एफ. सी. आर. आई FCRI	**FLUID CONTROL RESEARCH INSTITUTE** **(Under Government of India, Ministry of Heavy Industries)** Kanjikode West, Palakkad, Kerala – 678 623
Notification No. FCRI/P&A/2026-27/Contract Staff/003	28.10.2026
RECRUITMENT on CONTRACT basis for NON-TECHNICAL PERSONNEL	
Applications Starting Date: 29/10/2026	Closing Date: 16/11/2026

1. **NO. OF OPENINGS: ONE**
2. **AGE LIMIT: 62 years**
3. **ESSENTIAL EDUCATIONAL QUALIFICATION:**

   Graduate (Regular programme) from UGC approved University.
   Desirable: Degree in Law.

4. **EXPERIENCE & ELIGIBILITY:**
   a. Retired Group A at Pay Level 10 or above from Central Govt. Depts. / Central Autonomous Bodies / Central Universities / CPSEs who superannuated during last 2 years.
   b. Experienced in handling General & Personnel Administration, Procurements, Vigilance & Legal matters, GFR 2017, DoPT, CDA & Establishment procedures in central govt. dept/ Ministries/ Central Autonomous Bodies.
   c. Candidate shall have good drafting and Noting skills, have strong communication & negotiation skills in English, Hindi, Malayalam/Tamil, etc.
   d. ONLY Retired Officers from Central Govt. Depts. / Autonomous Bodies / Universities who superannuated during the last TWO Years may apply.
   e. The candidate shall not have faced any disciplinary actions nor shall have been involved in any litigations against any government organisations / govt. departments / procurement agencies etc. during their service / tenure.

5. **REMUNERATION:**
   i. Fixed monthly remuneration as per norms at the Institute, based on last drawn Pay (Basic+DA).
   ii. During the period of engagement, no increment or DA will be allowed.
   iii. A fixed transport allowance of Rs.3000/- per month will be paid.
   iv. TA/DA on official tour, if any, shall be as per his/her entitlement at the time of retirement.
   v. No HRA will be provided.
   vi. Income Tax and any other tax liable to be deducted as per prevailing rules will be deducted at source before effecting payment of remuneration.

6. **PERIOD OF ENGAGEMENT**:
   i. ONE year, likely to be extendable by 1 year (based on performance).
   ii. The engagement is on full-time basis for ONE Year. During the period of engagement at FCRI, the selected person will not be allowed to take up any other assignment.
   iii. Working Hours: 09.00AM to 06.00PM, with 30-minute lunch break (Monday to Friday)
   [In case of exigencies, may be required to attend duty on other days]

7. **CONFIDENTIALITY:**

   The selected personnel shall not utilise, publish or disclose or part with, to a third party, any data, statistics, proceedings or information gathered during course of assignment / engagement by FCRI, without express written consent of the Institute.

   The entire set of records of the assignment shall be handed over to the institute before expiry of the contract, before release of final payments. The person selected shall sign an agreement of confidentiality with FCRI to this effect and which shall contain a clause on Ethics & Integrity.

8. CONFLICT OF INTEREST:

Under no circumstances the selected person shall represent, offer opinion or provide advice to others in any matter that is contrary to the interest of FCRI.

9. GENERAL CONDITIONS:

i. Candidates shall have good health and fitness. Selected candidate shall submit Medical Fitness Certificate in specified Format at the time of joining. Candidates subsequently found to be medically unfit or found to be having consistent health issues affecting their duty/ attendance/etc. for prolonged periods will be terminated.

ii. Eligible Leave: One-day Casual Leave for every completed 1.5 months. No leave encashment is permitted. For absence beyond eligible Casual Leave balance, pro-rata deduction shall be made to consolidated pay for the month. Eligible for Medical Leave upto 15 days for each calendar year. Leaves are not encashable. Leaves are specific to each calendar year and cannot be carried forward.

iii. FCRI reserves the 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 with immediate effect.

iv. The services can be terminated by giving 1 month notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.

v. No request for relieving will be entertained during first 6 months of the contract.

10. HOW TO APPLY:

Interested Candidates may submit their Application (in attached Proforma) by Speed/Registered Post (with envelope duly superscribed at top: "APPLICATION – NT (Contract)". Enclose copies of service certificates, age proof, proof of educational qualifications.

The Application (Physical copy) shall be sent by Registered Post/Speed Post, with Cover addressed to:

The Head-P&A,
Fluid Control Research Institute,
Kanjikode West, Palakkad. 678623, Kerala.

11. NOTE:

i. This is not a regular post, nor any priority or preferential rights apply to selected candidate for future engagements or future openings at the Institute.

ii. Information pertaining to this notification will be published only on FCRI website. Individual correspondences / queries will not be entertained.

iii. FCRI reserves the right to cancel the recruitment process at any time / not fill up the posts notified, without assigning any reasons thereof.

iv. No TA/DA will be paid for attending the interview

Disclaimer:

FCRI has not engaged any person or agencies or entities for collecting of applications or any purposes related to recruitments. Candidates are advised to strictly adhere to the details mentioned in this Notification and NOT fall into promises / traps of unscrupulous agents for any recruitment processes at FCRI.

Please report information, if any, on such incidents directly to the Institute at following address along with relevant proof / evidences / supporting materials:

The Head (P&A), Fluid Control Research Institute, Kanjikode West, Palakkad, Kerala. PIN: 678623.