

Advt. No. NCPOR/45/18
ESSO - National Centre for Polar & 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)

ESSO-National Centre for Polar & Ocean Research (NCPOR), 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, NCPOR invites applications from interested and eligible officers/ officials from Central Govt. / State Govt./PSU/Autonomous Bodies, for filling up following position: -

Sl. No	Name of the post	Mode of recruitment	Pay Matrix	Total posts	Upper Age limit
01	Junior Executive	Deputation	Level-4 (25500-81100)	01	56

Qualifications

- (i) Officers/ officials under Central Govt. / State Govt./PSU/Autonomous Bodies
- (a) Holding analogous post on regular basis in the parent cadre/ department **or**
- (b) with eight years regular service in posts in Pay Level 2 (PB2+GP 1900) or its equivalent in parent cadre/ department
- (ii) **Essential Educational qualification:**
- (a) A bachelor's degree from a recognised University **and**
- (b) Basic knowledge of computer

General Conditions:

- The last date of receipt of complete application is **26.11.2018 by 05:00pm**. The last date is the cutoff date for all purposes including Age/Qualification/experience etc. Application received at NCPOR beyond cut-off date will not be considered.
- NCPOR will have full discretion to fix separate minimum criteria for shortlisting and criteria for interview.
- The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. 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 for all those candidates. So, the Centre may restrict the number of candidates to be called for interview to a reasonable limit on the basis of 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.

4. The selection shall be on the basis of performance of the screened in candidates in the interview and evaluation of APAR.
5. 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.
6. Candidates should apply through proper channel only.
7. 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.
8. Deputationist shall not be eligible for consideration for appointment by promotion. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of application.
9. **Application in prescribed format (Appendix A) to be forwarded to this office along with the certificate of the cadre controlling authority (Annexure B) and attested copies of APARs latest by 26.11. 2018. Applications received without necessary certificates and attested copies of APAR shall be summarily rejected.**
10. Director, NCPOR has the right to cancel the recruitment process at any stage, without assigning any reason thereof.
11. Any discrepancies found in the certificates will attract the disqualification of applications. Non-production of the original certificates at the time of interview will also make the candidate disqualified.
12. No travelling advance will be paid for attending the interview
13. The candidates need to make their own stay arrangements. NCPOR will not be responsible for any accommodation arrangements.
14. At present, the place of posting is at Goa with transfer liability to any part of India.
15. Selected candidates may have to join the post immediately.

Sd/-
(S. Anoop)
Administrative Officer

Advertisement No. : NCPOR/___/18
Position Applied for : Junior Executive
Mode of recruitment : On deputation basis

Affix self-attested recent passport size photograph here.

Format of the Application Form

- 1) Name and address (in Block Letters):
- 2) Date of Birth (in Christian era):
- 3) Date of retirement under Central/State Govt. rules:
- 4) Educational Qualifications:
- 5) Whether eligibility conditions are fulfilled:
- 6) Details of employment, in chronological order. Enclose a separate sheet duly Authenticated under your signatures, if the space below is insufficient.

- 7) Nature of present employment i.e. permanent/temporary/ad hoc:
- 8) In case the present employment is on deputation/contract basis, please state:
 - (a) The date of initial appointment:
 - (b) Period of appointment on deputation/contract :
- 9) Name of the parent office/organization to which you belong:
- 10) Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column.):
 - a) Central Government
 - b) State Government
 - c) Autonomous organization
 - d) Government Undertaking
 - e) Universities
 - f) Others
- 11) Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:
- 12) Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the re-revised scale of pay:
- 13) Total emoluments per month now drawn:

- 14) Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to
- (i) Additional academic qualifications :
 - (ii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement
- 15) Whether belongs to SC/ST/OBC (if yes, please specify):
- 16) Remarks (The candidates may indicate information with regard to
- (i) Research/publications and reports and special projects
 - (ii) Awards Scholarship/Official Appreciation

I have carefully gone through the vacancy circular/advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post

Official Address:

Signature of the candidate

Countersigned
(Employer with seal)

Certificate to be submitted by the Cadre Controlling Authority

- (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 (2013-2014 to 2017-2018). 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: