwarding officer.....

Place.....

Designation.....

Office Stamp (seal)