



राष्ट्रीयपृथ्वीविज्ञानअध्ययनकेंद्र
पृथ्वीविज्ञानमंत्रालय, भारतसरकार

ESSO - NATIONAL CENTRE FOR EARTH SCIENCE STUDIES

Ministry of Earth Sciences, Govt. of India

P.B.No. 7250 Akkulam, Thiruvananthapuram 695 011, Kerala

पी.बी .नं .७२५० ,आक्कुलम ,तिरुवनंतपुरम६९५०११, केरल



Advertisement No: NCESS/P&GA/04/2018

Date: 15.05.2018

NCESS invites applications for one post of **Senior Manager** on **direct recruitment or deputation basis** in the level 12 of the pay matrix of 7th CPC.

A. RECRUITMENT OF SENIOR MANAGER ON DIRECT RECRUITMENT OR DEPUTATION BASIS

Essential Qualifications:

- i. A Masters Degree from a recognized University.
- ii. Operational computer knowledge.
- iii. 6 years experience in Govt./PSU/Autonomous Bodies / in the relevant area in erstwhile PB-3 + GP Rs.6600/-.

Desirable Criteria:

- i. MBA/LLA/LLB/Diploma in Management/CA/ICWA/SAS/Post Graduation in Personnel Management or equivalent.
- ii. Proven work experience as an Administrative Officer or Higher post/ Administrator or Similar role in R&D institutions/Organizations working autonomously and handling wide range of issues where discretion, good judgement, sensitive communicative skills is preferred.
- iii. Experience in handling general administration and finance professionally including liasoning with Ministry/Other Government of India Organizations, conducting of various official meetings, etc.,
- iv. Additional qualification in office Administration will be an added advantage.
- v. Preference will be given to candidates having experience in Central Government autonomous research organisations and with experience in General Administration, Purchase, Finance & Accounts, Estate Administration and Stores.

Age Limit:

50 years for direct recruitment and **56 years** for deputation

DEPUTATION

Officers under the Central Govt./State Govt./ PSU/ Autonomous Bodies

i) Holding analogues posts on regular basis in the parent cadre/department

OR

ii) With six years regular service in posts in erstwhile PB-3 + GP Rs.6600 or equivalent in the parent cadre/department.

Job responsibilities:

To provide a comprehensive administrative support to the Director and act as a link between the administration and the scientific groups to ensure smooth functioning of the Centre. The candidate should have the following abilities:

- Senior Manager will be responsible for Administration, Finance & Accounts, Purchase, Estate Administration and Stores and will report to the Director of the Centre.
- To understand the general concepts of Administration and to monitor the duties of the administrative staff effectively and professionally.
- To develop an appropriate office management strategy for administrative procedures, filing standard, assets management including planning of estate administration, control of administrative budget, etc.,
- To undertake and execute any other job related to the administration of the institute as assigned by the Director

Emoluments: As admissible under rules in Level 12 of the pay matrix.

Emoluments include Basic pay, Dearness Allowance, House Rent Allowance, Transport Allowance etc. as admissible to the Central Government Employees posted at Thiruvananthapuram. In addition to the emoluments indicated above, benefits such as reimbursement of medical expenses for self and dependents, leave travel concession etc. are available as per the rules of Govt. of India.

General Conditions:

- The Candidate should possess the qualities like Self motivation, energetic, dependable, honest, positive attitude and excellent communication skills.
- The candidate' should not exceed the age limit mentioned above as **on date of closure of application Age relaxation as per Govt of India Rules will be applicable.**
- **Candidates who are already employed in Government/Public sector/Autonomous undertakings are required to upload the no objection certificate from the employer on line.**
- NCESS reserves the right to cancel the recruitment process without assigning any reason thereof.
- The prescribed essential qualifications are minimum requirements and the mere possession of the same does not entitle the 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 Committee to interview all candidates. Hence, NCESS may restrict the number of candidates to be called for interview to a reasonable limit on the basis of desirable qualifications and/or criteria prescribed, and / or job requirement and/or any other bench mark decided by a committee constituted to screen the applications.

- No correspondence will be entertained with candidates who are not called for interview/selected for appointment.
- Outstation candidates called for interview will be paid to and fro sleeper class rail fare by the shortest route upon submission of tickets.
- Copies of certificates in support of educational qualifications, date of birth, disability (OH, VH or HH) / caste (SC / ST / OBC) in the central government prescribed format and experience should be uploaded with the application. Candidates will have to produce the original certificates as and when required.
- **Operational knowledge in computers will be assessed based on the certificate to be furnished by the applicant from the present employer.**
- Canvassing in any form will be a disqualification.
- Initial Place of Posting: Thiruvananthapuram with a possibility of transfer to anywhere in India.

Application Procedure:

- The entire application procedure is made online.
- Copies of certificates in support of educational qualifications, date of birth, disability (OH, VH or HH), caste (SC / ST / OBC), Experience certificate, no objection certificates, scanned signatures, passport size photograph, etc. should be uploaded during the online application process. **Passport size Photograph, Signature should be in .jpg format with file size limit between 10KB to 100KB; remaining all certificates should be in .pdf format of each file less than 500 KB. Those candidates who are unable to upload the scanned signature can provide their Aadhaar number.** Hence, candidates are advised to be ready with scanned copies of all the above documents before starting the online application. ***Production of the original certificates is a must while appearing for Interview. Applications submitted without the scanned copies of the relevant certificates, signature and passport size photograph will be rejected in the screening process itself. The certificates uploaded should be clearly visible and readable.***
- **Any discrepancies found in the certificates or uploading of wrong certificates will attract disqualification. Non-production of the original certificates at the time interview will also make the candidate disqualified. The disqualified candidates will not be allowed for Interview. Candidates currently working in any other organisation need to provide proof of their current employment with a service certificate from the employer / latest pay slip, etc. Appointment orders /resumes will not be considered as proof of current employment. In addition, the experience certificates should clearly show the date of joining and date of discharge. Experience claimed by the candidate but not supported by evidence will be treated as NIL.**
- **The details of experience should be explicitly mentioned in the experience certificate(s) provided by the employer(s).**
- **Incomplete applications are liable to be rejected summarily. No representation against such rejection will be entertained.**
- Canvassing in any form will be a disqualification.

Instructions for submission of online Application:

- Before submitting the online application, the applicants are requested to carefully go through the full text of the advertisement and the procedure to apply.
- Online application form & details of the advertisement is available at www.ncess.gov.in
- Submit online application well in advance along with legible and scanned copies of certificates and other mandatory requirements as mentioned above in the application procedure. If the certificates are in a language other than English or Hindi, then attested translation should be uploaded.
- The applicants are advised to fill in all their particulars carefully in the online application.
- **Hard copies of applications are NOT required to be sent to NCESS.** However, applicants are advised to retain the acknowledgement and printout of the online application for future reference.
- In case of difficulty in the submission of online application form (not for other queries), please email to info@ncess.gov.in

Date of closure of online application: Within 30 days from the date of publication of this advertisement in Employment News. (On or before 20.06.2018 5 pm IST)

Applications received late shall not be entertained under any circumstances.

Director, NCESS reserves the right to accept/reject any applications without assigning any reason.

Sd/-
Chief Manager (i/c)