



इ.एस.एस.ओ - 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



No. NCESS/P&GA/03/2019

Date: 21.03.2019

NCESS conducts walk-in-interview for the post of **Senior Protocol Assistant and Project Assistant I** on temporary basis, initially for a period of one year.

**Date & Time: 27.03.2019 9 a.m.**

**Venue: NCESS, Akkulam, Thiruvananthapuram – 695 011.**

Post Code	Designation	Vacancy	Qualification
01	Senior Protocol Assistant	1 No	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Master's degree from a recognized University</li><li>• Three years' relevant work experience.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• MBA/ PG Diploma in Public Relations</li><li>• Working Knowledge in Computer</li></ul> <p><b>Job Description:</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• To handle the Protocol work for the VVIP visits to the Institute.</li><li>• To deploy vehicles for the local travel/field work of Officers of NCESS as per travel requisitions.</li><li>• To assist Nodal Officer/Appellate Authority/CPIO in the RTI work.</li><li>• To make arrangements for official lunch/dinner, bouquets/ mementoes /banners /photographs /documentation /invitation etc.</li><li>• To prepare, understand and communicate all relevant reports and statistics during events and conference.</li><li>• To ensure that proper records are maintained for the above assignments.</li><li>• To ensure that all transactions are supported by vouchers and make arrangements for processing the bills for payment.</li></ul>

			<ul style="list-style-type: none"> <li>To provide general office support as and when needed.</li> </ul>
02	Project Assistant I	1 No	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>First class Graduation from a recognized University.</li> <li>Diploma in Computer Application/Certificate course in Computer, knowledge of MS Word, Excel etc.</li> <li>One-year experience in General Administration functions/ HR functions.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Experience in handling Court matters.</li> </ul> <p><b>Job description</b></p> <ul style="list-style-type: none"> <li>Handling General Administration/HR functions, court matters and liaison work with advocate.</li> <li>Verifying relevant registers and files for the issuance of experience certificates, NLC's, No Objection Certificates, Faculty Certificates etc.</li> <li>Updating office registers and simultaneously maintaining and updating the same in system.</li> <li>Maintenance and upkeep of Project &amp; Ph.D. files and Registers.</li> <li>Assisting in conducting interview and RC meeting for the Ph.D. programme.</li> <li>Typing of notes and letters relating to the section.</li> </ul>

**Age limit and Remuneration**

Post Code	Age limit(as on 01.03.2019)	Remuneration
01	35 years	Rs. 27,840/- per month (Consolidated)
02	28 years	Rs. 17,400/- per month (Consolidated)
Age relaxation for SC/ST/OBC candidates as per GoI Rules		

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:**

- Prospective candidates should regularly visit NCESS website: [ncess.gov.in](http://ncess.gov.in) for further changes if any.
- Interview if not conducted on the specified day due to any unforeseen reasons will be held on the next working day.

  
 Senior Manager