

Advt. No. NCPOR/ 16 /2022  
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))

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 Indian Nationals for filling up the following position:-

Sl. No	Name of the post	Mode of recruitment	Pay Matrix	Total post	Age
01	Assistant Manager (Procurement & Stores)	Direct Recruitment	Pay Level -7	01 (UR)	35

### Education, Experience & Other Qualifications

Essential:

- i. A Bachelor's degree from a recognized University, basic knowledge of computer.
- ii. Minimum 5 year's experience preferably in Govt./PSU/Autonomous Bodies in the relevant area in PB-2+GP Rs. 4200/- or its equivalent.

**OR**

With 11 years combined experience in GP 2800/- and GP Rs.4200/- (with not less than 3 years in GP Rs. 4200/-) or its equivalent.

**Desirable:**

- i. Post Graduation.
- ii. Working knowledge in SAP, E-office

Nature of Duties: The incumbent has to be well conversant with the Central government procurement procedures and familiar with GFR procurement provisions. Also, exposure in procedures like processing procurements of consumable, non-consumable and asset items by adopting procedures like, procurements through committees, single tender, limited tender, Proprietary items, open tenders, Global tenders, Rate contract etc. The knowledge of utilizing portals like GeM are highly desirable. Job involves not only placing purchase orders but also involves responsibilities like receipt of materials, issues material movements inventory control etc. and any other work assigned.

### General Conditions:

1. The last date of submission of online application is 06<sup>th</sup> February, 2023 by 05:00pm. 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 legible scanned copies of document(s) relating to educational qualifications, experience, age, etc.
3. Age Relaxation permissible beyond the Upper age limit. SC/ST - 5 years /OBC - 3 years /PH - 10 years /PH + OBC- 13 years / PH + SC/ST -15 years and 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 written examination. If the number of applications received in response to advertisement is large, it will not be possible for the Selection Board to conduct written examination for all those candidates. Accordingly, the Centre may restrict the number of candidates to be called for 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 written examination.
6. The selection of post shall be on the basis of performance of the screened in candidates in the written examination.
7. 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.
8. 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 written examination.
9. Director, NCPOR has the discretion to prescribe minimum qualifying marks for written examination which can be increased or decreased at any stage without assigning any reason thereof.
10. Experience will be counted after completion of essential academic qualification(s).
11. Documents like offer of appointment, appointment order, posting order, salary slip or any other certificates/documents without date of joining and relieving etc., will not be considered as valid documents in claims of experience.
12. 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 allowance will be paid for attending the written examination except out-station candidates (SC/ST) called for written examination 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 will attract the disqualification of application(s). Non production of original certificates at the time of 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 current employment/experience.
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 post is on permanent/regular basis and the period of probation is 02 (Two) years.
21. The full advertisement is available on website 'www.ncpor.res.in' under career option.
22. Scheme of written examination for the post of Assistant Manager (Procurement & Stores) is as per Annexure 'B'
23. Instructions to Applicants for submission of online Application are at Annexure 'A'

Sd/-

(डॉ.के.पी.कृष्णन/ Dr. K. P. Krishnan)

वैज्ञानिक 'एफ'-हेड (प्रशासन)/Scientist 'F'-Head (Admin)

**SCHEME OF WRITTEN EXAMINATION ASSISTANT MANAGER (PROCUREMENT & STORES)**

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) Central government procurement procedures, familiar with GFR procurement provisions. Inventory / Material Management. GeM Purchase, tendering, Office Procedure & Rules, etc.	50	50	
	d) Descriptive (Essay & letter writing)	02 (one each)	25	

The candidate scoring the highest marks in the written examination shall be selected. However, the candidate has to score a minimum of 50% marks overall in the written examination and minimum 45% marks in part (c).

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

**INSTRUCTIONS TO CANDIDATES FOR FILLING ONLINE APPLICATION****How to apply:**

- To apply, the applicant must fill the online application form available at ESSO-NCPOR website [www.ncpor.res.in](http://www.ncpor.res.in) / <http://onlineform.ncpor.res.in:1000/ncpor2022/login.php> and upload the scanned documents in the online application form. The candidates are not required to send any hard copies by post or through e-mail.
- Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular.
- In case of any difficulty in the submission of online application form (not for other queries), please email to [ictd@ncpor.res.in](mailto:ictd@ncpor.res.in)

**Instructions to Applicants for submission of online Application:**

- The Website is best viewed in Firefox ver.70.x, Chrome ver.84.x, and edge latest version.
- Please register with valid e-mail on the recruitment portal, after successful registration e-mail will be triggered at given e-mail address to activate the account.
- To activate your registration on Recruitment Portal, please click on activation link that sent on your already registered e-mail.
- In case the e-mail is not delivered on inbox, Please check the spam folder.
- Before submitting the online application form, the applicants are requested to go through the advertisement carefully.
- Submit online application form well in advance along-with legible and scanned copies of all required documents. If the documents are in a language other than English or Hindi, then translation certificate should be uploaded.
- The documents should be uploaded in.pdf format (with file size limit between 25KB to 300KB).
- Recent scanned copies of passport-size photograph and Signature should be uploaded in .jpg or .png format (with file size limit between 10KB to 30KB).
- If the name of a University/Institute is not listed in the dropdown list, kindly choose "other" option and enter the name of the University/Institute in the text box.
- The applicants are advised to fill in all their particulars carefully in the online application form.
- Please be noted that the online application form is not editable after final submission.
- After filling the online application form, applicants will be directed to apply for posts.
- Applicants are advised to retain the acknowledgement e-mail and printout of the finally submitted online application form for future reference.
- In case of any difficulties while submitting online application form please e-mail at [ictd@ncpor.res.in](mailto:ictd@ncpor.res.in).
- The last date of submitting online application form is **6<sup>th</sup> February 2023 at 05:00 PM IST.**

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