

Advt. No. NCAOR/47/17

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 on direct recruitment basis:-

Sl. No.	Name of the post	Pay Matrix	Total posts	Max. Age
01	Coordinator Grade IV	Level-7	01 (UR)	35
02	Senior Executive (Admin)	Level -6	01 (UR)	35
03	Junior Hindi Translator	Level -6	01 (UR)	30

Education, Experience & Other Qualifications

For Sl. No. 1 [Co-ordinator Grade IV]

Essential: (i) Graduation or equivalent from a recognized University. (ii) Skill Test Norms Dictation: 10mts @120/100 w.p.m. Transcription:65 mts./55(Eng.) 75 mts./65 (Hindi) on Manual Typewriter) or 50 mts./40 (Eng.) 65 mts./55 (Hindi) (On Computer).

Desirable: (i) 03 years experience of working as a Personal Assistant to Senior Executive Officers. (ii) Diploma in Office/Secretarial Management. (iii) Working knowledge of computers.

Job Responsibilities: To assist the Centre Director/Sr. Scientists in all office related work such as Secretarial, Event Management, Protocol etc assigned from time to time.

For Sl. No. 2 [For Senior Executive (Admin)]

Essential: A Bachelor's degree from a recognized University, basic knowledge of computer and minimum 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.

Desirable: (i) Post Graduation.

Job Responsibilities: To assist the Administrative Officer on such jobs as assigned.

For Sl. No. 3 [For 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:6/10 years experience preferably in Govt./PSU/ Autonomous Bodes 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:

- The last date of submission of online application is **22.08.2017 by 05:00pm**. The last date is the cutoff date for all purposes including Age/Qualification/experience etc.
- Applications should be submitted online in the prescribed format within 45 days from the date of publication of this advertisement in Employment News.
- Age relaxation will be as per Govt. of India norms and upto 5 years for persons serving on regular basis in Government organizations/Autonomous bodies/PSUs.
- 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.
- The selection for the above mentioned posts shall be on the basis of performance of the screened in candidates in the written examination.
- Scheme of written examination for the above mentioned posts are as follows:

(i) Co-ordinator Grade IV :

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) Office procedure, rules, etc.	25	25	
	d) Descriptive (Essay & letter writing)	02	25	

(ii) Senior Executive (Admin) :

Mode of Examination	Scheme of Examination	Questions	Marks	Time
Written (Bilingual-Hindi & English)	a) General Awareness / Knowledge; Reasoning and Mathematics	25	25	2 Hrs
	b) Office procedure, rules, etc.	50	50	
	d) Descriptive (Essay & letter writing)	02	25	

(iii) Junior Hindi Translator:

Part	Mode of paper	Subject		Qu estion	Ma rks	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-I (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	100	100	02 Hrs

- i. Paper-I will consist of Objective Type- Multiple choice questions only.
- ii. Paper-II shall be evaluated in respect of only those candidates, who attain the minimum qualifying standard in Paper –I or part thereof as may be fixed at the discretion of the Director, NCAOR.
- iii. Director, NCAOR may at its discretion fix qualifying marks in paper I & II.

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

7. Director, NCAOR has the discretion to prescribe any method for written examination, prescribe minimum qualifying marks for written examination which can be increased or decreased at any stage without assigning any reason thereof.
8. 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.
9. Candidates working in Government/Public Sector Undertakings/ Autonomous bodies should apply through proper channel. 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/written examination. Failure to comply with the provision would lead to cancellation of candidature.
10. Experience will be counted after completion of essential academic qualifications.
11. Experience shall mean the experience in the relevant field acquired in Government/Semi govt./Autonomous/Research/Reputed Organisation after obtaining the minimum essential qualification.
12. Online application submitted without the scanned copies of the certificates will be rejected.
13. 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.
14. 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.
15. At present, the place of posting is at Goa with transfer liability to any part of India.
16. Selected candidates may have to join the post immediately on being found fit by a Medical Authority.
17. The posts are permanent on direct recruitment basis.
18. Applicants working in Government/Public Sector Undertakings/ Autonomous bodies should apply through proper channel. If application is not routed through proper channel, then the applicant must produce the requisite 'No Objection Certificate' from their employer at the time of written test/interview. The specimen of the forwarding/NOC is given below:

(For use of the forwarding office)

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 /contract/adhoc basis since_____ and that entries made /particulars furnished by him/her have been checked and verified and found correct as per office records. 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)

19. Instructions to Applicants for submission of online Application:

- i. Online application form & details of recruitment of the Post is available at <http://www.ncaor.gov.in> or <http://www.incois.gov.in/jobs/Ncaor0717/index.jsp>
- 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> or <http://www.incois.gov.in/jobs/Ncaor0717/index.jsp>
- 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 500 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 but not less than 10 KB).
- v. Signature (scanned) should be in .jpg format (size not exceeding 100 KB but not less than 10 KB)
- vi. The applicants are advised to fill in all their particulars carefully in the online application. Incomplete application may lead to rejection.
- 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 to ictd@ncaor.gov.in.

Sd/-
(Administrative Officer)