



राष्ट्रीय पृथ्वी विज्ञान अध्ययन केन्द्र
 पृथ्वी विज्ञान मंत्रालय, भारत सरकार
 आक्कुलम, तिरुवनंतपुरम - ६९५०११, केरल
NATIONAL CENTRE FOR EARTH SCIENCE STUDIES
 Ministry of Earth Sciences, Government of India
 Akkulam, Thiruvananthapuram - 695011, Kerala

No. NCESS/P&GA/9424/02/2026

Date: 12.03.2026

National Centre for Earth Science Studies (NCESS) situated at Thiruvananthapuram is an autonomous research centre functioning under the Ministry of Earth Sciences (MoES), Government of India. NCESS invites applications for the posts of **Hindi Translator, Project Associate II, Project Associate I, Technical Assistant, Field Assistant (Electrical), Scientific Administrative Assistant, Plumber, Multi-Tasking staff** on contract basis, initially for a period of one year as per the details provided below.

Post Code	Designation	Vacancies	Qualifications
01	Hindi Translator Mode of selection: Interview	1	Essential: - Master's Degree in Hindi - Recognized Diploma or Certificate course in translation from Hindi to English & vice versa Desirable: Two years' experience in translation and implementation of official language policy in any Central Government establishment.
02	Project Associate II Mode of selection: Interview	5	Essential: - CA/CMA (Inter) or M. Com or MBA (Finance) 2 years' experience in Finance & Accounts (preferably in Govt. organization) OR - Post Graduation in any discipline/MBA 2 years' experience in administrative work (preferably in Govt. organization) Desirable: - PG Diploma in Public Relations
03	Project Associate I Mode of selection: Written test/Skill test	2	Essential: - Post Graduation in Commerce 1 year experience in Finance & Accounts (preferably in Govt. organization) Desirable: Degree/Diploma/Certificate Course in Computer, Basic operational knowledge in Computer.

			• Post Graduation in any discipline • 1 year experience in administrative work (preferably in Govt. organization)
04	Technical Assistant Mode of selection: Written test/Skill test	3	Essential: • B.Sc from a recognized University/ Institute - OR • Graduate degree in Computer Science or equivalent from a recognized University / Institute. - OR • Three years Diploma in Computer Science. Desirable: • Working knowledge with Go Lang, Vue.js, PostgreSQL and in the development of fullstack web-based applications in PHP. • Three years of work experience in NIC eOffice Application. • Experience in R&D institutions in the relevant field
05	Field Assistant (Electrical) Mode of selection: Written test/Skill test	1	Essential: 3 years Diploma in Electrical Engineering Desirable: • 2 years' experience in Electrical related works in any State Govt./ PSU/ Central Govt. institutions • Good communication skills in English/ Hindi. Nature of Duties: • Operation and Maintenance of DG Set & Transformer and related works as and when required by NCESS.
06	Scientific Administrative Assistant Mode of selection: Written test/Skill test	11	Essential: Graduate degree in any discipline Desirable: • 2 years experience in Govt. / Private Organizations in Administrative work. • Degree/Diploma/Certificate Course in Computer, Basic operational knowledge in Computer.
07	Plumber Mode of selection: Written test/Skill test	1	Essential: ITI (Plumbing) Desirable: 2 years' experience in Plumbing works. Nature of work / job requirement: • Pumping of water, routine checking and maintenance of water lines, taps. • Supervision and coordination of house-keeping staff.

			• Attending water leakage, rectification, and any other work related to EA&M section.
08	Multi Tasking Staff on contract Mode of selection: Written test/Skill test	1	<u>Essential:</u> Matriculation or equivalent pass <u>Nature of work / job description:</u> • Routine office work & upkeep of Director's office. • Circulating files and documents from and to the Director's office

Age limit and Remuneration

Post Code	Age limit (as on closing date of application)	Remuneration
01 & 02	35 years	Rs. 28,000/- plus HRA as applicable
03	35 years	Rs. 25,000/- plus HRA as applicable
04 & 05	50 years	Rs. 20,000/- plus HRA as applicable.
06 & 07	50 years	Rs. 18,000/- + HRA as applicable
08	25 years	Rs. 15,000/- (consolidated)
Age relaxation for SC/ST/OBC candidates as per GoI Rules		

Interested candidates should submit their application ONLINE. 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 (www.ncess.gov.in) for further changes, if any.
2. Interview/written test/skill test if not conducted on the specified day due to any unforeseen reasons will be held on the next working day.
3. Candidates should have a valid email-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.
4. Crucial date for determination of essential qualification and age limit will be the date of closure of application.
5. Relaxation in upper age limit for the disabled, employees of Govt. Organizations, ex-servicemen and Kashmiri Migrants will be as in O.M. No. 15012/2/2010-Estt.(D) dated 27.3.2012 of Dept. of Personnel & Training, Government of India.
6. The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidates to be called for written test/interview.
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 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.

- 9. The shortlisted candidates will be called for a written test / interview as decided by NCESS.*
- 10. The names of candidates short-listed for written test / interview, as the case may be, will be notified in the NCESS website (www.ncess.gov.in) and an intimation to this effect will be sent through the email-id furnished by the candidate.*
- 11. Canvassing in any form and /or bringing any influence, political or otherwise will be treated as disqualification. No interim correspondence/inquiry will be entertained.*
- 12. Candidates will have to produce the proof of details furnished in their applications, in original, as and when required.*
- 13. NCESS reserves the right not to fill up the post without assigning any reasons.*
- 14. The number of vacancies mentioned in the advertisement may vary depending upon the requirements as approved by the Government.*

How to Apply:

- a) The application will be accepted online only. The online application link will be opened shortly and circulated through the NCESS website. Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular. 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.
- b) The photograph and signature should be in .jpg format with a file size limit of less than 100 KB. All certificates should be in .pdf format of each file less than 300 KB.
- c) Applications received through email or received after due date will be rejected.
- d) The candidates should produce their original certificates if selected for joining. Non-production of the original certificates / production of original certificates at variance with the online submission details will result in disallowing the candidate to join for duty.
- e) In case of difficulty in the submission of online application form (not for other queries), please email to [**vacancies.ncess@gmail.com**](mailto:vacancies.ncess@gmail.com)

Last date for submitting the application:

The online link for submitting the applications will be disabled at **5 PM on 10.04.2026**

Head, Administration (i/c)