

Advt. No.: NCPOR/21/2020

**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.ncpor.res.in](http://www.ncpor.res.in))

The Director, NCPOR invites online applications from eligible & prospective Indian Nationals for filling up the following positions on direct recruitment basis at NCPOR:

Sl. No.	Name of the post	Pay Matrix	Total posts	Max. Age
01	Scientist 'D'	Level-12 (78800-209200)	01 (UR)	50
02	Co-ordinator Grade IV	Level-7 (44900-142400)	01 (UR)	35

For eligibility and other conditions applicants may visit our website [www.ncpor.res.in](http://www.ncpor.res.in). The last date of submission of online application is **4<sup>th</sup> Jan 2021 by 05:00pm IST.**

Sd/-  
(S. Anoop)  
Administrative Officer

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The ESSO-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 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	Scientist 'D'	Level-12	01 (UR)	50
02	Co-ordinator Grade IV	Level-7	01 (UR)	35

**Education, Experience & Other Qualifications**

**For Sl. No. 1 [For Scientist 'D']**

**Essential:** (i) Master Degree in Geophysics/Marine Geophysics/Geology/Marine Sciences or its equivalent from a recognized University/Institute with atleast first class (60%) marks OR Bachelor's degree in Engineering or Technology in a relevant subject from a recognized university with atleast first class (60%) marks.

ii. Seven years of experience in the field of marine geophysics/ marine geology, supported by high quality peer-reviewed scientific publications

**Desirable:** (i) Doctorate in the relevant subject or area of specialization as given above.  
(ii) Extensive experience in marine geophysical/geological surveys/sampling and related large data/sample analysis/interpretation, supported by high quality scientific publications

**Job Responsibilities:**

(i) Initiation and co-ordination of research programs in the frontier area of marine geosciences  
(ii) Research and development in the field of hydrothermal sulphides mineral exploration.

**For Sl. No. 2 [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.) OR 75 mts./65 (Hindi) on Manual Typewriter) or 50mts./40 (Eng.) OR 65 mts./55 (Hindi) (on computer)

**Desirable:** (i) 03 years' experience of working as Personal Assistant to Senior Officer(s)  
(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.

**General Conditions:**

1. The last date of submission of online application is: **4<sup>th</sup> Jan 2021 by 05:00pm IST.** The last date is the cut-off date for all purposes including Age/Qualification/experience etc.
2. Applications should be submitted online in the prescribed format along with scanned copies of documents relating educational qualifications, experience, age, etc.
3. No age relaxation would be available for SC/ST/OBC candidates applying for unreserved post/vacancy. Age Relaxation is permissible 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 'D' post shall be on the basis of performance of the screened in candidates in the interview and Coordinator Grade IV post shall be on the basis of performance of the screened in candidates in the written examination and skill test.
7. **Candidate have to mention the desired medium of skill test (stenography test) during the online application.** Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared. Candidates have to work as English/ Hindi stenographers as per the functional requirement of the Institute.
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 upload 'No Objection Certificate' and/or produce the requisite 'No

Objection Certificate' from their employer at the time of interview/written examination.

10. 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.
11. 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.
12. Online application submitted without legible scanned copies of certificates/signature/photo will be summarily rejected.
13. The selected candidates are liable to serve anywhere in India and outside.
14. 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.
15. Director, NCPOR has the right to cancel the recruitment process at any stage, without assigning any reason thereof.
16. Any discrepancies found in the certificate(s) will attract disqualification of application. 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 employment/experience or for any such claims made by the candidate in the online application.
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 medically fit by the appropriate Medical Authority.
19. 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.
20. The posts are on permanent/regular basis and the period of probation for the post of Coordinator Grade IV is two (02) years and Scientist D is one (01) year.

21. Scheme of written examination for the post of Co-ordinator Grade IV is as per Annexure 'B'
22. Instructions to Applicants for submission of online Application are at Annexure 'A'.

## Annexure-A

- i. Instructions to Applicants for submission of online Application:
- ii. Online application form & details of recruitment of the Post is available at <http://www.ncpor.res.in> or <https://incois.gov.in/jobs/ncpor1020/home.jsp>
- iii. 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> or <https://incois.gov.in/jobs/ncpor1020/home.jsp>
- iv. 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.
- v. A recent passport size colour photograph (scanned) should be in .jpg format (size not exceeding 100 KB but not less than 10 KB).
- vi. Signature (scanned) should be in .jpg format (size not exceeding 100 KB but not less than 10 KB)
- vii. The applicants are advised to fill in all their particulars carefully in the online application. Incomplete application may lead to rejection.
- viii. Applicants are advised to retain the acknowledgement and printout of the submitted online application for future reference.
- ix. In case of difficulty in the submission of online application form please email to [ictd@ncpor.res.in](mailto:ictd@ncpor.res.in)

**Sd/-**  
**(Administrative Officer)**

## ANNEXURE-B

### SCHEME OF WRITTEN EXAMINATION CO-ORDINATOR GRADE IV

#### PAPER I

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

**PAPER II-** Skill Test in Stenography - The candidates will be given one dictation for 10 minutes in English or Hindi **(as opted by the candidates in the online Application Form)** at the speed of 120/100 word per minute (w.p.m). The matter will have to be transcribed on computer 50/40 minutes (English) or 65/55 minutes (Hindi).

- i. Candidate have to obtain minimum qualifying marks of 50 percent in Paper I
- ii. Paper-II shall be evaluated in respect of only those candidates, who attain the minimum qualifying standard in Paper -I.
- iii. Director, NCPOR may at its discretion fix, increase or decrease qualifying marks in any of the paper or both.
- iv. **Note:-There will be negative marking of 0.33 marks for objective type questions.**