

*Last date for submission of online application: 20.08.2026 by 05:00 PM*

Advt. No. NCPOR/2026/06  
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 online applications from Indian Nationals for filling up one regular position of Joint Manager (Administration) on Direct Recruitment basis as per following details

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Post Code            | : JM (A)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Name of the Post     | : Joint Manager (Administration)                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Number of post       | : 01 (one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Age Limit            | : 40 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Reservation          | : UR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Pay Level            | : Pay Level 10 (As per 7 CPC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Eligibility Criteria |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Essential            | : (i) A Master's degree from a recognized University.<br>(ii) Operational computer knowledge.<br>(iii) 4 years' experience preferably in Govt/PSU/Autonomous Bodies in the relevant area in Pay Level 7/8 (GP Rs. 4600/4800/-) (as per 7 <sup>th</sup> CPC) or its equivalent.                                                                                                                                                                                                                               |
| Desirable            | : (i) MBA/CA/ICWA/SAS or equivalent.<br>(ii) Proficiency in ERP systems, financial management software, and standard computer applications.<br>(iii) Experience in administrative functions within a government department, PSU or government organisation OR experience in finance and accounting with a government system.<br>(iv) Deep understanding of the Government of India rules, CCS (Conduct) Rules, GFR (General Financial Rules), Delegation of Financial Powers Rules and related instructions. |
| Job Requirement      | : The incumbent will be responsible for the administrative/finance matters of NCPOR and will be required to advise the Director on these matters. He will also be responsible for keeping liaison with the parent Ministry and any other additional responsibilities assigned by the Director NCPOR from time to time.                                                                                                                                                                                       |

**General Conditions:**

1. The last date of submission of online application is 20.08.2026 (Thursday) by 05:00 PM. The last date is the cutoff 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 to educational qualifications, experience, age, disability, ex-serviceman, etc. The candidates are NOT required to send any hard copy of the application by post or through e-mail.

3. The age limit shown against the position is the normal age limit. The age is relaxable for Ex-Servicemen and PwD as per GoI norms and up to 5 years for persons serving on regular basis in Government Organizations/Autonomous Bodies/PSUs and employees working in NCPOR. Candidates have to produce a relevant certificate to avail such relaxation.
4. Online applications without the legible photo / signature / scanned copies of supporting certificates/ documents of educational, experience, caste, NOC etc will be summarily rejected. No representation for any such rejection will be entertained.
5. Candidates working in Govt/PSU/Autonomous Bodies should apply through proper channel. The candidate must produce the requisite "No Objection Certificate" from their employer at the time of interview.
6. All applicants must fulfil the minimum essential qualifications requirement of the post and other conditions stipulated in the advertisement.
7. All applicants are advised to satisfy themselves before applying that they possess the essential qualifications and experience laid down for the post. No enquiry asking for advice as to eligibility will be entertained.
8. Experience shall mean the experience in the relevant field acquired from a Government/Semi-Govt./Autonomous/Research Organization after obtaining the minimum educational qualification.
9. Experience claimed by the applicant has to be supported by documentary proof like experience certificate with duties/ job / work undertaken, testimonials from the concerned reporting Officer/ Establishment / Administration of the concerned office / department. 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 claim of experience.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of NCPOR shall be final.
11. The prescribed essential qualifications and experience are minimum and 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 to interview all those candidates. So, the institute may restrict the number of candidates to be called for interview 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 institute and/or any other benchmark decided by the committee constituted to screen the applications. No correspondence will be entertained with candidates who are not called for Interview.
12. NCPOR will have full discretion to fix separate minimum criteria for shortlisting and interview.
13. Canvassing in any form and /or bringing any influence, political or otherwise will be treated as disqualification of candidature. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
14. The candidates need to make their own accommodation arrangements.
15. Director, NCPOR reserves the right to fill-up or not to fill up the post advertised or cancel the recruitment process at any stage without assigning any reasons thereof.
16. Any discrepancies found in the certificates will attract the disqualification of application(s). Non production of original certificates at the time of interview will also make the candidate disqualified.

17. At present the place of posting is at NCPOR, Goa with transfer liability to any part of India.
18. Selected candidates may have to join the post immediately on being found fit by a Medical Authority.
19. Presently the post carry usual allowances viz. DA, HRA, TA, LTC, Children Education Allowance, NPS, Medical facilities, Leave etc. as admissible from time to time to Society employees as per society rules.
20. The post is on regular basis and the minimum period of probation is two (02) years.
21. The full advertisement is available on website 'www.ncpor.res.in' under career option.
22. Addendum / corrigendum if any, in respect of this advertisement shall be published only on NCPOR's website i.e. [www.ncpor.res.in](http://www.ncpor.res.in).
23. Instructions to Applicants for submission of online application are at Annexure 'A'.

Sd/-  
प्रमुख (प्रशासन)/Head (Administration)

## INSTRUCTIONS TO CANDIDATES FOR FILLING ONLINE APPLICATION

- Before applying the online application form, the applicants are requested to go through the advertisement carefully.
- To apply, the applicant must fill the online application form available at ESSO-NCPOR website <https://ncpor.res.in/> OR [https://onlineform.ncpor.res.in/jm\\_ncpor\\_2026/](https://onlineform.ncpor.res.in/jm_ncpor_2026/) and upload the legible scanned documents in the online application form.
- Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular.
- Candidates are advised to mention their correct and active e-mail address while registration in the online portal, as all the correspondence like issuance of call letter or any other information will be communicated through the candidate's registered email only.
- 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 registered e-mail.
- In case the e-mail is not delivered in the inbox, please check in the e-mail spam folder.
- 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 translated 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.
- Applicant(s) are advised to retain the acknowledgement e-mail and printout of the finally submitted online application form for future reference.
- Supporting document for any specific special course certificates etc. may be uploaded altogether under 'other document 1'.
- In case of any technical difficulty in the submission of online application form email may be sent to IT cell [divy कुमार@ncpor.res.in](mailto:divy कुमार@ncpor.res.in). and for other queries to recruitment cell [recruitment@ncpor.res.in](mailto:recruitment@ncpor.res.in).
- The last date of submitting online application form is **20.08.2026 (Thursday)** at 05:00 PM IST.

Sd/-  
Head (Administration)