

राष्ट्रीय पृथ्वी विज्ञान अध्ययन केंद्र
पृथ्वी विज्ञान मंत्रालय, भारत सरकार
NATIONAL CENTRE FOR EARTH SCIENCE STUDIES
 Ministry of Earth Sciences, Govt. of India
Akkulam, Thiruvananthapuram 695 011, Kerala
आक्कुलम, तिरुवनंतपुरम 695011, केरल



No. NCESS/P&GA/9424/11/2025

Date: 24.06.2025

NCESS conducts walk-in-interview for the posts of **Scientific Administrative Assistant** and **Multi Tasking Staff** on contract basis, for a period of **Six months**:

Date & Time: 30.06.2025, 9.30 a.m.

Venue: NCESS, Akkulam, Thiruvananthapuram – 695 011

Post Code	Designation	Vacancies	Qualification
01	Scientific Administrative Assistant	1	<p><u>Essential:</u> Bachelor's Degree in Business Administration /Commerce from a recognized University / Institute.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Diploma in Public Relations / Management. • Experience as administrative / office assistant, Preferably in the Government sector. • Working knowledge in productivity software applications, especially MS Office suite. • Working knowledge in desktop publishing and designing software applications, especially Adobe Creative suite. • Knowledge in Hindi & English, and good communication skills. <p><u>Nature of work / job description:</u> Provide support in day-to-day office duties such as file management, scheduling of meetings, attending phone calls, processing of bills and vouchers, etc. and assisting in the preparation of files and reports.</p>
02	Multi Tasking Staff on contract	1	<p><u>Essential:</u> Matriculation or equivalent pass</p> <p><u>Nature of work / job description:</u></p> <ul style="list-style-type: none"> • Routine office work & upkeep of Director's office. • Circulating files and documents from and to the Director's office • Preparing and serving tea & refreshments to the Director & guests in Director's office

Age limit and Remuneration

Post Code	Age limit	Remuneration
01	50 years as on 30.06.2025	Rs. 18,000/- plus HRA as applicable
02	25 years as on 30.06.2025	Rs. 15,000/- (consolidated)

Interested candidates may appear for the walk-in interview with ID proof, self-attested copies of certificates and mark lists showing educational qualifications, experience, age etc. and original certificates and mark lists for verification.

The decision of the Director, NCESS in all matters relating to eligibility, acceptance or rejection of applications shall be final and no enquiry or correspondence will be entertained in this connection from any individual.

Note:

- 1. Prospective candidates should regularly visit NCESS website: ***ncess.gov.in*** for further changes if any.*
- 2. Interview if not conducted on the specified day due to any unforeseen reasons will be held on the next working day.*

Senior Manager