

**राष्ट्रीय पृथ्वी विज्ञान अध्ययन केंद्र**  
**पृथ्वी विज्ञान मंत्रालय, भारत सरकार**  
**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/9424/03/2025

Date: 29.01.2025

NCESS conducts walk-in-interview for the post of **Scientific Administrative Assistant** on contract basis, for a period of **Six months**:

**Date & Time: 11.02.2025, 9.30 a.m.**

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

Post Code	Designation	Vacancies	Qualification
01	Scientific Administrative Assistant	1	<b>Essential:</b> Graduate degree in any discipline <b>Desirable:</b> 1. 2 years experience in Govt. / Private Organizations in Administrative work. 2. Degree/Diploma/Certificate Course in Computer, Basic operational knowledge in Computer.

**Age limit (as on 11.02.2025) and Remuneration**

Post Code	Age limit	Remuneration
01	50	Rs. 18,000/- + HRA as applicable

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:**

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

Senior Manager