



राष्ट्रीय पृथ्वी विज्ञान अध्ययन केंद्र
पृथ्वी विज्ञान मंत्रालय, भारत सरकार
आक्कुलम, तिरुवनंतपुरम 695011, केरल

NCESS

NATIONAL CENTRE FOR EARTH SCIENCE STUDIES
Ministry of Earth Sciences, Govt. of India
Akkulam, Thiruvananthapuram 695 011, Kerala

Advertisement No. NCESS/P&GA/1224/01/2022

Dt:11.03.2022

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 Hindi Typist. Details about the position, pay, academic qualifications, responsibilities, format of application and other general conditions are given below:

Post Code	Vacancy	Qualifications
1- Hindi Typist (Group C) Level 2 of the 7 th CPC Pay Matrix of Rs.19,900-63,200	1	<p><u>Essential:</u></p> <p>(i) 10+2 or its equivalent qualification from a recognized Board or University.</p> <p>(ii) Typing Speed of 30 w.p.m in Hindi on computer (correspond to 9000 KDPH on an average of 5 key depression for each word). Time allowed 10 minutes.</p> <p><u>Job Profile:</u></p> <p>The position is intended for handling and accounting correspondence; maintenance of diary and dispatch registers; Hindi typing and periodic website updation; preparation of quarterly reports; drawing up and draft agenda/ minutes of OLIC / other meetings.</p> <p><u>Selection Process</u> : Typewriting test and Written Test</p>

Age Limit & Reservation

Post	Group	Pay Level	Age Limit	Reservation
Hindi Typist	C	Level 2	Not exceeding 28 years (relaxation as per Govt. Rules)	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/her 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. 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.
6. 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.
7. Director, NCESS reserves the right to cancel the recruitment process without assigning any reason thereof or modify the number of vacancies to be filled.
8. If the number of applications received in response to the advertisement are large, NCESS may short list the candidates to a reasonable limit based on the essential qualifications/ record of academic performance/relevant experience for the post or any other benchmarks as decided by a committee constituted to screen the applications.
9. The shortlisted candidates will be called for type writing test and the candidates who qualify in the type writing test will be called for written test and merit will be decided based on written test only.
10. The names of candidates short-listed for type writing test 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.
11. Syllabus will be notified in NCESS website one month prior to the date of written test.
12. Canvassing in any form and /or bringing any influence, political or otherwise will be treated as disqualification. No interim correspondence/inquiry will be entertained.
13. The selected candidates are liable to serve anywhere in India and outside.
14. Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.
15. NCESS reserves the right not to fill up the post without assigning any reasons.

Procedure for submitting application for Posts through Direct Recruitment:

The candidates are requested to note the following:

1. Candidate must be a citizen of India.
2. The application form is available online on NCESS website <http://www.ncess.gov.in>. The candidate has to fill the application online and upload recent passport size photograph (to enable issue of admit card), signature and relevant mark sheets (for all semesters) and certificate for academic/professional qualifications, proof of date of birth, experience certificate, Certificate in prescribed format in respect of candidates seeking relaxation etc. If the certificates are in a language other than English, attested translation should be uploaded.
3. Candidates already employed in organizations of Central/State Government are required to upload No Objection Certificate (NOC) from the present employer.
4. 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.
5. Upon submission, an online Registration Number will be provided by the system. After allotment of Registration Number, the candidate has to take print out and send the same, duly signed along with self- attested copies of the following certificates to reach **the Senior Manager, National Centre for Earth Science Studies, Akkulam, Trivandrum-695 011, Kerala , India.**
 - (a) Educational Qualification Certificates from 10th Standard onwards.
 - (b) Certificate in prescribed format (in respect of candidates seeking relaxation for Central Government Employees).
 - (c) Certificate in prescribed format (in respect of candidates seeking relaxation as Ex- servicemen).
 - (d) NOC if applicable.

The Advertisement No., Post Code., Post Name and Registration Number should be clearly superscribed on the envelope.

6. Request for change/correction in the Application Form shall not be entertained under any circumstance.
7. Late/incomplete applications, Online applications without hardcopy or vice versa will be rejected.
8. Paste a recent passport size photograph in the space provided for at the right top portion on the first page in the hard copy of the application. The application form without photograph/signature or with Blurred photograph/signature or incomplete in any manner will summarily be rejected.
9. The Crucial Date for determining the possession of '**AGE AND ESSENTIAL QUALIFICATION (EQs)**' will be the closing date for filling up Registration Part /Application part of the application. Provided that upper age relaxable for Govt. Servants and Ex-servicemen in accordance with the instructions or orders issued by the Central Govt. from time to time.

10. Candidates currently working in any other organization should submit the proof of their current employment.
11. In case of difficulty in the submission of online application form (not for other queries), please email vacancies.ncess@gmail.com.

Last date for online applications: 18.04.2022 @ 5PM IST.

Last Date for receipt of Hard Copy of applications : 25.04.2022 @ 5PM IST. Date extended to **04.05.2022 @ 5PM IST** for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State Lahaul and Spiti District and Pangri Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and the Union Territory of Lakshadweep.

Senior Manager, NCESS