Fluid Control Research Institute, Palakkad

Notification No. FCRI/P&A/2026-27/MTAD/002 Dated 19/11/2026

LIMITED TENURE CONTRACT OPENING - Driver cum Multitask assistant

Closing Date of Applications: 10: AM, 30.11.2026

A. Details of opening:

No. of Posts: 2 (tentative)

Age Limit: 30 Years as on date of closing.

Category: UR. *NOTE: Age relaxation admissible as per Government of India order/Norms for candidate belonging to SC /ST /OBC-NCL, for which the candidates shall enclose self-attested copy of valid caste certificate / OBC (Non-Creamy Layer) in Central Government Format to be submitted with the Application Form.*

Period of Tenure: 1 year, likely to be extendable by 1 year (if needed, and based on performance).

Remuneration: Rs.17,500/- Consolidated, plus extra duty allowances as applicable.

Job Profile:

(a) Driving/transportation duties, safe operation, maintenance & cleanliness of all Institute Vehicles and any other work related to driving/vehicle management, log-book entry, etc.

(b) Assist with Files/Documents, movement, filing, multi-task unskilled activities, general duties as assigned from time to time by Supervisor/Officer.

Essential Educational Qualifications: Class X Pass

Desirable: Degree in any subject is desirable.

Other prerequisites:-

Reading, Writing, Speaking Skills in English and Malayalam

Working Knowledge of Hindi (Speaking) is desirable

Essential criteria:

1. Valid Driving License for Transport Vehicle / LMV, issued as per Kerala Motor Vehicle Rules, with BADGE to drive the class of vehicle.

2. Medical Fitness for driving transport vehicle (Certificate to be submitted at time of Test/Interview).

Essential Experience: 1 or more years of driving experience in a government firm / public sector organization / banks/autonomous bodies/etc.

Desirable: experience in office related multi-tasking activities in govt. or private firm.

B. How to Apply:

1. Candidate shall download the FCRI-Application-for-Driver (short term contract) from FCRI website career page, fill it up, and send the Application form as mentioned in this Notification.
2. Please attach self-attested copies of your Driving License, Badge, Photo ID Card, Class X Certificate for proof of age, Govt.ID proof for and residential address, and certificates for educational & other qualifications.
3. Attach all relevant certificates in proof of experience (if any) for Driver.

4. Scan all documents into a single PDF File. The Application Form in MS Word, and the scanned attachments are to be sent by email to careers@fcriindia.com to reach FCRI on/before the closing date & time.
5. Please mention in the Email Subject-line, **"DMA- 2026/27".**

C. Terms of Engagement:

1. Remuneration: Selected person will be paid a consolidated pay as Notified. Shall be eligible for additional allowance for Extra duty (whenever so engagement) at the prescribed rate. Present rate is Rs. 50/- per hour of extra duty.
2. Only Indian Nationals are eligible to Apply. ONLY Candidates willing to work for a minimum period of ONE YEAR may apply.
3. Experience here shall mea n, the experience in area specified, after obtaining the minimum educational qualification and driving license prescribed. **Certificate of Experience from govt. firm / PSU/ bank shall be enclosed with the application**.
4. Mere possession of minimum qualification / experience will not entitle any candidate to be called for Test / Interview.
5. FCRI reserves the right not to fill up the posts notified without assigning any reasons thereof, or cancel the recruitment or amend the terms & conditions in Notification. Candidates may refer the website periodically for the update.
6. The selected personnel will be engaged for tenure of ONE YEAR and based evaluation of his/her performance, the tenure maybe extendable by one-year based on requirements.
7. NOTE: There is no obligation, or guarantee expressed or otherwise, regarding this engagement for any future employment at FCRI on tenure basis or permanency for consideration to any post at FCRI. This is not a regular post or being filled against vacancies for any regular posts.
8. Only persons who are willing to attend to duties on any shift shall apply.
9. A Notice period of 1 month is applicable if selected person wishes to get relieved before completion of tenure period.
10. Candidates shall have good health and fitness. Selected candidate shall submit Medical fitness Certificate and Police Clearance Certificate in specified Format at the time of joining.
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.
12. Eligible Medical Leave up to 15 days in a year. Medical Leave is subject to submission of Medical Sickness Certificate and duty resumption with Medical Fitness Certificate. Medical Leave less than 2 days is not permissible.
13. Personnel shall be required to assist with on-site assignments, if required, among other duties and functions as may be assigned by his/her reporting officer.
14. The performance of selected candidate will be assessed periodically.
15. Management reserves right to terminate the engagement at any point of time with a Notice period of 1 month except in case of disciplinary actions for misconducts where engagement will be terminated at short notice.
16. Candidates are advised to periodically check the FCRI website for updates regarding this engagement.

17. Method of Recruitment: Driving Test and personal assessment.
18. No TA/DA will be paid for attending the personal assessment/written examination.
19. FCRI reserves the right to cancel the recruitment process at any time, without assigning any reasons whatsoever.
20. Canvassing in any Form shall invite disqualification of the candidature. Please avoid follow up calls. Candidates may check website for status/updates periodically
21. At the time of personal assessment, 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.
22. Please note that in case the details provided by you in the application or if any information provided by you at the time of interview is not supported with appropriate documents or if any information provided is found to be incorrect at any time, you are liable to be terminated at any stage of requirement process, without any notice.