



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: HR02/2023

Dated: 31/08/2023

Advertisement for Contract Position

The National Centre for Sustainable Coastal Management (NCSCM) is a society of the Ministry of Environment, Forest and Climate Change, Government of India and has its registered office and research centre at Anna University Campus, Chennai 600025, Tamil Nadu, India. NCSCM is formed to develop world class knowledge base in India, related to management of the coastal and marine areas. NCSCM is inviting applications for the following position. The position mentioned below will be on contract for a period until project duration, with likely extensions. NCSCM will remain an equal opportunities employer and will encourage women and professionals from the coastal areas of the country to apply. For further details please visit <https://www.ncscm.res.in>

S. No	Post Code	Designation	No. of Vacancy (Reservation)	Essential Qualification	Desirable Qualification	Nature of Work	Upper Age Limit	Initial Pay and level in Pay Matrix
1	230201	Manager (Admin/HR)	1 (UR)	First class Master's degree in Arts/ Science/ First class Graduate in Engineering / preferably MBA with Post Graduate Diploma in personnel management / HR. Eight years' experience of administration / accounts and establishment work in a public body or reputed organisation.	Assist the head of Administration and HR Unit for organizational management, performance development, publications, training and annual plan preparation	Assist the head of Administration and HR Unit for organizational management, performance development, publications, training and annual plan preparation	50	67700 (Level 11)



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

Conditions for Application:

1. The candidate needs to submit his/her application online in the website www.ncscm.res.in on or before 30/09/2023.
2. The candidate is required to upload scanned_copies of the **Self attested** documents in proof of their claim at the time of online application.
3. **No other format of application “shall” be considered.**
4. Incomplete applications will be summarily rejected.
5. Applications without academic certificates and experience certificates in the relevant field applied for and applications without photograph and signature will be summarily rejected.
6. Do not send hard copy of the application and / or documents at the time of submission of application. However, candidates need to submit the hard copy of the online application along with documents that were attached, at the time of interview/ certificate verification.
7. Originals of all the certificate(s) need to be produced at the time of interview/ certificate verification.
8. Employees of Government / Quasi Government / PSU / Autonomous bodies should produce NOC at the time of written test/ interview/certificate verification.
9. 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 3.5 x 4.5 cm (WxH) or 252 x 324 pixels with 100 dpi resolution (.JPG or .JPEG format).



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- v. Size of file should be between 30 and 150kb.
- 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.

10. Conditions for Signature Image:

- i. The applicant has to sign on white paper with Blue/Black Ink pen.
- ii. The signature must be signed only by the applicant and not by any other person.
- iii. Dimensions 3.2 x 0.8 cms or 320 x 80 pixels (.JPG or .JPEG format).
- iv. Size of file should be between 30 and 150kb.

General Conditions:

1. All positions are on contract basis with contract terms of either three or five years and will be purely based on the performance of the individual. It may further be extended or curtailed depending on the availability of various external fund / sponsored / Network / other projects undertaken by NCSCM subject to periodic performance review / conduct of the staff.
2. Indian Nationals alone need apply.
3. The place of posting will be in Chennai or at any other location in India as required. The positions may involve field activities/ touring anywhere in India, based on the requirement of the project
4. All positions are also open for candidates who is a person without disability.
5. Date of advertisement would be the cut-off date for age, education and experience computation.
6. Number of years of experience will be counted after the year of award of the qualifying degree. First class as specified in the degree certificate of university.
7. Weight for higher educational qualification, where relevant to the position and the thematic area of qualification for lateral requirement for any of the



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positions shall be equated as equivalent research or professional experience, and shall be as follows:

(i) Post-Graduate Degree in Engineering or Technology – equivalent to two years of research or professional experience; (ii) Doctorate Degree in Natural or Social Sciences – equivalent to three years of research or professional experience; (iii) Doctorate Degree in Engineering or Technology – equivalent to four years of research or professional experience. Weight for higher educational qualification will be considered only for qualifications awarded over and above the degree specified in the essential qualification.

8. Mere possession of the qualifying criteria does not entitle the candidate, for selection to the post applied for.
9. Any request to change of data provided in the application / date/session/ centre/ venue etc., will not be entertained.
10. The competent authority may restrict the number of candidates to be called for interview to a reasonable limit on the basis of qualification and experience.
11. No interim inquiries will be entertained.
12. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his/her candidature will be summarily rejected or his/her employment terminated.
13. 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.
14. Decision of the Competent Authority on the selection process is final and binding.

Director