

Advt. No. NCPOR/11/2022  
ESSO-National Centre for Polar & 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.ncpor.res.in](http://www.ncpor.res.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 Government/ State Government/PSU/Autonomous Bodies, for filling up following position on deputation/absorption basis :-

Sl. No	Name of the post	Mode of recruitment	Pay Matrix	Total posts	Upper Age limit
01	Administrative Officer/ Joint Manager (Admn)	On Deputation/ Absorption basis	Pay Level-10	01 (Lien vacancy)	56

**ELIGIBILITY**

- (i) Holding analogous post on regular basis in the parent cadre/ department  
**OR**  
(ii) with four (4) years regular service in posts in Pay Level-8 or its equivalent in parent cadre/ department.

**General Conditions:**

1. Only Indian Nationals are eligible and need to apply.
2. Candidates should apply through proper channel only.
3. The last date for receipt of application: The last date of submission of application form, duly filled in all respect is 45 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 60 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 Polar & Ocean Research, Headland Sada, Vasco-da-Gama, Goa – 403804" on or before at 5.00 pm IST of the last date. This Advertisement can also be referred /downloaded from our web site [www.ncpor.res.in](http://www.ncpor.res.in)
4. The last date is the cut-off date for all purposes including Age/Qualification/Experience etc.
5. NCPOR will have full discretion to fix separate minimum criteria for shortlisting and criteria for interview.
6. 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.

7. The selection shall be on the basis of performance of the screened in candidates in the interview and evaluation of APAR.
8. In case, the candidate is drawing pay other than CDA scale, equivalence certificate comparing pay scale with the CDA scale from the parent organisation should be attached alongwith the application form.
9. 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.
10. 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.
11. 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.
12. 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 within 45 days from the date of publication of this advertisement in the Employment News/Rozgar Samachar and 60 days for those residing in flanged/remote areas.
13. Advance copies of applications or those received after the prescribed closing date or not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection and shall be liable to be rejected.
14. Director, NCPOR has the right to cancel the recruitment process at any stage, without assigning any reason thereof.
15. Any discrepancies found in the certificates will attract the disqualification of application. Non-production of the original certificates at the time of interview will also make the candidate disqualified.
16. Candidate called for interview will be reimbursed an amount equivalent to 2nd A/C train fares by shortest route or actual whichever is less from the place of residence to NCPOR Goa subject to verification of your eligibility for the group discussion. If the candidate travels by air, the air tickets purchased ONLY from 1) M/s Balmer Lawrie & Company Limited (BLCL) 2) M/s Ashok Travels & Tours (ATT) 3) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) shall be reimbursed. BOOKING THROUGH THE WEBSITE OF AIRLINES IS NOT ALLOWED. The air-fare for such candidates will be restricted to the eligible return train fare on production of tickets and boarding passes.
17. The candidates need to make their own stay arrangements. NCPOR will not be responsible for any accommodation arrangements.
18. At present, the place of posting is at Goa with transfer liability to any part of India.
19. Selected candidates may have to join the post immediately.

Sd/-  
(Dr. K.P.Krishnan  
Scientist F-Head (Administration))

Advertisement No. : NCPOR/11/2022

Position Applied for: Administrative Officer/Joint Manager

Mode of recruitment: On deputation/absorption basis

Affix self attested recent passport size photograph here.
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**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:

Name of the Examination Passed	Year of Passing	Marks details		% of marks	Division	Name of the Board/ University	Subjects Taken	Subject of specialization
		Max marks	Marks obtained					

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.

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			

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) 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 (2017-2018 to 2021-2022). Photocopies of APAR have been attested on each page by the Head of the department.

Signature \_\_\_\_\_  
Name, Designation & Telephone/  
Mobile number/ of the forwarding  
Officer not below the level of Under  
Secretary (Office Seal)

Date:

Place: