

Advt. No. NCAOR/84 /15
ESSO - National Centre for Antarctic & Ocean Research
 (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)

WALK IN INTERVIEW

The National Centre for Antarctic & Ocean Research (NCAOR) on behalf of Earth System Science Organization, Ministry of Earth Sciences, Govt. of India is looking for prospective candidates for filling up the positions detailed in the below table under 'Scientific Deep Drilling programme in Koyana region'.

The positions are purely temporary and on a project mode initially for a period of one year. Candidates fulfilling the prescribed eligibility conditions are invited to attend a walk-in-interview at Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune from 28.10.2015 to 30.10.2015.

| Sl. No. | Name of the post | Emoluments | No. of vacancies | | | | Total Posts | Max. Age |
|---------|------------------------------------|------------------------------------|------------------|-----|----|----|-------------|----------|
| | | | UR | OBC | SC | ST | | |
| 1 | Project Scientist 'B' | PB-3 Rs. 15600-39100 + GP 5400 (*) | 02 | - | 01 | - | 03 | 35 |
| 2 | Technical Officer | PB-3 Rs. 15600-39100 + GP 5400 (*) | 01 | - | - | - | 01 | 40 |
| 3 | Section Officer | PB-2 Rs. 9300-34800 + GP 4800 (*) | 02 | - | - | - | 02 | 35 |
| 4 | Technical Assistant | PB-2 Rs. 9300-34800 + GP 4200 (*) | 03 | - | 01 | - | 04 | 28 |
| 5 | Assistant | PB-2 Rs. 9300-34800 + GP 4200 (*) | 01 | 02 | 01 | - | 04 | 35 |
| 6 | Personal Assistant/ Steno Gr. I | PB-2 Rs. 9300-34800 + GP 4200 (*) | 02 | - | - | - | 02 | 35 |

(*) + HRA, DA as per GOI norms

28.10.2015 (Wednesday) registration will start from 09:00 AM to 11:00 AM for the positions of Project Scientist 'B', Technical Officer and Technical Assistant only

30.10.2015 (Friday) registration will start from 09:00 AM to 11:00 AM for the positions of Section Officer, Assistant and Personal Assistant/Steno Gr.I. only.

If the interview is not completed on the stipulated day and time, you may have to attend the same on subsequent day.

Education, Experience & other Qualifications

Sl. No. 1- Project Scientist 'B'

Essential qualifications: Masters degree in Geophysics or Applied Geophysics or Geohydrology or Geochemistry from a recognized university with at least 60% marks in the qualifying degree level, or Bachelor's degree in engineering / technology with specialization in mechanical engineering or equivalent from a recognized university with at least 60% marks in the qualifying degree level.

Desirable: Experience in geophysical data acquisition and / or processing in one of the fields of specialization, such as borehole geophysics / well logging / geotechnical investigations, hydrological studies, geochemistry, engineering mechanics, hydraulics, or M.Tech. degree in relevant area.

Duties & Responsibilities: To undertake field surveys for data acquisition, data processing and interpretation of borehole geophysical/geological/geochemical datasets, working and maintenance of deep borehole testing equipments.

Sl. No. 2- Technical Officer

Essential qualifications: (i) Bachelor's degree in Engineering/Technology in Computer Science or Information Technology or equivalent with at least 60% marks in the qualifying degree level, (ii) 5 years experience in relevant field.

Desirable: Experience in computer hardware / software, maintenance of servers, firewall, networking and security.

Duties & Responsibilities: The selected candidate will be required to serve as systems administrator, maintain all associated servers, and be responsible for networking and security requirements.

Sl. No. 3- Section Officer

Essential qualification: Master's degree or MBA in Financial Management /PG Diploma in Business Administration or Finance or equivalent from a recognized university with 60% marks in qualifying degree level, (ii) Operational computer knowledge, (iii) 3 years experience preferably in Govt./PSU/Autonomous bodies in the area of finance and accounts or administration or purchase or sales, etc. or equivalent.

Desirable: Preference will be given to candidates holding professional qualifications and / or experience in relevant areas, experience in public relations skills, etc.

Duties & Responsibilities: To assist in Administration, Purchase and Stores, Finance and Accounts, and related matters.

Sl. No. 4- Technical Assistant

Essential qualification: (i) B.Sc. in the area of Maths / Physics/ Geology or Diploma in Engineering or equivalent after 10+2 from a recognized Board or University. (ii). Basic knowledge of computer and basic instrumentations.

Desirable: Experience in the relevant field

Duties & Responsibilities: To assist in field and laboratory work, preparation of rock samples for laboratory measurements, maintenance of lab and field equipment, etc.

Sl. No. 5- Assistants

Essential qualification: Bachelor's degree from a recognized university, basic knowledge in computers and 6 years experience preferably in Govt./PSU/Autonomous bodies in relevant area.

Desirable: (i) Post graduation, (ii) Certificate / diploma in office management, (iii) Good working knowledge in operation of computers, (iv) Good communication skills.

Duties & Responsibilities: To provide secretarial / clerical assistance to scientists / officers.

Sl. No. 6- Personal Assistant/ Steno Grade -I

Essential: (i) Graduation or equivalent from a recognised university. (ii) Skill test norms: Dictation - 10 mts @120 w.p.m. Transcription – 65 mts. (Eng.) 75 mts. (Hindi) (on manual typewriter) or 50 mts. (Eng.) 65 mts. (Hindi) on computer. (iii) Three years experience in secretarial / office management work.

Desirable: (i) Certificate/Diploma in Office Management. (ii) Good working knowledge in operation of computers.

Duties & Responsibilities: To assist senior officers in execution of various activities of the programme.

Age Relaxation : Age relaxation to the employees of GOI and SC/ST/OBC as per GOI norms. Age relaxations may also be considered in case of exceptionally deserving candidates.

Reservation : As per GOI norms. However being a project mode position, if such candidate is not available, the same will be treated as unreserved

Tenure : The post is purely temporary under the Project mode on contract basis. The assignment is initially for a period of one year or till the completion of the Project, whichever is earlier.

N.B:-

1. Date of interview is the cut-off date for all the purposes.
2. Separate application should be submitted for each post.
3. Candidates will have to produce all original documents in proof of details furnished with the application at the time of interview for verification and the same will be return after verification.
4. The place of posting is at Borehole Geophysics Research Laboratory, Near New RTO Office, Karad, Patan Road, Karad, Maharashtra with transfer liability to any part of India.

5. Director, NCAOR has the right to relax the eligibility criteria of the candidates of exceptional track record and experience matching to the requirement and also to cancel the recruitment process at any stage, without assigning any reason thereof.
6. The person engaged will not be treated at par with regular employees of NCAOR and shall have no right to claim implicit or explicit for their absorption or regularization in NCAOR.

All candidates are required to bring the original documents related to educational qualifications, date of birth, work experience, caste etc. Duly attested copies of all the documents must be submitted with the Bio-data (As per enclosed Application Form). One self attested recent passport size photograph should be pasted in the appropriate place in the bio-data.

Sd/-
Administrative In-Charge

Format for Application

Advertisement No. :

Position Applied for :
(Purely temporary on contract basis)

Project(s) under which:
the application to be considered

Affix self-attested recent passport size photograph here.

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:

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

(Attested copy of proof of age to be attached)

(b) Age as on: Years Months Days

6. Whether SC/ST/OBC/GEN :

(If SC/ST/OBC, documentary proof to be furnished)

7. Nationality :

8. (a) Educational Qualifications in chronological order beginning from SSC(10th Onwards):

| Name of the Examination Passed | Year of Passing | Sub taken | Name of the Board/University | Division/% of marks obtained |
|---------------------------------------|------------------------|------------------|-------------------------------------|-------------------------------------|
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The title of the Ph.D. Thesis must be mentioned, wherever applicable.

(b) Professional/Technical Qualifications(If any):

| Name of the Examination Passed | Year of Passing | Details of Course | Board / University | Subject Studied | Division/% of marks obtained |
|--------------------------------|-----------------|-------------------|--------------------|-----------------|------------------------------|
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(A brief write-up to be given at the end indicating the relevance of past experience to the Post applied for)

(c) Details of Publications/Papers/Reports/Documents etc.

9. Work Experience in chronological order, starting with the first job:-

| Name & address of Employer | Period of service | | Designation of post & scale of pay | Total length of service | Nature of work & level of responsibilities |
|----------------------------|-------------------|----|------------------------------------|-------------------------|--|
| | From | To | | | |
| | | | | | |
| | | | | | |
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| | | | | | |

10. Whether presently in any job. If yes then job is in Govt./PSU/Autonomous Institutions/Private :

11. Whether permanent/temporary/ad-hoc in the present job:

12. Any other information relevant:

Declaration & Certificate

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I also understand that this position is purely temporary on contract basis, if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place..... Signature of the Candidate.....

Date..... Name.....