

## Fluid Control Research Institute, Palakkad

Notification No. FCRI/P&A/2025-26/MTAD/001

Dated 13/03/2025

### Commercial Multi-Task Assistant-cum-Driver (MTAD)

#### A. Details of opening:

No. of Posts: 2 (tentative)

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 as applicable.*

Age Limit: 30 Years as on date of closing.

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

Remuneration: Rs.17,500/-

Closing Date of Applications: 07 April 2026 (5.30pm).

Job Profile:

- (a) Driving duties: Safe operation, maintenance & cleanliness of the Vehicles and any other work related to driving.
- (b) Administrative/general duties: Multi task, such as assisting in administrative work, DAK, general maintenance etc. and any other work assigned.

Essential Educational Qualifications: Class X Pass

Desirable:

- (a). Degree in any subject+ knowledge of computer applications.
- (b). Reading, Writing, Speaking Skills in English and Malayalam
- (c). Working Knowledge of Hindi (Speaking).

Essential Licences: Valid Driving Licence for Transport Vehicle / LMV, issued as per Kerala Motor Vehicle Rules, with BADGE to drive the class of vehicle.

Essential: Medical Fitness for driving transport vehicle.

Essential Experience: 1 or more years of driving experience in a government firm / public sector / banks;

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, take a printout and sign at relevant place.
2. Please attach self-attested copies of your Photo ID Card and Class X Certificate for proof of age, and residential address, qualification.
3. Attach all relevant certificates in proof of experience (if any) for Driver.

4. Scan all documents into a single PDF File, and send the Application Form by email to [careers@fcriindia.com](mailto:careers@fcriindia.com) to reach FCRI on/before 05.30PM on closing date.
5. Send the scanned copy (PDF) of your Application and Certificates (PDF) by email to [careers@fcriindia.com](mailto:careers@fcriindia.com) with subject Please mention in the Email Subject-line, “**MTAD 2026**”.

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 mean, the experience in area specified, after obtaining the minimum educational qualification and driving licence 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.
6. The selected personnel will be engaged for tenure of ONE YEAR and based evaluation of his/her performance, the tenure is extendable by one-year.
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.
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 personnel assessment.
18. No TA/DA will be paid for attending the personnel 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.
21. At the time of personnel 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 / 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 from the Institute, without any notice