



राष्ट्रीय पृथ्वी विज्ञान अध्ययन केंद्र
पृथ्वी विज्ञान मंत्रालय, भारत सरकार

NCESS

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/P&GA/1224/02/2021

Date: 29.01.2021

National Centre for Earth Science Studies (NCESS) situated at Thiruvananthapuram is an autonomous research Centre under the Ministry of Earth Sciences (MoES), Government of India. NCESS invites online application for regular position from interested, eligible and prospective Indian citizen for filling up of 01 (One) post of Assistant Manager. Details about the position, pay, academic qualifications, responsibilities, format of application and other general conditions are given below:

Post Code	Vacancy	Qualifications
1- Assistant Manager (Group B) Level 7 of the 7 th CPC Pay Matrix of Rs.44,900-1,42,400	1	<p><u>Essential:</u></p> <p>(i) A Bachelor's Degree from a recognized University, basic knowledge of computer.</p> <p>(ii) Minimum 5 years experience preferably in Govt./ PSU/Autonomous Bodies/ in the relevant area in PB-2 +GP ₹ 4200/- or its equivalent.</p> <p style="text-align: center;">Or</p> <p>With 11 years combined experience in GP 2800/- and GP 4200/- (with not less than 3 years in GP 4200/-) or its equivalent.</p> <p><u>Desirable:</u></p> <p>(i) Graduation in Law from a recognized university.</p> <p>(ii) Post Graduation from a recognized university.</p> <p>(iii) Diploma in Management.</p> <p>(iv) Working experience in dealing with Recruitment, Financial Management, Purchase & General Administration.</p> <p>Selection Process : Written Test</p>

Age Limit & Reservation

Post	Group	Pay Level	Age Limit	Reservation
Assistant Manager	B	Level 7	Not exceeding 35 years	Unreserved

General Conditions:

1. The post carry allowances and benefits as applicable for employees of identical status in Government of India.
2. Candidates should have a valid e-mail id and mobile number which should be kept active till the declaration of the final result. All communications relating to this advertisement shall be sent by email -id/mobile SMS mentioned by the candidate in his application.
3. Crucial date for determination of essential qualification and age limit will be the date of closure of application.
4. Relaxation in upper age limit for the disabled, employees of Govt. Organizations, ex-servicemen and Kashmiri Migrants will be as in O.M. No.F.15012/2/2010-ESTT.(D) dated 27.3.2012 of Dept. of Personnel & Training, Government of India.
5. The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidates to be called for written test.
6. In respect of equivalent clause in essential qualification, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the authority (with number and date) under which it has been so treated, otherwise the application is liable to be rejected.
7. Candidates already employed in organizations of Central/State Government are required to produce No Objection Certificate (NOC) from the present employer at the time of written test. Result of written test will be withheld if the same is not submitted.
8. The decision of 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.
9. Director, NCESS reserves the right to cancel the recruitment process without assigning any reason thereof or modify the number of vacancies to be filled.
10. If the number of applications received in response to the advertisement is large, NCESS may short list the candidates to a reasonable limit based on the essential and desirable qualifications/ record of academic performance/relevant experience for the post or any other benchmarks as decided by a committee constituted to screen the applications.
11. The shortlisted candidates will be called for a written test as decided by NCESS.
12. The names of candidates short-listed for written test, as the case may be, will be notified in the NCESS website (<http://www.ncess.gov.in>) and an intimation to this effect will be sent through the email- id furnished by the candidate.
13. Syllabus will be notified in NCESS website one month prior to the date of written test.
14. Canvassing in any form and /or bringing any influence, political or otherwise will be treated as disqualification. No interim correspondence/inquiry will be entertained.
15. The selected candidates are liable to serve anywhere in India and outside.
16. Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.
17. NCESS reserves the right not to fill up the post without assigning any reasons.

How to Apply:

- (i) The application will be accepted online only. The online application link will be opened shortly. Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular.
- (ii) To apply, the applicant must fill the online application and upload scanned images of photograph, signature and relevant self-attested copies of mark sheets (for all semesters) and Provisional/Degree certificate for academic/professional qualifications, proof of date of birth, experience certificate, caste certificate etc. If the certificates are in a language other than English, attested translation should be uploaded.
- (iii) The photograph and signature should be in .jpg format with the file size limit between 10kb to 100Kb. All certificates should be in .pdf format of each file less than 500 kb.
- (iv) Applications received through e-mail or received after due date will be rejected. NCESS cannot take any responsibility for transit and other delays.
- (v) The Candidates should produce the original certificates at the time of written test. Non-production of the original certificates/ production of original certificates at variance with the online submission details will result in disallowing the candidate from appearing for the written test.
- (vi) Candidates currently working in any other organization should submit the proof of their current employment.
- (vii) In case of difficulty in the submission of online application form (not for other queries), please email to vacancies.ncess@gmail.com.

Last date & time for submission of online application: 25.04.2021 @ 5PM IST

Senior Manager, NCESS