

# राष्ट्रीय पृथ्वी विज्ञान अध्ययन केन्द्र ESSO - National Centre for Earth Science Studies

पृथ्वी विज्ञान मंत्रालय, भारत सरकार

Ministry of Earth Sciences, Govt. of India, Akkulam, Thiruvananthapuram -11

Advt: NCESS/P&GA/06/2018

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## RECRUITMENT

NCESS invites online applications from eligible Indian citizens for various posts on regular basis.

Post Code	Name of Post with pay level, mode of selection	No. of Vacancies	Age Limit	Essential Qualification
01	Manager (F&A) Pay Level 11 Deputation/ Direct Interview	1(UR)	Not exceeding 45 years	i. Master's Degree from a recognized university. ii. Operational computer knowledge. iii. 6 years experience preferably in Govt./PSU/ Autonomous Bodies/ in the relevant area in PB 2+GP Rs. 4800/5400/- or its equivalent.
02	Librarian Pay Level 10 Direct Interview	1 (Reserved for person with disabilities)	Not exceeding 45 years (including relaxation under rules)	A Master's degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with not less than 60% marks (or an equivalent grade in a point scale wherever grading system is followed) in under graduate and post graduate studies in library science with consistently good academic record.
03	Coordinating Officer Grade I Pay Level 9 Written test, Interview	1(UR)	Not exceeding 40 years	i. Graduation or equivalent from a recognized University. ii. Skill Test Norms: Dictation: 10mts @ 120 w.p.m. Transcription: 50 mts. (English) 65 mts. (Hindi) (on computer only).
04	Joint Manager F&A Pay Level 9 Deputation/ Direct Interview	1(UR)	Not exceeding 40 years	i. A Master's Degree from a recognized University. ii. Operational computer knowledge. iii. 4 years experience preferably in Govt./PSU/ Autonomous Bodies/ in the relevant area in PB-2 + GP Rs. 4600/4800/- or its equivalent.
05	Assistant Manager P&GA Pay Level 7 Written Test	1(UR)	Not exceeding 35 years	i. A Bachelor's Degree from a recognized University ii. Minimum 5 years' experience preferably in Govt./PSU/ Autonomous Bodies/ in the relevant area in PB-2 +GP Rs. 4200/- or its equivalent. Or With 11 years combined experience in GP 2800/- and GP 4200/- (with not less than 3 years in GP 4200/-) or its equivalent.
06	Coordinator Gr. I Pay Level 4 Written Test	1(UR)	Not exceeding 30 years	i. 12th class pass or equivalent from a recognized Board or University. ii. Skill Test Norms-Dictation: 10 mts @ 80 w.p.m. Transcription: 50 mts. (English) 65 mts. (Hindi) (on computer only).
07	Junior Executive Pay Level 4 Written Test	2 (UR-1, OBC-1)	Not exceeding 30 years	A Bachelor's degree from a recognized University, basic knowledge of computer and minimum 5 years' experience preferably in Govt./PSU/ Autonomous Bodies in the relevant area in PB-1 + GP Rs. 1900/- or its equivalent.
08	Multi Tasking Staff Pay Level 1 Written Test/ Skill test	3 OBC-1, UR-1, ST-1 One post is reserved for person with disabilities	Between 18 and 25 years	Matriculation or equivalent pass OR ITI pass

Detailed advertisement and procedure for submitting applications are available in NCESS website [www.ncess.gov.in](http://www.ncess.gov.in). To apply, the applicant must fill the online application and upload scanned images of photograph, signature and relevant attested certificates pertaining to educational and professional qualifications mark sheets for all academic years, proof of date of birth, experience certificate, caste certificate, NOC, etc.

Last date & time for submission of online applications: "Within 30 (thirty) days from the date of appearance of the advertisement in Employment News".