



राष्ट्रीय पृथ्वी विज्ञान अध्ययन केंद्र
पृथ्वी विज्ञान मंत्रालय, भारत सरकार



ESSO - NATIONAL CENTRE FOR EARTH SCIENCE STUDIES

Ministry of Earth Sciences, Govt. of India

Akkulam, Thiruvananthapuram 695 011, Kerala

आक्कुलम, तिरुवनंतपुरम 695011, केरल

Advertisement No NCESS/01/2018

Date:17.01.2018

**Walk-in-interview for the selection of Research Associate, Project Assistant,
Laboratory Assistant & Field Assistant on contract basis will be held on
25.01.2018 at NCESS, Akkulam at 10 am**

- I) Research Associate** : 1no.
- Qualification : PhD in Geology/Marine geology
- Desirable : Experience in sedimentological/geochemical studies
- Age : Below 35 years
- Remmuneration : Rs.36,000/- plus HRA
- II) Project Assistant** : 5 nos
- Qualification : Post-graduate degree in Geology/Marine Geology or equivalent from a recognized university
- Desirable : Experience insedimentological/geochemical studies
- Age : Below 35 years
- Remmuneration : Rs.24,000/- plus HRA
- III) Laboratory Assistant** : 2 nos.
- Qualification : Three year diploma/graduation in science
- Desirable: Experience in surveying/sedimentological/ geochemical studies
- Age : Below 35 years
- Remmuneration : Rs.15,000/- plus HRA

- IV) Field Assistant** : 2 nos.
- Qualification : Plus Two/Pre-degree
- Desirable : Experience in surveying/sedimentological/geochemical studies
- Age : Below 35 years
- Remmuneration : Rs.12,000/- plus HRA

- N.B 1 a) Age relaxation of five years for SC/ST & three years for OBC will be applicable.
- b) There will also be age relaxation for the disabled, employees of Government Organization, Ex-service men etc as per rules.
- c) However, being a project mode position, if such candidates are not available the same will be treated as unreserved.
- d) Interested candidates may appear for the interview on **25.01.2018 at 10 am** in NCESS campus with a photo Id, originals along with photocopies of relevant testimonials proving age, qualification and experience.

Sd/-
Chief Manager i/c



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**Walk-in-interview for the selection of Front Office Assistant, Project Assistant,
Co-ordinator on-duty & Protocol Assistant on contract basis will be held on
25.01.2018 at NCESS, Akkulam at 10 am**

I) **Front Office Assistant - 1 no.**

Essential Qualification/Experience

- Graduation from a recognized University
- Two years work experience as Front Office Assistant in a reputed organization, preferably in an educational or a R&D Institution

Qualifications/Experience (Desired)

- Good communication skills and pleasing behavior
- Knowledge of MS Excel and Word

Age

- Below 35 years

Remuneration

- Rs. 17,400/- per month (consolidated)

Job description

- To be responsible for handling Front office/ Reception of the institute
- To greet and welcome guests and offer them assistance
- To answer telephone calls and handle inquiries and redirect them to the concerned persons or record messages
- To maintain front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- To direct the visitors to concerned officers
- To maintain visitors book and monitor the same
- To provide general office support as and when needed
- To partner in organizing events in auditoriums

II) Protocol Assistant - 1no

Essential Qualification/Experience

- Graduation from a recognized University.
- Two years' relevant work experience

Qualifications/Experience (Desired)

- PG Diploma in Public Relations
- Computer knowledge

Age

- Below 35 years

Remuneration

- Rs. 17,400/- per month (consolidated)

Job Description

- To handle the protocol work at NCESS such as reservation and booking of travel tickets by Air/rail for visiting dignitaries/officials from the Government of India/State /visiting professors/visiting Scientists/dignitaries /external experts/external faculty/ NCESS staff etc and arranging for their accommodation and stay at the state headquarters/districts/field location, administering the travel arrangements/arranging vehicles etc.
- To handle the Protocol work for the VVIP visits to the institute
- To deploy vehicles for the local travel/field work of officers of NCESS as per travel requisitions
- To assist Nodal Officer/Appellate Authority/CPIO in the RTI work
- To make arrangements for official lunch/dinner,bouquets/mementoes/banners/photographs/documentation/invitation etc.
- To prepare, understand and communicate all relevant reports and statistics during events and conference
- To ensure that proper records are maintained for the above assignments
- To ensure that all transactions are supported by vouchers and make arrangements for processing the bills for payment
- To provide general office support as and when needed

- III) Co-ordinator on duty - 1 no.**
- Qualification : Graduation from recognized university
- Desirable : Ability to speak in Hindi & English, good communication skill and pleasing behaviour
- Three years experience in relevant field preferably in a Government organization
- Knowledge in computer especially MS office
- Age : Below 35 years
- Salary : Rs.17,400/- (consolidated)

Job-description

1. Maintaining office procedure including data management data and filing
2. Arranging travel and accommodation for Director and Guests
3. Assist in time and daily management and scheduling of meetings, attending phone calls, enquiries and requests in Director's office
4. Meeting and greeting visitors at all levels of seniority;
5. Organizing and maintaining diaries and making appointments;
6. Dealing with incoming email, fax and post and making correspondences on behalf of superior officers
7. Liasing with other officers both within and outside the institute

IV) Project Assistant- 1 no.

Essential Qualification

- Graduation from a recognized University
- Diploma in Computer Application/PGDCA

Desirable

- Knowledge of MS word, Excel etc
- Two years experience in data entry

Age

- Below 35 years

Remuneration

- Rs. 17,400/- (Consolidated)

Job description

- Verifying relevant registers and files for the issuance of experience certificates, NLC's, No Objection Certificates, Facility Certificates etc.
- Updating office registers relation to the Project Personnel and Ph.D Scholars and simultaneously maintaining and updating the same in the system.
- Maintenance and upkeep of Project & Ph.D files and Registers
- Assisting in conducting interview and RC meeting for the Ph.D programme
- Typing of notes and letters relating to General Administration
- Any other related duties as may be assigned from time to time.

V) Project Assistant : 1no.

Essential Qualification/Experience

- Graduation from a recognized University, preferably in commerce stream with Accountancy as a subject with a minimum aggregate mark of 50%
- Two years' work experience in reputed organization.

Desirable

- Working knowledge in Accounting Software
- Knowledge of MS word, Excel etc

Age

- Below 35 years

Remuneration

- Rs.17,400/- (consolidated)

Job description

- Data entry of vouchers
- Timely release of payments, especially with regard to statutory payments
- Processing payments through on-line banking system
- Facilitating works in respect of payments through PFMS
- Maintain and upkeep of Registers in Accounts section
- Proper filing of all Payments & Receipts Vouchers for future records & audit purpose
- Any other related work as may be assigned from time to time.

N.B - Interested candidates may appear for the interview on **25.01.2018 at 10 am** in NCESS campus with a photo Id, originals along with photocopies of relevant testimonials proving age, qualification and experience.

Sd/-
Chief Manager i/c