

NOTIFICATION No. FCRI/2026/NTA-EXEC SUPPORT/001 Date: 30 April 2026

EXPERIENCED / FRESHERS

Non-Technical Executives Support Staff (ESS) on Tenure Based Contract

Application Starting Date: 05 MAY 2026

Closing Date: 30 MAY 2026

Tenure: 1-year (extendable to maximum 3 years)

Essential Educational Qualifications:

1. Candidates for Level 1 posts shall be with Post Graduate degree qualification. Candidates shall have completed full-time degree from UGC/AICTE recognized Universities / Institutions.
2. Desirable: For Levels 2 and 3, candidates with relevant Post Graduate degree will be preferred.
3. All applicants shall have First Class score with consolidated minimum of 60% marks or more in their Qualifying degrees, and Post-graduate programmes.

Essential Experience:

Contract Level	Criteria	Age Limit
4	Retired Officers from State/Central Govt. / PSUs / Autonomous Bodies with relevant experience as mentioned	Not more than 62 years
3	5 year or more experienced in relevant area as mentioned	35 years
2	2 year or more experienced in relevant area as mentioned	30 years
1	Fresh Graduates (experience not essential) with essentially Post Graduate degree pertaining to the Level 3 or 4 job profiles cited. The selected person will be taken as Trainee for tenure of 1 year.	28 years

The Levels mentioned above are specific to Contract opening Levels, indicating nature of opening with reference to experience criteria.

Executive Support Staff are required for various sections. The relevant experience and skill sets expected of the candidates are listed below.

Basic Attributes: Candidates shall have excellent verbal & written communication skills in HINDI and ENGLISH, have good interpersonal skills, proficiency in active listening and strong time management abilities. Candidate shall have a professional demeanour, basic computer skills including good acquaintance with Office automation Software, Spreadsheets, Office Applications etc. and with positive and focused attitude.

Post Code	Functional Area	Opening for Level	Relevant Experience / Job Profile for the Opening
ESS1	Purchase & Logistics	4 or 3	Well conversant with the Central Government procurement activity and familiar with GFR provisions including scrap disposal. Proficiency in GeM & CPPP, handling of Tendering / Purchase process (BoQ, Custom Bidding, Single Tender etc.), GTE,

			finalisation of Contracts, Post Contract Management, fairly good knowledge of GFR and e-procurement, experience in stores, purchase, asset management, supply chain, inventory, scrap disposal procedures Management of Stores, Inventory Management, Materials Movement, Imports and Exports, Payment process including foreign payments. Correspondence with various authorities like Customs, Banks and other Statutory Agencies, etc Graduate degree in Commerce / Arts / Science.
		1	Proficiency in MS Office, good drafting skills for letters. Post Graduate degree in Commerce / Finance or related area with Graduate degree in Commerce. OR Post Graduate degree in supply-chain management or related area with Graduate degree in any discipline.
ESS2	Finance & Accounts	4 or 3	Experience in GST, Income Tax, having knowledge of Central Govt Rules reg. salary & allowances, personnel claims, General Financial Rules, etc. Graduate degree in Commerce / Arts / Science.
		1	Shall preferably have a Post Graduate degree in Commerce / Finance or related area, Graduate degree in Commerce. Proficiency in MS Office, good drafting skills for letters
ESS3	Personnel & Administration	4 or 3	Experience in personnel /administration matters, record-keeping & office procedures; having knowledge of central govt rules and regulations viz., Fundamental Rules & Supplementary Rules, General Financial Rules, reservation policy of the Govt of India, various Central Civil Service Rules regarding Pay, Allowances, Conduct, Discipline, Leave, Medical Attendance, etc. Graduate degree in Commerce / Arts / Science.
		1	Shall preferably have a Post Graduate degree in Administration / HR or related area, Graduate degree in any discipline. Have excellent drafting skills, ability for data analytics, preparation of presentations and media content, etc.
ESS4	Customer Care	3 or 2	Experience handling customer support for enquiries, clarifications and status updates, helpline services, etc., assist / handle interactions between In-charge officer of sections and Customer Care dept., material tracking from different sections, attend to queries with transporters / courier agencies, updation of receipt & despatch of materials, online and offline record keeping of information pertaining to job cards, follow-up enquiries, payment & invoicing, update event calendar & time-schedules, etc Graduate degree in any discipline.
		1	Post Graduate degree in marketing supply-chain management or related area, Graduate degree in any discipline. Have excellent drafting skills, ability for data analytics, preparation of presentations and media content, etc.
ESS5		3 or 2	Diploma or Certificate course in translation from Hindi to English and vice-versa from a recognized Institute/University or two years'

	Hindi Cell & Training		experience of translation work from Hindi to English and vice-versa in Central or State Government offices, PSUs. Desirable: Experience in Kantasth 2.0 / Bahubhashi Anuvada Sarthi for translation works for official documents, experience in Rajbhasha section of PSU/Govt departments including documentation and report preparation, etc
		1	Post Graduate in Hindi or English or Post graduate degree in Translation related area; Graduate degree in Hindi / English. OR Diploma or Certificate course in translation from Hindi to English and vice-versa from a recognized Institute /University. Proficiency in translating from Hindi to English and English to Hindi without the use of any online tools, Excellent verbal and writing skills in Hindi and English, knowledge of MS Office, good drafting skills for letters and communications.
ESS6	Documentation & related office functions / Media Cell activities	2 or 1	Post Graduate degree in Arts / Science or any discipline and Graduate degree in any discipline. Have excellent drafting skills, ability for data analytics, preparation of presentations and media content, etc. Proficiency in MS Office, good drafting skills for letters. Excellent verbal & written communication skills in HINDI, ENGLISH, and MALAYALAM, good interpersonal skills, proficiency in active listening and note taking, stenography / drafting skills, use of MS Office and other such packages, Excellent skills / knowledge in preparation of powerpoint presentations / animations, experience in use of Google Forms and other automated data entry / analysis methods, strong time management abilities, preparation of Infographics and publicity materials for twitter and social media handles, etc

REMUNERATION for Non-Technical Assistant - Executive Staff (tenure based contract)

Contract Level	Remuneration (consolidated)	Recruitment process
4	Based on experience & post in govt service#	Interview
3	Rs.32,000/- consolidated	Interview
2	Rs.28,000/- consolidated	Written Test / Skill Test & Interview
1	Rs.25,000/- consolidated	Written Test / Skill Test & Interview

as per norms for retired govt. officers; Pay Level based.

Note: Institute reserves right to take or not to take personnel at any of the Levels mentioned. The openings are only to augment existing requirements / functions at various departments and are not meant to fill against present or future vacancies to regular posts. These openings are purely of short tenure nature.

Note: Freelancing, part-time job, Guest Lectureship, etc. will not be treated for counting as relevant experience. Experience shall be verifiable through Experience Certificate issued by employer.

RESERVATION:

Category	Posts
UR	6
OBC	2
SC	1
ST	1
EWS	1

The above are tentative number of openings.

TERMS OF ENGAGEMENT:

1. The selected personnel will be engaged initially for a fixed term of ONE YEAR. Performance will be assessed throughout the period of engagement including through written tests/assignments/interviews. Subject to satisfactory performance the person will be considered for extension of tenure by ONE year. The maximum duration of tenure under this Notification is THREE Years.
2. ONLY Candidates willing to work for a minimum period of ONE YEAR may apply.
3. Only Indian Nationals are eligible to Apply.
4. **For Contract Levels 1 to 3:** All candidates shall have consistent scores of above 60% marks (aggregate) in all examinations starting from Class X onwards.
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. Only qualification obtained through Full-time programme will be considered.
6. SC/ST candidates for posts at Levels 1 to 3, the Age Limit can be relaxed by upto 5 years and Relaxation in Age Limit for OBC candidates for Levels 1 to 3 by upto 3 years.
The SC/ST/OBC Candidates who wish to avail relaxation of age limits shall submit with the Application Form, self attested copy of the relevant valid SC/ST/OBC Certificate issued by appropriate authority.
7. Mere possession of minimum qualifications / experience will not entitle any candidate to be called for Test / Interview.
8. For Level-1 openings, candidates in final year from regular programmes of Universities who are awaiting results / expect results by 15 July 2026 may also apply.
9. FCRI reserves the right to cancel the recruitment process at any time / not fill up the posts notified, without assigning any reasons thereof.
10. No TA/DA will be paid for attending the interview/written examination.
11. Tests for Levels 1 and 2 will be Multiple Choice based with duration 90 Minutes.
 - i) General Aptitude (Current Affairs, Logical Reasoning, Numerical Ability): 60 questions
 - ii) Skill Test (if applicable) will be as per nature of Job profile mentioned.
12. Only candidates willing to work anywhere in India shall apply. The duties / assignments may entail tours/travel anywhere for any length of period.
13. 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.
14. Eligible Leave: One-day Casual Leave for every completed 1 month. 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 (pro-rata reduction for reduced duration of engagement) on submission of Medical Certificate and shall be followed by submission Medical Fitness Certificate at the time of rejoining for duty. No other types of Leave are permissible.
Leaves are not encashable.

Leaves are specific to each calendar year and cannot be carried forward.

15. The selected persons shall be required to assist with on-site assignments, other duties and functions as may be assigned by his/her reporting officer. On exigencies, the selected persons may be required to work beyond normal hours of duty or holidays.
16. Selected persons may be required to assist with other types of duties as assigned by Reporting Officer, that may be different from those mentioned in the Notification.
17. 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.
18. **A Notice period of 1 month** is applicable if the selected person wishes to get relieved before completion of Training period or during his/her engagement thereafter.
19. Persons applying for or engaged on the basis of short term contracts / Trainee openings at FCRI shall not have any preferential claims / rights / guarantees for future employment to regular posts, or in any manner in relation to other open market candidates.

How to Apply:

Download the MS Word format Application Form for **Non-Technical Executives Support Staff** from www.fciriindia.com/career, fill up the Form in full. **An applicant shall submit ONLY one application form.**

Attach the completely filled up **MS Word** Application Form, with the included **DECLARATION part** and submit the MS Word Application Form by **email ONLY**. Mention in the email body the following text:

Notification Number:

Post Code:

The subject line of email shall strictly be the text: **NTA-EXEC SUPPORT**

The applications shall be emailed to recruit@fciriindia.com

IMPORTANT INSTRUCTION TO CANDIDATES:

- A. Only Application Forms in MS Word form will be accepted. Candidates shall not edit / revise the text or format of the Application Form.
- B. Applications received by POST / Courier / Physical copy will summarily be rejected.
- C. **ONLY ONE** Application Form will be accepted from an applicant.
- D. Resumes / CVs of candidates will not be considered in lieu of proper Application Form and will be rejected.
- E. Canvassing in any form, sending applications to any other email, follow ups, etc. will not be entertained.
- F. For any updates regarding the Notification, Test/Interview, etc., it is advised to periodically visit www.fciriindia.com/career.
- G. There will not be any separate advertisements in newspapers or other media for the updates or Corrigendum or Addendum to this Notification

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(Personnel & Administration)
