

**ESSO-National Centre for Polar & Ocean Research**(An Autonomous Society under the **MINISTRY OF EARTH SCIENCES**, Government. of India)Headland Sda, Vasco-da-Gama, Goa-403804.

The 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, coordinating and executing the Indian Polar and Ocean Research 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. For details about NCPOR activities are available at [www.ncpor.res.in](http://www.ncpor.res.in)

Director, NCPOR invites online applications from eligible and prospective candidates of Indian National, for filling up of below posts on contract basis.

Sl. No.	Name of the post	Consolidated emoluments (*) (Rs)	Total posts & Reservation	Max.Age.
1.	Officer (P&S)	47600 + HRA	01 (UR)	50
2.	Officer (F&A)	47600 + HRA	01 (UR)	50
<b>TOTAL</b>			<b>02</b>	

(\*) HRA as applicable (at present @ 20% for the State of Goa)

The details about the positions, pay, academic qualifications, responsibilities, format of application and other general conditions are given below:

Name of the Post	:	<b>Officer – Procurement and Stores</b>
Post Code	:	<b>O (P&amp;S)</b>
Number of Post	:	<b>01</b>
Eligibility Criteria	:	<b>Essential Qualification:</b> (i) Masters Degree from recognized University; (ii) Three (03) years experience preferably in Government Department/ Autonomous Bodies/ PSU
	:	<b>Desirable:-</b> (i) Diploma in Material Management from recognized University/ Institute; (ii) Having minimum 06/04 years' experience in handling procurement and stores management preferably in Government Department/PSU/ Autonomous Bodies in PB-2 with GP 4200/4600 (6 <sup>th</sup> CPC scales); (iii) Working knowledge of SAP.
Job Requirement	:	To assist Head (P&S) & to look after the Purchase & Stores section.

Name of the Post	:	<b>Officer (Finance &amp; Accounts)</b>
Post Code	:	<b>O (F&amp;A)</b>
Number of Post	:	<b>01</b>
Eligibility Criteria	:	<b>Essential Qualification:</b> (i) Masters Degree from recognized University; (ii) Three (03) years' experience preferably in Government Department/Autonomous Bodies/PSU
	:	<b>Desirable:-</b> (i) Masters Degree in Commerce/Business Administration (with specialization in Finance) from recognized University/Institute; (ii) Completed Inter CA/ICWAI; (iii) Having minimum 06/04years experience in handling Finance and commercial Accounting preferably in Government Department/PSU/Autonomous Bodies in PB-2 with GP 4200/4600 (6 <sup>th</sup> CPC scales); (iv) Working knowledge of SAP.
	:	To assist Head (F&A) & to look after the Finance & Accounts section.

General Conditions:

1. The last date of submission of online application is **18.02.2025 (Tuesday) by 05:00 PM IST**. The last date is the cutoff date for all purposes including Age/Qualification/experience etc.
2. The age limit shown against all positions is the normal age limit. Ex-Servicemen and PwD as per GoI norms. Candidates have to produce a relevant certificate to avail such relaxation.
3. 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.
4. 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 all those candidates. The Centre 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 or suitability as per the job requirement mentioned 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.
5. 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.
6. 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.
7. Experience will be counted after completion of essential academic qualifications.
8. 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 joining and relieving dates etc., will not be considered as valid documents in claims of experience.
9. In case, the number of applications received are high, the Scrutiny/Shortlisting Committee may adopt additional/higher criteria for shortlisting. The shortlisted applicants will be called for the selection process and subsequent stage(s), as applicable, on qualifying the same as per decision of the Committee.
10. NCPOR will have full discretion to fix separate minimum criteria for short listing and criteria for examination for each post or category of candidates.
11. The selection for the posts shall be on the basis of performance of the screened-in candidates in the interview.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of NCPOR shall be final.
13. The selected candidates are liable to serve anywhere in India and outside.
14. No travelling advance will be paid for attending the interview. 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 or vary the number of posts to be filled under each category.
16. Discrepancies found in the certificate or concealing of facts will attract the disqualification of application/termination/disqualification from future recruitments (as applicable). Non-production of the original certificates at the time of interview will also make the candidate disqualified.
17. Production of the original certificate at the time of interview is must. 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. **Offer of appointment and salary slip will not be considered as proof of current employment.**
18. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/withdraw/cancel any communication made to candidates.
19. At present, the place of posting is at Goa with transfer liability to any part of India.
20. All positions are purely temporary and on Contractual mode and do not entitle the candidate for any claim for regular/ permanent position at any time. The contract may be extended/curtailed periodically subject to satisfactory performance.
21. The monthly emolument specified is approximate and may vary as per the guidelines issued by Competent Authority from time to time.
22. The full advertisement is available on our website '[www.ncpor.res.in](http://www.ncpor.res.in)' under career option.
23. All future updates/amendments, etc. on the instant recruitment shall be uploaded on the NCPOR website only. Accordingly all candidates are advised to visit the official NCPOR website regularly.
24. **Application procedure:** The entire application procedure is online. Copies of certificates in support of educational qualifications, date of birth, disability certificate, experience, no objection certificates, digital signatures, photograph etc. should be uploaded along with the online application. All the uploaded document should be in the form of PDF file and photograph and signature in the form of .jpg format. Candidates must produce the original certificates while appearing for interview or as and when required. If the certificates are in a language other than English or Hindi, attested translated certificate should be enclosed.
25. **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) and upload the scanned documents on the online application form. The candidates are not required to send any hard copies by post or through e-mail.
26. Instructions to Applicants for submission of online Application are at Annexure 'A'.

Sd/-  
Senior Manager (Head-Administration)

## INSTRUCTIONS TO CANDIDATES FOR FILLING ONLINE APPLICATION

- To apply, the applicant must fill the online application form available at ESSO-NCPOR website: [https://onlineform.ncpor.res.in/officers\\_04112024/login.php](https://onlineform.ncpor.res.in/officers_04112024/login.php) and upload the legible scanned documents on 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.
- Candidates who wish to apply for more than one post shall be required to submit separate application for each post code.
- Candidates are advised to mention their correct and active email address while registration on 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 already registered e-mail.
- In case the e-mail is not delivered in the inbox, please check in the email 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 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.
- After registration, applicant(s) will be directed to apply for desired posts.
- 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 awards, affiliation, research activities, any specific special course certificates etc. may be uploaded altogether under 'other document 1 & other document 2'.
- In case of any difficulty in the submission of online application form (not for other queries), please email to [recruitment@ncpor.res.in](mailto:recruitment@ncpor.res.in)
- The last date of submitting online application form is **18.02.2025 (Tuesday)** at 05:00 PM IST.

Sd/-  
Senior Manager (Head-Administration)