

SHORT-TERM CONTRACT OPENINGS (ONE YEAR TENURE DURING 2023-2024)

Notification: FCRI/2023-24/CO/002 dated 01.11.2023

Start of Applications: 06 November 2023, Closing Date: 05 December 2023

Experienced Non-Engineering Degree holders as below

Sl. No.	Qualification	Qualification Branch / trade	Minimum Experience (1 Year)	Age	Consolidated Pay
1	Graduate Trainee Executive-A (Contract)	First Class Graduate in any discipline, with consistent good score	3+ year experience in Marketing / Invoicing and Tendering process/receipt & despatch of equipment Experience in preparation of E-way bill, submission of tender documents and invoices via web portals like GeM Portal, Anjaani, VMS, Sparsh, preparation of Gate Passes. Good communication skills with fluency in English, Hindi and Malayalam (Read-Write-Speak) and good skills in MS Office package and digital gadgets.	32 Years	Rs.20,000/-
2	Graduate Trainee Executive-B (Contract)	First Class Graduate in any discipline, with consistent good score	1+ year experience in web design and programming. Preferable: a) Web page development experience b) Good programming skills in Python and working knowledge in programming for AI/ML. c) Fluent in English & Hindi (Read-Write-Speak) and good skills in MS Office package.	30 Years	Rs.18000/-

- Age Limit: Not exceeding **limit** as on date of Notification.
- Age relaxation is admissible as per Government of India order/Norms. However to claim age relaxation, the Candidate belonging to SC/ST/OBC/EWS should enclose photocopy of valid caste certificate along with the application (OBC & EWS Certificate should be in Central Government Format).
- Please download the “**Application Form**” from FCRI website. Applications shall be emailed to careers@fcriindia.com. Please mention the exact Name of Post in the Subject line of Email; for

example: *Graduate Trainee (Contract)*. Also, please mention the Notification Number in Body of the email.

- d) Application Form shall be addressed to **Head (P&A), Fluid Control Research Institute, Kanjikode West, Palakkad, Kerala.**
- e) If sending by Post/Courier, kindly ensure the Application reaches the above address on/before closing Date by 05.00PM. The Cover shall be superscribed with name of Post, for example, *Graduate Trainee Executive (Contract)*.
- f) A candidate shall send only One Application for a Post.

Terms of Engagement:

1. Remuneration: Selected personnel will be paid a consolidated pay as Notified. There are No other allowances carried with the Posts.
2. Only Indian Nationals are eligible to Apply.
3. Experience shall mean experience in relevant field / area specified after obtaining the minimum educational qualification prescribed for the said Post.
4. Qualification shall mean minimum First Class (atleast 60% aggregate of all semesters / years in the Qualifying examination). In case of Universities / Institutes awarding CGPA / SGPA grading etc., the candidates are requested to convert the same into percentage based on the formula as per their respective Universities / Institutes rules. The percentage after conversion will be considered.
5. Mere possession of minimum qualification / experience will not entitle any candidate to be called for Test / Interview.
6. FCRI reserves the right not to fill up the posts notified without assigning any reasons thereof.
7. The selected personnel will be engaged for a fixed term of ONE YEAR and based evaluation of his/her performance, the tenure is extendable by ONE year at a time (for upto maximum 3 year period).
8. ONLY Candidates willing to work for a minimum period of ONE YEAR may apply.
9. A **Notice period of 1 month** is applicable if selected person wishes to get relieved before completion of contract period.
10. Only personnel who are willing to attend to duties on any shift shall apply.
11. Leave: One day Casual Leave for each completed 1.5 months. No leave encashment is permitted. For absence beyond eligible Casual Leave balance, pro-rata deduction shall be made to the consolidated pay for the month. Selected person shall be eligible for Medical Leave upto 15 days in the contract period (1 year) on submission of Medical Sickness Certificate and shall submit Medical Fitness Certificate at the time of rejoining for duty.
12. Candidates shall have good health and fitness. Selected candidate shall submit Medical fitness Certificate in specified Format at the time of joining.
13. Personnel shall be required to assist with on-site assignments, other duties and functions as may be assigned by his/her reporting officer.

14. The performance of selected candidate will be assessed periodically.
15. The term of engagement is for ONE YEAR Only. Management reserves right to terminate the contract at any point of time with a **Notice period of 1 month** except in case of disciplinary actions for misconducts where Contract will be terminated at short notice.
16. Persons engaged on Contract at FCRI shall not have any claims for future employment. The contract does not guarantee any privilege or preferential rights for future employment at FCRI.
17. Candidates are advised to periodically check the FCRI website for updates.
18. Method of Recruitment: Test and Interview.
19. No TA/DA will be paid for attending the interview/written examination.
20. Candidates shall submit ONLY one Application for One post.
21. FCRI reserves the right to cancel the recruitment process at any time, without assigning any reasons whatsoever.
22. Canvassing in any Form shall invite disqualification of the candidature.
23. Scanned copies of relevant certificates (in PDF format file) shall be enclosed in the email along with the completed application Form.
24. At the time of interview, Candidates shall produce for verification all original documents as proof of details furnished in the application and photocopy of each. Any discrepancies found in the certificate will attract the disqualification of application. Non-production of the original certificates at the time of interview/ written test will also disqualify the candidate disqualified.
25. Please note that in case the details provided by you in the application / at the time of interview is not supported by the documents or found to be incorrect at the time of joining or at a later date, you are liable to be terminated from the Institute, without any notice.

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Candidates shall use the APPLICATION FORM for Short-term Contract Engagement: FCRI/ADMN/GEN/01