

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.

The National Centre for Polar & Ocean Research (NCPOR) (formerly NCAOR), an Autonomous Society under the Ministry of Earth Sciences, Govt. 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.ncaor.gov.in

Director, NCPOR invites applications from eligible and prospective candidates of Indian Nationals, for filling up of below posts under the various scientific projects on contract basis.

Sl. No.	Name of the post	Consolidated emoluments (*)	Reservation				Total posts	Max. Age.
			UR	SC	ST	OBC		
1.	Project Scientist B	Rs.60413/- (Consolidated)	10	03	02	05	20	35
2.	Junior Research Fellow	Rs. 25000 + HRA as applicable	03	--	--	--	02	28
3.	Project Scientific Assistant	Rs.35640/- (Consolidated)	02	--	--	--	02	28
4.	Executive Assistant – Finance & Accounts	Rs.35400 + HRA as applicable	01	--	--	--	01	35
5.	Executive Assistant – Purchase & Stores	Rs.35400 + HRA as applicable	--	01	--	--	01	35

(*) Emoluments subject to revision.

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

Project	Indian Scientific Expedition to Southern Ocean
Name of the Post	: Project Scientist B
Post Code	: 01
Number of Posts	: 02
Emoluments	: Rs. 60,413/- (Consolidated)
Age	: 35 Yrs
Eligibility Criteria	: Essential: Qualification: (i) Master's degree in Marine Sciences/Oceanography / Marine Chemistry /Marine Biology or its equivalent or Bachelor's degree in Engineering or Technology in the relevant subject from a recognized university or its equivalent with at least 60% marks in the qualifying degree level.
	: Desirable: (i) Experience in research & development in the specific fields of ocean biogeochemistry, nutrient cycle, carbon cycle, primary productivity and bio-optics, ocean acidification etc. (ii) Experience in participation of Scientific Expeditions, Sample Collections and analysis of bio-chemical parameters, data analysis and interpretation (iii) Experience in handling of instruments like total organic carbon analyzer, Autoanalyzer, Coulometer, Potentiometer, hyperspectral radiometer, fast repetition rate fluorometer etc and experience in planning or management related to oceanic activities.
Job Requirement	: To play an active role in work related to the project; participation in scientific cruises to Polar regions; marine data acquisition processing analyses and interpretation.

Project	:	Hydrothermal Sulphides
Name of the Post	:	Project Scientist B
Post Code	:	02
Number of Posts	:	02
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35 Yrs
Eligibility Criteria	:	Essential: (i) Master's Degree in Chemistry / Chemical Sciences/Chemical Oceanography/Environmental Science or its equivalent or Bachelor's degree in Engineering or Technology in the relevant subject from a recognized University with at least 60% marks in the qualifying degree level.
	:	Desirable: (i) Experience in the field relevant to the nature of responsibilities, including (1) analysis of major, trace and rare earth elements, isotopes etc. and (2) extraction of dissolved gases, trace metals from seawater.
Job Requirement	:	(i) To play an active role in work related to the project and participation in scientific cruises for marine data/sample collection, analysis etc. (ii) Analysis of seawater and sediment samples for identification of plume locations and hydrothermal deposits. (iii) Development of baseline environmental data.
Project	:	Hydrothermal Program
Name of the Post	:	Project Scientist B
Post Code	:	03
Number of Post	:	01
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35 Yrs
Eligibility Criteria	:	Essential Qualification: (i) Masters Degree in Computer Sciences/Computer Science &Engg/Information Technology or its equivalent or Bachelor's degree in Engineering or Technology in the relevant subject from a recognized University or its equivalent with at least 60% marks in the qualifying degree level.
	:	Desirable: (i)M.E/M.Tech in Computer Science/Computer Science & Engineering /Information Technology from a recognized University/Institute with atleast 60% of marks in the qualifying degree (ii) Two years experience/knowledge in the development of Scientific/Web Applications using Java, Struts, HTML, CSS, JavaScript, jQuery, Ajax, Database: Oracle/MySQL/PostgreSQL and Linux internals etc.
Job Requirement	:	To play an active role in all facets of the work program related to development and maintenance of Geoscientific database.

Project	:	Hydrothermal Program
Name of the Post	:	Project Scientist B
Post Code	:	04
Number of Posts	:	01
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35 Yrs
Eligibility Criteria	:	Essential: Qualification: (i) Masters Degree in Geophysics/Applied Geophysics/Marine Geophysics or its equivalent or Bachelor's degree in Engineering or Technology in the relevant subject from a recognized university or its equivalent with atleast 60% marks in the qualifying degree level.
	:	Desirable: (i) Two years of experience in the field relevant to the nature of responsibilities. (ii) Research and /or field experience in acquisition processing, interpretation and modeling of marine geophysical data with experience in Scientific Cruises
Job Requirement	:	(i) To play an active role in work related to the project & participation in scientific cruises for marine data/sample collection and processing (ii) Analysis, interpretation and integration of gravity, magnetic, multibeam bathymetric, SSS and SBP data and integration of the results with other geophysical/geological data sets.

Project	:	National Polar Data Centre
Name of the Post	:	Project Scientist B
Post Code	:	05
Number of Posts	:	02
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35 Yrs
Eligibility Criteria	:	Essential: Qualification: (i) Master's Degree in Computer Sciences/Computer Science & Engg./Information Technology or its equivalent or Bachelor's degree in Engineering or Technology in the relevant subject from a recognized University or its equivalent with at least 60% marks in the qualifying degree level.
	:	Desirable: (i) M.E/M.Tech in Computer Science/Computer Science & Engineering /Information Technology from a recognized University/Institute with at least first class (60% of marks) in the qualifying degree (ii) Two years experience/ knowledge in the development of Scientific/Web Applications using Java, Struts, HTML, CSS, JavaScript, jQuery, Ajax, Database: Oracle/MySQL/PostgreSQL and Linux internals, PHP, Bootstrap etc.
Job Requirement	:	To play an active role in all facets of the work program related to the NPDC project; Data management, Quality control, processing of various data, website development.

Project	:	NCPOR Outreach Activities
Name of the Post	:	Project Scientist B
Post Code	:	06
Number of Post	:	01
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35 Yrs
Eligibility Criteria	:	<p>Essential: Qualification: (i) Masters Degree in Physics/Chemistry/Earth Science/Geology/Botany/Zoology/Oceanography/Environmental Science or its equivalent or Bachelor's degree in Engineering or Technology in the relevant subject from a recognized university or its equivalent with at least 60% marks in the qualifying degree level.</p>
	:	<p>Desirable: (i) Two years of experience in Research & Development in your relevant field of work and atleast one year experience in the field of Outreach activities. (ii) Experience in handling exhibitions/ scientific outreach activities/ Managing scientific workshops and conferences.</p>
Job Requirement	:	To play an active role in the outreach activities of ESSO-NCPOR and also contribute to work related to the project.

Project	:	Origin of the largest Geoid Low on the Earth
Name of the Post	:	Project Scientist B
Post Code	:	07
Number of Post	:	01
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35Yrs
Eligibility Criteria	:	<p>Essential: Qualification: (i) Master's degree in Geophysics /Applied Geophysics from a recognized university or its equivalent or Bachelor's degree in Engineering or Technology in the relevant subject from a recognized university with at least 60% marks in the qualifying degree level.</p>
	:	<p>Desirable: (i) Two years of relevant experience in geophysical data acquisition, processing and interpretation. (ii) Knowledge of numerical modeling and interpretation and exposure to UNIX/LINUX/GIS environment with programming skills. (iii) Experience in seismic/seismological data processing and interpretation.</p>
Job Requirement	:	To play an active role in the work program related to the project & participation in scientific cruises; marine data acquisition, processing and interpretation.

Project	:	PACER-Antarctic Programme
Name of the Post	:	Project Scientist B
Post Code	:	08
Number of Post	:	02
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35Yrs
Eligibility Criteria	:	<p>Essential: Qualification: (i) Bachelor's degree in Electrical Engineering or Technology in the relevant subject from a recognized university or its equivalent with atleast 60% marks in the qualifying degree level.</p>
		<p>Desirable: Minimum Two years of post-qualification experience in operation and maintenance of electrical generators (100KVA or above), Load Voltage Distribution, Centralised AHU with minimum air flow volume of 10,000m³ per hour, Fire alarm system Fire Extinguishing systems, online UPS 60KVA or above. Should possess good written and oral communications and IT skills as also interpersonal relations which will be necessary to execute job in a time bound manner. Should be able to send reports in the format prescribed through SAP/Computer/Email.</p>
Job Requirement	:	To play an active role in the work program related to the maintenance of Antarctic Station & participation in Antarctic Expeditions; operations and maintenance of electrical systems.

Project	:	PACER-Antarctic Programme
Name of the Post	:	Project Scientist B
Post Code	:	09
Number of Post	:	02
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35Yrs
Eligibility Criteria	:	<p>Essential: Qualification: (i) Bachelor's degree in Electronics and Communication or Technology in the relevant subject from a recognized university or its equivalent with atleast 60% marks in the qualifying degree level.</p>
		<p>Desirable: Experience: Minimum Two years of post qualification experience in Operation, repair and maintenance of C or Ka or Ku Band SATCOM Instruments or Radio/Micro wave Atmospheric and Metrological Instrument. Should possess good written and oral communications and IT skills as also interpersonal relations which will be necessary to execute job in a time bound manner. Should be able to send reports in the format prescribed through SAP/Computer/Email. Two years post qualification experience in maintenance of Atmospheric and C-band or Ka Satellite Communication instruments.</p>
Job Requirement	:	To play an active role in the work program related to the maintenance of Antarctic Station & participation in Antarctic Expeditions; operations and maintenance of electrical and electronics systems including communication.

Project	:	PACER-Antarctic Programme
Name of the Post	:	Project Scientist B
Post Code	:	10
Number of Post	:	02
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35Yrs
Eligibility Criteria	:	<p>Essential: Qualification: (ii) Bachelor's degree in Mechanical Engineering or Marine Engineering or Technology in the relevant subject from a recognized university or its equivalent with atleast 60% marks in the qualifying degree level.</p>
		<p>Desirable: Experience: Minimum Two years of post qualification experience in repair and maintenance of 3phase Diesel Generator (100KVA or more) or engines of equivalent capacity and centralized AHU with minimum air flow volume of 10,000m³ per hour and related control systems. Should possess good written and oral communications and IT skills as also interpersonal relations which will be necessary to execute job in a time bound manner. Should be able to send reports in the format prescribed through SAP/Computer/Email.</p>
Job Requirement	:	To play an active role in the work program related to the maintenance of Antarctic Station & participation in Antarctic Expeditions; operations and maintenance of diesel engines and related control systems.

Project	:	Past Climate & Ocean Variability
Name of the Post	:	Project Scientist B
Post Code	:	11
Number of Posts	:	01
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35 Yrs.
Eligibility Criteria	:	<p>Essential: Qualification: (i) Master's degree in Earth Science/ Geology/ Atmosphere Sciences/ Marine Geology/ Marine Science or its equivalent or Bachelor's degree in Engineering or Technology in the relevant subject from a recognized university or its equivalent with at least 60% marks in the qualifying degree level.</p>
	:	<p>Desirable: (i) Minimum two years of relevant experience in marine geochemistry/ isotope geochemistry; (ii) Hands-on experience in handling instruments like Stable Isotope Ratio Mass Spectrometer and ICP-OES. (iii) Paleoceanographic research experience</p>
Job Requirement	:	(i) To participate in ocean research expeditions, sediment core collection, analysis, and scientific interpretation

Project	:	Cryosphere and Climate
Name of the Post	:	Project Scientist B
Post Code	:	12
Number of Posts	:	01
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35 Yrs.
Eligibility Criteria	:	Essential Qualification: (i) Master's degree in Marine Science or its equivalent OR Bachelor's degree in Engineering or Technology in the relevant subject from a recognized university or its equivalent with at least 60% marks in the qualifying degree level.
	:	Desirable: 1. Two year of relevant research experience in microbial ecology and biogeochemistry of glacial ecosystems, as evidenced by publications in peer-reviewed journals; 2. Hands-on experience in microbiology and molecular biology studies of low biomass, extreme environments; 3. Hands-on experience on glaciochemical analysis and interpretation
Job Requirement	:	To play an active role in the Cryosphere and Climate project through participation in polar expeditions, data acquisition/lab analysis/interpretation and publication

Project	:	Indian Arctic Programme
Name of the Post	:	Project Scientist B
Post Code	:	13
Number of Post	:	01
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35 Yrs
Eligibility Criteria	:	Essential: Qualification: (i) Masters Degree in Microbiology/Biotechnology/Marine Science or Marine Biology or its equivalent or Bachelor's degree in Engineering or Technology in the relevant subject from a recognized university or its equivalent with at least 60% marks in the qualifying degree level.
	:	Desirable: Experience: (i) Two years of relevant experience in research & development in the fields of Marine Microbial Ecology and Biogeochemistry
Job Requirement	:	(i) To play an active role in all facets of the work related to the Arctic programme, participation in research expeditions, data acquisition/water and sediment sample analysis/interpretation. (ii) Any other scientific/technical jobs that may be assigned from time to time.

Project	:	Environmental Impact Assessment of Anthropogenic Activities at Indian Polar Stations – A local and Global Perspective
Name of the Post	:	Project Scientist B
Post Code	:	14
Number of Posts	:	01
Emoluments	:	Rs. 60,413/- (Consolidated)
Age	:	35 Yrs
Eligibility Criteria	:	Essential: Master's Degree in Microbiology/Biotechnology/or Bachelor of Engineering /Technology in the relevant subject from a recognized university or its equivalent with at-least 60% marks in the qualifying degree level.
	:	Desirable: (1) Two years of Research &Development experience in the biochemical and molecular characterizationof microbes. (2) Hands-on experience in handling instrument like GC-MS/AAS/HPLC/experience in molecular techniques.

		(3) Experience in cruise/expedition participation.
Job Requirement	:	To play an active role in the work related to the project to work on identification and characterization of microbes in wastewater treatment system, identification of non-native species, participation in Polar expeditions, data acquisition, processing and interpretation.

Project	:	PACER-Antarctic Science
Name of the Post	:	Junior Research Fellow
Post Code	:	15
Number of Post	:	01
Emoluments	:	Rs. 25,000/- (consolidated)+HRA as applicable
Age	:	28 Yrs
Eligibility Criteria	:	Essential educational qualification: Master's Degree in Physics/ Atmospheric Sciences / Applied Physics/ Electronics/ or its equivalent from a recognized university with a valid NET or GATE qualification.
	:	Desirable: Experience in Upper-lower atmosphere scientific data processing and analysis.
Job Requirement	:	a) To participate in annual expeditions. b) To play an active role in data acquisition, processing and interpretation. c) To carryout research work related to the project.

Project	:	PACER-Antarctic Science
Name of the Post	:	Junior Research Fellow
Post Code	:	16
Number of Post	:	01
Emoluments	:	Rs. 25,000/- (consolidated)+HRA as applicable
Age	:	28 Yrs
Eligibility Criteria	:	Essential qualification: Master's Degree in Geology/Applied Geology/M.Sc. Tech Geology/M.Tech Geology from a recognized university with a valid NET or GATE qualification.
	:	Desirable: Experience in terrestrial Quaternary geology with knowledge of surveying.
Job Requirement	:	(a) To participate in annual expeditions. b)To play an active role in data acquisition, processing and interpretation. c)To carryout research work related to the project.

Project	:	“Hydrodynamics of the Indian sector of coastal Antarctica”
Name of the Post	:	Junior Research Fellow
Post Code	:	17
Number of Post	:	01
Emoluments	:	Rs. 25,000/- (consolidated)+HRA as applicable
Age	:	28 Yrs
Eligibility Criteria	:	Essential qualification: Master's Degree in Marine Sciences/Meteorology/Remote Sensing &GIS from a recognized University with a valid NET or GATE qualification.
	:	Desirable: 1. Programming skills in Matlab, Ferret, GrADS, Arc GIS etc. 2. Knowledge of physical oceanography, meteorology & usage of satellite-based data products. 3. Sailing experience.
Job Requirement	:	1. To participate in annual Antarctic expeditions onboard ship for 4 months for collection of oceanographic & meteorological data. 2. Laboratory –based data processing and interpretation.

Project	: Indian Scientific expedition to Southern Ocean
Name of the Post	: Project Scientific Assistant
Post Code	: 18
Number of Post	: 02
Emoluments	: Rs. 35,640/- (consolidated)
Age	: 28 Yrs
Eligibility Criteria	: Essential: (i) Bachelor's degree in Physics/ Chemistry/Botany/Zoology/Environmental Science or its equivalent from a recognized university with 60% marks in the qualifying degree level. (ii) Basic knowledge of computer.
	: Desirable: Experience in scientific cruise participation, oceanographic field data collection, pre-processing of marine biological / chemical samples for analysis. Knowledge of handling and operation of physical, biological and chemical oceanographic instruments.
Job Requirement	: (i) Should be capable of carrying out preparatory works in the laboratory for research and developmental activities pertaining to the culture of marine phytoplankton, zooplankton studies, identification and characterization of phytoplankton and zooplankton through microscope studies and biogeochemical analysis of sea water etc. (ii) Should be medically fit to sail and undertake work onboard research vessels. Indent of consumables, chemicals and instruments for laboratory as requirements through office procurement system. (iii) Operation and maintenance of instruments in the laboratory and update of logbook. Knowledge of basic Microsoft (word, excel and PowerPoint).

Name of the Post	: Executive Assistants (Finance & Accounts)
Post Code	: 19
Number of Post	: 01
Emoluments	: Rs. 35,400/- (consolidated)+HRA as applicable
Age	: 35 Yrs
Eligibility Criteria	: Essential: (i) Bachelor's degree from recognized University; (ii) Operational Computer knowledge; (iii) Six (06) years experience preferably in Government Department /Autonomous Bodies/PSU (iv) Should be well-versed in SAP Programme.
	: Desirable: (i) Masters Degree in Commerce/Business Administration (with specialization in Finance) from recognized University/Institute; (ii) Completed Inter CA/ICWAI; (iii) Having minimum 06 years experience in handling Finance and commercial Accounting preferably in Government Department/PSU/Autonomous Bodies in PB-2 with GP 2800/2400 (6 th CPC scales); (iv) Having minimum 08 years experience in handling Finance and commercial Accounting preferably in Government Department/PSU/Autonomous Bodies.
Job Requirement	: To assist Section Head relating to day to day work of Finance & Accounts section.

Name of the Post	:	Executive Assistants (Purchase & Stores)
Post Code	:	20
Number of Post	:	01
Emoluments	:	Rs. 35,400/- (consolidated)+HRA as applicable
Age	:	35 Yrs
Eligibility Criteria	:	Essential: (i) Bachelor's degree from recognized University; (ii) Operational Computer knowledge; (iii) Six (06) years experience preferably in Government Department/Autonomous Bodies/PSU (iv) Should be well-versed in SAP Programme.
	:	Desirable: (i) Diploma in Material Management from recognized University/Institute; (ii) Having minimum 06 years experience in handling procurement and stores management preferably in Government Department/PSU/Autonomous Bodies in PB-2 with GP 2800/2400 (6 th CPC scales); (iii) Having minimum 08 years experience in handling procurement and stores management preferably in Government Department/PSU/Autonomous Bodies
Job Requirement	:	To assist Section Head relating to day to day work of Procurement and Stores section.

General Conditions:

1. The last date of submission of online application is **27.12.2018 by 05:00pm**. 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 within 30 days from the date of publication of this advertisement in Employment Newspaper.
3. Age relaxation in case of SC / ST / OBC /PH candidates will be as per Govt. of India norms.
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 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 must 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 while a completed doctorate degree will be counted as three years experience. In case a candidate has obtained the above 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.
8. Doctorate degree will count as 3 years' experience which shall include the period rendered as JRF /SRF required for obtaining the doctorate degree.

9. The selection for the post of Project Scientist B and JRF shall be on the basis of performance of the screened-in candidates in the interview and the Selection for the post of Executive Assistant and Project Scientific Assistant shall be on the basis of performance of the screened-in candidates in the written test.
10. Online application submitted without the scanned copies of the certificates will be rejected.
11. The selected candidates are liable to serve anywhere in India and outside.
12. No travelling advance will be paid for attending the interview/written examination except Out-station SC/ST candidates called for interview/written examination (for direct recruitment mode) will be paid to-and-fro Sleeper-class railway/Bus fare by the shortest route on production of proof of journey tickets etc.
13. The candidates need to make their own stay arrangements. NCPOR will not be responsible for any accommodation arrangements.
14. 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.
15. Director, NCPOR reserves the right to consider a candidate for higher or lower post/grade on the basis of the assessment during the selection process irrespective of the post for which candidate had applied.
16. Discrepancies found in the certificate will attract the disqualification of applications. Non-production of the original certificates at the time of interview will also make the candidate disqualified. No travel reimbursement will be made to such candidates.
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. Appointment order will not be considered as proof of current employment.
18. Online application submitted without the scanned copies of the certificates/signature/photo will be summarily rejected.
19. At present, the place of posting is at Goa with transfer liability to any part of India.
20. All project positions are purely temporary and on project mode and do not entitle the candidate for any claim for regular/ permanent position at any time.
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.ncaor.gov.in' under career option.
23. **Application procedure:** The entire application procedure is online. Copies of certificates in support of educational qualifications, date of birth, disability, caste (SC/ST/OBC), experience, no objection certificates, digital signatures, photograph etc. should be uploaded alongwith 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 translation should be enclosed.
24. **How to apply:** To apply, the applicant must fill the online application form available at ESSO-NCPOR website www.ncaor.gov.in 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.

25. Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular.
26. In case of any difficulty in the submission of online application form (not for other queries), please email to ictd@ncaor.gov.in
21. Instructions to Applicants for submission of online Application:
- i. Online application form & details of recruitment of the Post is available at <http://www.ncaor.gov.in>.
 - ii. 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.ncaor.gov.in>.
 - iii. 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 100 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 the undersigned.
 - iv. A recent passport size colour photograph (scanned) should be in .jpg format (size not exceeding 100 KB).
 - v. Signature (scanned) should be in .jpg format (size not exceeding 100 KB)
 - vi. The applicants are advised to fill in all their particulars carefully in the online application. Incomplete application may lead to rejection.
 - vii. Applicants are advised to retain the acknowledgement and printout of the submitted online application for future reference.
 - viii. In case of difficulty in the submission of online application form please email to ictd@ncaor.gov.in.

Sd/-
(S.Anoop)
Administrative Officer