

File No. S-011/0518/1/Koyna/Recruitment/NCS
Government of India
National Centre for Seismology
Ministry of Earth Sciences
Mausam Bhawan Complex, Lodi Road,
New Delhi-110 003.

Subject: Filling up of 13 Project Staff (06-Project Scientists ‘B’, 02-Project Technical Officer, 03-Project Technical Assistant, 01-Administrative Officer and 01-Personal Assistant) for “Scientific Deep Drilling in Koyna Intraplate Seismic Zone”, Borehole Geophysical Research Laboratory, Karad” Maharashtra under National Centre for Seismology (NCS), Ministry of Earth Sciences, New Delhi.

National Centre for Seismology (NCS), Ministry of Earth Sciences is in process of filling up the posts of 06 (Six) Project Scientists ‘B’(PS-B), 02 (Two) Project Technical Officer (TO), 03 (Three) Project Technical Assistant (TA), 01 (One) Administrative Officer (AO) and 01 (One) Personal Assistant (PA) for project “Scientific Deep Drilling in Koyna Intraplate Seismic Zone”, Borehole Geophysical Research Laboratory, Karad Maharashtra. The posts are purely on temporary basis for the Year 2018-19 and co-terminus with the Project and likely to be extended as per the extension of activity during 2019-20 by Competent Authority. Selected candidates will be evaluated on year to year basis and will be granted extension only on satisfactory performance after a year. The details of posts to be filled are given below:-

S N	Category of posts	No. of posts	Essential Qualification	Field Specialization & Experience	Age limit	Emoluments per month (Rs.)
1.	Project Scientist ‘B’	06 (Six)	Master’s degree in Geophysics or Applied Geophysics or Geology or Applied Geology or Seismology or equivalent from a recognized University with at least 60% marks in the qualifying degree level.	<p>Desirable:</p> <p>(i) Knowledge of borehole geophysics, geophysical data processing and interpretation, geothermal, structural geology, hydrology, modeling studies.</p> <p>(ii) Experience in Earth Science related field surveys and data collection in relevant area, scientific drilling, development of field / laboratory facilities.</p> <p>Duties and</p>	Not exceeding 35 years.	PB-3, Rs. 15600-39,100+GP 5400 +HRA+ DA

				<p>Responsibilities The selected candidates will be responsible for undertaking field survey, measurements in deep boreholes, laboratory studies, data acquisition, processing and interpretation, development of required software in geophysics/seismology/geology, maintenance of deep borehole data acquisition systems.</p>		
2.	Project Technical Officer	02(Two)	<p>(i) B.Sc. 1st Class (with Geology or Electronics as one of the subjects) or Bachelor's degree in Engineering/ Technology in Mechanical Engg. / Electrical Engg. / Information Technology or equivalent with at least 60% marks in the qualifying degree level or equivalent qualification from a</p>	<p>Desirable: (i) Post graduate degree in the relevant area. (ii) Experience in establishment and maintenance of field seismological stations, well site operations, Drilling Information System, Core curation, maintenance of geophysical laboratories, database / information management system, geological / geophysical / geotechnical data acquisition, computer hardware / software, maintenance of electrical systems, servers, firewall, networking and security.</p> <p>Duties and</p>	Not exceeding 40 years	Rs. 35,000/- (Consolidated) including HRA

			<p>recognized Board or University.</p> <p>(ii) Basic knowledge of computers.</p> <p>iii) Five years field experience in the relevant area.</p>	<p>Responsibilities Assist scientists in undertaking field surveys and data acquisition, establishing laboratory facilities and other infrastructure, maintaining field and laboratory equipments, serve as Curator for Core Repository, attend to trouble shooting and maintenance, ensure continuous data acquisition / data transfer to headquarters, Serve as Systems Administrator, etc.</p>		
3.	Project Technical Assistant	03 (Three)	<p>(i) B.Sc. in the area of Geology or Electronics or Computer Science as one of the subjects or Diploma in Engineering or its equivalent qualification after 10+2 from a recognized Board or University.</p> <p>(ii) Basic knowledge of computer and basic instrumentation.</p>	<p>Desirable Experience in the relevant area</p> <p>Duties and Responsibilities Assist scientists in data acquisition in field and laboratory investigations, core curation, sample preparation, data entry and database management, maintenance of laboratories and other facilities.</p>	Not exceeding 35 years.	Rs. 22,000/- (Consolidated) including HRA
4.	Administrative Officer	01 (One)	<p>(i) Master's degree from a recognised university</p> <p>(ii) Good</p>	<p>(i) MBA / LLB / Diploma in Management / CA / ICWA / SAS or</p>	Not exceeding 35 years. Not	Rs. 30,000 (Consolidated) including HRA

			<p>knowledge of Information Technology and computer operation (iii) 6 years experience in a Govt. / PSU / Autonomous body / in the relevant area in PB-3 + GP Rs 5400 or equivalent</p>	<p>equivalent from a reputed institution</p> <p>(ii) Working experience in dealing with recruitment policy, pension cases, financial management, purchase, estate management and organizing various events including official meetings and follow-up action, liaison with local administration.</p> <p>(iii) Leadership qualities to steer the whole administration of the Laboratory.</p> <p>Job requirements:</p> <p>The Administrative Officer (A.O.) will be responsible for all administrative and finance related functions of the research laboratory, Purchase & Stores, General Administration, day-to-day work including planning and execution of Projects, liaison with local administration / other authorities for obtaining land / environment clearances, promotions of existing scientists and other employees and recruitment of new employees, etc. In addition to keeping liaison with the NCS / MoES for proper flow of funds and other administrative matters, the A.O. is also involved in</p>	<p>below 65 years for retired Central/ State Govt. officials.</p>	
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				dealing with legal matters related to the Laboratory. He will be required to advice Director on administrative and financial matters.		
5.	Personal Assistant (PA)	01 (One)	(i) Graduation or equivalent from a recognised university. (ii) One-year experience in secretarial / office management work. (iii) Reading and writing skills in English and Hindi	Desirable: (i) Certificate/Diploma in Office Management. (ii) Good working knowledge in operation of computers and commonly used word processing software. Duties and Responsibilities Assist Director / senior officers in execution of various activities of the Research Laboratory.	Not exceeding 35 years.	Rs. 22,000 (Consolidated) including HRA

Selection Process: Walking-Interview will be conducted during 24-25 September 2018. Persons interested in this post are requested to fill the application in the pro-forma downloaded from the website and bring at the time of interview. The advertisement is also available on the website of Ministry of Earth Sciences i.e. www.moes.gov.in.

General Conditions: -

- I. The National Centre for Seismology, Ministry of Earth Sciences reserves the right to cancel the recruitment without assigning any reason.
- II. 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 shall not be convenient/possible for the Assessment Board to interview all the candidates. NCS reserves the right to restrict the number of candidates to be called for interview to a reasonable limit on the basis of desirable qualifications and/or experience. No correspondence shall be entertained with candidates who are not called for interview/selected for appointment. Canvassing in any form will result in disqualification of candidates.
- III. Experience will be counted after completion of essential academic qualifications. A completed Ph.D. degree will be counted as three years of experience. In case a candidate has obtained the Ph.D. degree while in service, only her/his service period will be counted towards experience and she/he will not get any additional weightage in experience for acquiring Ph.D. towards total period of experience.
- IV. Candidates already employed in project mode in the Institute / Department / Organization may be given age relaxation up to 3 years.

V. Age relaxation for SC/ST candidates for 05 years and OBC 03 years.

VI. TA/DA will not be admissible for attending interview as the case may be.

VII. Experience will be counted after completion of essential academic qualifications.

VIII. NCS-MoES reserves the right to restrict the number of selected candidates if adequate number of deserving candidates is not available.

IX. Further, selected candidates shall have no claim for their absorption or regularization in any institute or against any programme of MoES.

X. The selected candidates will serve Borehole Geophysics Research Laboratory, MoES, Karad - 415114, Maharashtra.

XI. Venue of Interview: Indian Institute of Tropical Meteorology (IITM), Pashan Road, Pune, Maharashtra.

XII. The selected candidates will serve Borehole Geophysics Research Laboratory, MoES, Karad - 415114, Maharashtra.

How to Apply:

- a. Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed format given below.
- b. Copies of certificates in support of educational qualifications, date of birth, and experience should be attached with the application. Candidates are required to produce the original certificates at the time of interview.
- c. Applications, incomplete in any respect are liable to be summarily rejected. No representation against such rejection shall be entertained.
- d. **CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.**
- e. No correspondence will be entertained from candidates who are not selected for appointment.
- f. **Venue of Interview: Indian Institute of Tropical Meteorology (IITM), Pashan Road, Pune, Maharashtra.**
- g. **Time of reporting: 09:00-11:00 hrs on 24 September 2018, candidates reporting after this time will not be considered for the walk-in-interview.**
- h. **Please bring all the documents and duly filled in application form and submit them between 09:00-11:00 hrs on 24 September 2018 at IITM, Pune.**

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FORMAT OF APPLICATION

Affix passport
size
photograph

1.	Advertisement No.					
2.	Post for which applied					
3.	Name					
4.	Date of Birth					
5.	Nationality					
6.	Category (SC/ST/OBC/PH/General)					
7.	Address for correspondence (including mobile no. and e-mail id)					
8.	Educational Qualification					
	Course	University/Institution /Board	Year of Passing	Subjects/ Stream	Division and Percentage	
	X th					
	XII th					
	Graduation					
	Post-Graduation					
	Ph.D.					
	Any Other					
9.	Details of Last Employment Held					
	(a) Whether Permanent /Temporary?					

	(b) Designation (c) Scale of Pay+ Grade Pay/Total Pay (d) Name of Organization (e) Type of organization (Government/PSU/ Autonomous/Statutory Body/Private/Other) (f) Responsibility areas (g) Any other details	
10.	Names/Addresses of two references	

Professional Training details and Employment details (if any) may be attached in a separate sheet, writing in chronological order, in the following format.

Organization	Period		Details including designation and responsibility areas
	From	To	

Details of publications, research work, specialization, membership of societies, awards/recognition received and any other information the candidate wishes to provide may also be provided in a separate sheet.

Declaration: I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed/distorted any material/information, my appointment shall be liable to be summarily terminated without notice/compensation.

Place:

(Name and Signature of Candidate)

Date: