



NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT

Ministry of Environment, Forest & Climate Change, Government of India

Anna University Campus, Chennai 600 025, India

Phone : (+91) 44 2220 0600, Fax : (+91) 44 2220 0700

www.ncscm.res.in

Email : careers@ncscm.res.in



Advt. No: HR01/2018

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Advertisement for the Selection of Project Staff

The National Centre for Sustainable Coastal Management (NCSCM) is a research organization of the Ministry of Environment, Forest and Climate Change, Government of India. The Organization is looking for Project Staff for some of its projects on Contract basis, to work at site office/ field in Kolkata, Bhubaneswar or Bhitarkanika.

Project positions in Kolkata, West Bengal

S. No	Post	Post Code	No. of Vacancy	Max. Age Limit	Categories of disabled suitable for the post	Remuneration (INR PM)	Qualification	Nature of Work
1	Project Scientist I	180101	1 (UR)	50	OA, OL, B, LV, HH	45000+ HRA	Essential: First class Post Graduate degree in Marine Science/Environmental Sciences with minimum 4 years experience relevant to the water quality/aquatic ecology studies Desirable: Hands on experience in environmental monitoring including aquatic ecology.	Assist the scientist in field sample collection and day-to-day laboratory preparatory works. Coordination with the state authority for primary and secondary data collection. Carrying out data processing and report preparation.



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2	Project Scientist I	180102	1 (OBC)	50	OA, OL, B, LV, HH	45000+ HRA	Essential: First class Post Graduate degree in Marine Science/Environmental Sciences/Biological science with minimum 4 years experience relevant to the coastal conservation and ecology Desirable: Hands on experience in coastal conservation management.	Assist the scientist in field sample collection and day-to-day reporting. Coordination with the state authority for primary and secondary data collection. Carrying out data analysis and report preparation.
3	Project Associate I	180103	2 (UR- 1, ST- 1)	45	OA, OL, B, LV, HH	25000+ HRA	Essential: First class Post Graduate degree in Marine Science/Environmental Sciences/Biological science with minimum 1 year experience relevant to the coastal conservation and ecology Desirable: Hands on experience in coastal conservation management.	Assist the scientist in field sample collection and day-to-day reporting. Collection of primary and secondary data. Carrying out data processing and report preparation.



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4	Project Associate I	180104	2 (UR- 1, OBC- 1)	45	OA, OL, B, LV, HH	25000+ HRA	<p>Essential: First class Graduate degree in Planning/ Environmental Planning Architecture with minimum 2 years experience relevant to the land use planning. Knowledge in CAD/GIS software</p> <p>Desirable: Hands on experience in coastal conservation management.</p>	Assist the scientist in field survey and day-to-day reporting. Collection of primary and secondary data. Carrying out data processing and report preparation.
5	Project Associate I	180105	1 (UR)	45	OA, OL, B, LV, HH	25000+ HRA	<p>Essential: First class Post Graduate degree in disaster management or equivalent with minimum 1 year experience relevant to coastal disaster management</p> <p>Desirable: Hands on experience in coastal disaster management.</p>	Assist the scientists in field survey and day-to-day reporting. Collection of primary and secondary data. Carrying out data processing and report preparation.
6	Technical Assistant I	180106	1 (UR)	40	OA, OL, B, LV, HH	16000+ HRA	<p>Essential: Graduate degree in Computer Science / IT / Computer Application or equivalent or Diploma in IT/computer application or equivalent with minimum 1 year experience</p>	Assist the scientist and administration for IT related activities in Kolkata Office. Coordination with NCSCM headquarters Chennai.



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							Desirable: 2 years experience relevant to the Information Technology	
7	Multi Tasking Staff	180107	2 (UR- 1, OBC- 1)	35	HH	15000+ HRA	Essential: Pass in 10 th Standard Desirable: 2 year experience in field activities	Assist in administrative/ field activities.

Project positions in Bhubaneswar/Bhitarkanika, Odisha

S. No	Post	Post Code	No. of Vacancy	Max. Age Limit	Categories of disabled suitable for the post	Remuneration (INR PM)	Qualification	Nature of Work
1	Project Associate I	180108	1 (UR)	45	OA, OL, B, LV, HH	25000 + HRA	Essential: First class Post Graduate degree in Marine Science/Environmental Sciences/Biological Sciences with minimum 1 year experience relevant to the Plankton Ecology/ Benthos/ Fisheries /environmental monitoring Desirable: Hands on experience in environmental monitoring including aquatic ecology.	Assist the scientist in field sample collection and day-to-day laboratory work. Coordination with the state authority for primary and secondary data collection. Carrying out data processing and report preparation.



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2	Project Associate I	180109	1 (SC)	45	OA, OL, B, LV, HH	25000 + HRA	<p>Essential: First class Post Graduate degree in Sociology/Economics or equivalent with minimum 1-year experience relevant to the socio-economic surveys</p> <p>Desirable: Hands on experience in socio-economic analysis of coastal region</p>	Assist the scientist in Socio-economic assessment of coastal communities and related field work. Coordination with the state authority for primary and secondary data collection. Carrying out data processing and report preparation.
3	Project Associate I	180110	1 (OBC)	45	OA, OL, B, LV, HH	25000 + HRA	<p>Essential: First class Post Graduate degree in Marine Science/ Environmental Sciences/ Biological Sciences with minimum 1 year experience relevant to the coastal water quality and ecology</p> <p>Desirable: Hands on experience in field sampling/ water quality analysis</p>	Assist scientist in Water Quality assessment and field work. Coordination with the state authority for primary and secondary data collection. Carrying out data analysis and report preparation.



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4	Research Assistant	180111	1 (UR)	40	OA, OL, B, LV, HH	20000 + HRA	<p>Essential: First class Post Graduate degree in remote sensing/geo-informatics / Cartography or equivalent OR first class Graduate degree in Engg/ Tech with 1 year experience.</p> <p>Desirable: Knowledge in GIS mapping, interpretation of remote sensing data, ground verifications etc.</p>	Assist scientist in ground truthing of remote sensing data related to coastal ecosystems. Collection of primary and secondary data. Carrying out data processing and report preparation.
5	Research Assistant	180112	1 (ST)	40	OA, OL, B, LV, HH	20000 + HRA	<p>Essential: First class Post Graduate degree in Economics/ Social Sciences/ Humanities/ Anthropology</p> <p>Desirable: Knowledge in processing of social/ economic data.</p>	Assist scientist in field survey, data collection related to socio-economic assessment. Carrying out data analysis and report preparation.
6	Administrative Assistant I	180113	1 (OBC)	40	OA, OL, B, LV, HH	16000 + HRA	<p>Essential: Graduate degree or equivalent</p> <p>Desirable: 2 years</p>	Assist in administrative and financial activities in Bhubaneswar office. Coordination with



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							experience in office administration.	NCSCM headquarters at Chennai.
7	Technical Assistant I	180114	1 (SC)	40	OA, OL, HH	16000 + HRA	<p>Essential : Graduate degree in Computer Science/ IT / computer application/ equivalent OR Diploma in IT/ Computer Application or equivalent with minimum 1 year experience relevant to the Information Technology, Computer Network, Internet, etc.,</p> <p>Desirable: 2 years experience in handling Computer Network, Internet, etc</p>	Assist the scientists and administration for IT related activities in Bhubaneswar office. Coordination with NCSCM headquarters Chennai.
8	Multi-Tasking Staff	180115	1 (UR)	35	HH	15000 + HRA	<p>Essential: Pass in 10th Standard</p> <p>Desirable: 2 years experience in field activities.</p>	Assist in administrative/ field activities.

HRA - As per Government of India norms



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Interested and eligible candidate shall apply for the above positions in the National Centre for Sustainable Coastal Management (NCSCM), subject to the conditions for application and the general conditions as given below.

Last date for Online Submission of Application is 03/03/2018 (Saturday)

Kolkata, West Bengal			
Interview Schedule for the Post Code : (180101, 180102, 180103,180104,180105,180106,180107)			
Category	Date	Time	Venue
General	07/03/2018 (Wednesday)	09:00 A.M	State Project Management Unit (SPMU) - West Bengal Integrated Coastal Zone Management (ICZM) Project Institute of Environmental Studies and Wetland Management, Dept. of Environment, Govt. of West Bengal DD-24, Sector - I, Salt Lake City, Kolkata - 700064
OBC		11:00 A.M	
SC/ST		01:00 P.M	

Bhubaneswar/Bhitarkanika, Odisha			
Interview Schedule for the Post Code : (180108,180109,180110,180111,180112,180113,180114,180115)			
Category	Date	Time	Venue
General	09/03/2018 (Friday)	09:00 A.M	State Project Management Unit - Odisha Integrated Coastal Management Society of Odisha Plot # 108, Unit-VII, Surya Nagar, Bhubaneswar - 751003.
OBC		11:00 A.M	
SC/ST		01:00 P.M	



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Reservation Detail :

All positions are open for candidates without any physically challenged also.

Classification of the Positions	Total Vacancy	Reserved for		
		SC	ST	OBC
Research	12	1	2	3
Research Support	6	1	-	2

Abbreviations:

SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Community (Non-Creamy Layer); UR: Unreserved
OA : One Arm ; OL : One Leg ; B : Blind ; LV : Low Vision ; HH : Hearing Impaired

Conditions for Application:

1. Candidate needs to submit his/her application online in the website www.ncscm.res.in/cms/careers/careers.php on or before **3rd March 2018**. No other mode of application shall be considered. Do not apply via **mobile browser**.
2. A candidate can apply only up to a **maximum of two positions**. All applications of the candidate who have applied more than two positions will **summarily be rejected**
3. The applicant needs to undergo eligibility scrutiny, certificate verification, followed by a personal interview on the scheduled time, date and venue. All eligible candidates who have applied shall be entitled to attend the eligibility scrutiny/ certificate verification. No separate intimation will be issued.
4. Candidate who fails to satisfy, any of the conditions for application as stated in this advertisement or elsewhere, will not be allowed to attend the certificate verification or the interview, as the case may be. Candidates, who had not cleared the certificate verification process, will not be allowed to attend the interview.



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5. Candidate appearing for the interview should produce the hard copy of the online application along with necessary documents. No other format of application shall be considered. **Candidates appearing without the hard copy of the online application will not be entertained.**
6. The candidate needs to carry the original of all the relevant certificate(s) for verification and a copy for submission. Photocopies of the certificates, even if attested, shall not be considered for certificate verification.
7. The candidate is required to produce the following documents in proof of education /experience for verification.
 - SSLC / 10th or equivalent
 - Proof in support of Educational qualification (Provisional/Degree Certificate)
[Note: Mere production of mark sheets or course completion certificate shall not be considered for verification].
 - Proof in support of work or research experience (Experience/Service certificate).

General Conditions:

1. Application is open only for Indian Nationals.
2. Project completion date for Post Codes 180101 to 180107 is **31st December 2018** and for Post Codes 180108 to 180115 is **4th December 2020**. The project completion date may vary, at a later stage, because of various reasons
3. The appointment will be purely on temporary basis for a specific project and co-terminus with the project, subject to a periodical performance review of the individual.
4. Appointment of a candidate in any of the above positions does not entitle him/her, for any permanent/temporary job in NCSCM or the Government of India.
5. Reservation and relaxation will be as per Government of India policy. However the maximum Age limit including all reservations shall not exceed 56 years.
6. The place of posting will be in Kolkata, Bhubaneswar, Bhitarkanika, Chennai or at any other location in India as required. The positions may involve field activities anywhere in India, based on the requirement of the project.
7. Date of advertisement would be the cut-off date for age and experience computation.



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8. The number of positions would vary from what is advertised, as per the discretion of the Director, NCSCM.
9. **First Class means as specified in the Degree Certificate.**
10. Number of years of experience will be counted after the year of award of the qualifying degree, as on the date of advertisement.
11. Relevant experience: Only the number of years directly relevant to the specific position shall be considered as experience.
12. Higher educational qualification/ specialisation/ experience in relevant areas; academic distinction, awards, etc shall be desirable for every position.
13. Positions for which Post Graduate Degree is considered as the essential qualification, awarded Ph.D in relevant subject shall be considered equivalent to three years of experience: and awarded M.Phil in relevant subject shall be considered equivalent to one year of experience.
14. Positions for which B.E/ B.Tech is considered as the essential qualification, awarded M.E/ M.Tech in relevant subject shall be considered equivalent to two year of experience.
15. Candidates possessing M.E/ M.Tech after obtaining Post Graduate degree in Science are considered equivalent to candidates possessing M.E/ M.Tech after obtaining B.E/ B.Tech, and are eligible to apply for positions which requires B.E/ B.Tech qualification.
16. Written or any suitable screening procedure, as considered appropriate for the positions, may be adopted prior/ post interview in order to ascertain the suitability of the candidate, before confirming the offer.
17. Conditions for Photograph Image:
 - i. Photograph must be a recent passport style colour picture
 - ii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background
 - iii. Look straight at the camera with a relaxed face
 - iv. Dimensions 200 x 230 pixels (preferred and preferably in .JPG or .PNG formats)
 - v. Size of file should be between 20 and 50kb
 - vi. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc. during the process of scanning



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18. Conditions for Signature Image:

- i. The applicant has to sign on white paper with Black Ink pen
- ii. The signature must be signed only by the applicant and not by any other person
- iii. Dimensions 140 x 60 pixels (preferred and preferably in .JPG or .PNG formats)
- iv. Size of file should be between 10 and 20kb

19. The candidate is required to upload Scanned copies of the Self attested documents in proof of their claim at the time of online application. The uploaded documents should be clear and visible; otherwise the application will be rejected.

20. Director NCSCM may consider selecting any candidate for a lower position/remuneration, based on the performance of the candidate in the selection process. Mere possession of the qualifying criteria does not entitle the candidate, the post applied for.

21. No TA / DA will be paid for attending the certificate verification, interview and/or for joining duty after selection. Candidates shall have to make their own arrangement for their travel & stay for attending interview and during working with NCSCM, if shortlisted. All official travels after joining NCSCM shall be governed by the rules prevailing in NCSCM.

22. Any request to change of date/session/ centre/ venue will not be entertained.

23. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the facts, his/her candidature will be summarily rejected or his/her employment terminated.

24. Candidature of those candidates found attempting to canvass for any position or indulging in any undesirable/ illegal/ corrupt practices any time during the selection process will be summarily rejected.

25. Decision of the Director NCSCM is final.

Director