



FLUID CONTROL RESEARCH INSTITUTE
(Under Government of India, Ministry of Heavy Industries)
Kanjikode West, Palakkad, Kerala – 678 623
Notification No. FCRI/P&A/2024/PO-N003 dated 09.02.2024

RECRUITMENT TO THE POST OF PERSONNEL OFFICER ON DEPUTATION BASIS

Name of Post	No. of Posts [CATEGORY]	Scale of Pay as per 7 th CPC	Age Limit	Tenure
Personnel Officer	1 [GENERAL]	Pay Level 10 in the Pay Matrix	56 years	3 years

Start Date for receiving Applications: 15 FEBRUARY 2024

Last Date for receipt of Applications: 31 MARCH 2024

Applications are invited for the post of Personnel Officer for appointment on deputation basis from the employees working in the departments of Government of India / Central Autonomous organisations / Central Universities / Indian Institutes of Technologies / similar Central Govt. Institutions including IISc / IISER / NIT / CSIR / DRDO / ISRO / other Research Institutions following Central Govt. Rules, etc.

1. Essential Qualifications:

- Must be a graduate in any discipline from a recognized university;
- Holding analogous post on regular basis in the parent cadre/Department or with two years regular service in posts in the Pay level 9 or equivalent in the parent cadre/ Department; or with five years regular service in posts in the pay level 8 or equivalent in the parent cadre/ Department.

Desirable Qualifications:

- A bachelor degree in law is preferable.
 - The candidate should possess wide knowledge on the central government rules and regulations viz., Fundamental Rules & Supplementary Rules, General Financial Rules, orders on reservation policy of the Government of India, various Central Civil Service Rules regarding Pay, Allowances, Conduct, Discipline, Leave, Medical Attendance, etc.
 - He/she should also be well versed with the Labour Laws.
- Only Indian Nationals need apply
 - Please visit FCRI website www.fcricareer.com to download application form and follow the instructions before applying.
 - The Application Form duly filled up along with following Annexures in the specified Proforma are to be submitted through Proper Channel, to reach us on / before the notified due date:
 - Annexure-A: Details of penalties, if any, imposed, on the applicant during the last 5 (FIVE) years.
 - Annexure-B: Vigilance clearance in respect of the applicant duly signed by an officer of appropriate level
 - Annexure-C: Certified copies of ACRs/APARs for the last 5 (FIVE) years.
 - Canvassing in any form will render the application as disqualified.
 - Candidate shall ensure that their Applications **Through Proper Channel** are received at FCRI before closing Date through REGISTERED POST / COURIER, addressed to:
The Director, Fluid Control Research Institute, Kanjikode West, Palakkad, Kerala. 678 623.
 - Applications NOT forwarded through Proper Channel OR Applications not enclosing the full information / Annexures will be summarily rejected.



फ्लुइड कंट्रोल रिसर्च इंस्टीट्यूट

(भारत सरकार, भारी उद्योग मंत्रालय)

कंजिकोड पश्चिम, पालक्काड़, केरल - 678 623

अधिसूचना सं. एफसीआरआई/पी&ए/2024/पीओ-एन003 दिनांक 09.02.2024

प्रतिनियुक्ति के आधार पर कार्मिक अधिकारी के पद पर नियुक्ति

पद का नाम	पदों की संख्या [श्रेणी]	वेतनमान 7th सीपीसी	आयु सीमा	कार्यकाल
कार्मिक अधिकारी Personnel Officer	1 [सामान्य]	वेतन मैट्रिक्स में वेतन स्तर 10	56	3 वर्ष

आवेदन प्राप्त करने की प्रारंभ तिथि: 15 फरवरी 2024

आवेदन प्राप्त करने की अंतिम तिथि: 31 मार्च 2024

भारत सरकार / केंद्रीय स्वायत्त संगठनों / केंद्रीय विश्वविद्यालयों / भारतीय प्रौद्योगिकी संस्थानों / समान केंद्र सरकार के विभागों / केंद्र सरकार के आईआईएससी / आईआईएसईआर / एनआईटी / सीएसआईआर / डीआरडीओ / इसरो / केंद्र सरकार के नियमों आदि में कार्यरत कर्मचारियों से प्रतिनियुक्ति के आधार पर कार्मिक अधिकारी के पद के लिए आवेदन आमंत्रित किए जाते हैं।

1. आवश्यक योग्यताएं:

- किसी मान्यता प्राप्त विश्वविद्यालय से किसी भी अनुशासन में स्नातक होना चाहिए;
- मूल संवर्ग/विभाग में नियमित आधार पर समान पद या वेतन स्तर 9 या मूल संवर्ग/विभाग में समकक्ष पदों पर दो साल या वेतन स्तर 8 या मूल संवर्ग/विभाग में समकक्ष पदों पर पांच साल की नियमित सेवा।

वांछनीय योग्यताएं:

- कानून में स्नातक की डिग्री बेहतर है।
 - उम्मीदवार को केंद्र सरकार के नियमों और विनियमों जैसे मूल नियामो और अनुपूरक नियमो, सामान्य वित्तीय नियमावली, भारत सरकार की आरक्षण नीति पर आदेश, वेतन, भत्ते, आचरण, अनुशासन, अवकाश चिकित्सा उपस्थिति, आदि के संबंध में विभिन्न केंद्रीय सिविल सेवा नियमों के बारे में व्यापक ज्ञान होना चाहिए।
 - श्रम कानूनों से भी अच्छी तरह वाकिफ होना चाहिए।
- केवल भारतीय नागरिकों को आवेदन करने की आवश्यकता है।
 - आवेदन पत्र डाउनलोड करने के लिए कृपया एफ. सी. आर. आई. की वेबसाइट www.fcridindia.com/career पर जाएँ और आवेदन करने से पहले निर्देशों का पालन करें।
 - निर्दिष्ट प्रोफार्मा में निम्नलिखित अनुलग्नकों के साथ विधिवत भरे गए आवेदन पत्र को उचित चैनल के माध्यम से प्रस्तुत किया जाना है, ताकि अधिसूचित नियत तिथि पर/उससे पहले हम तक पहुंचा जा सके:
 - अनुलग्नक-ए: पिछले 5 (पाँच) वर्षों के दौरान आवेदक पर लगाए गए दंड, यदि कोई हो, का विवरण।
 - अनुलग्नक-बी: उपयुक्त स्तर के अधिकारी द्वारा विधिवत हस्ताक्षरित आवेदक के संबंध में सतर्कता मंजूरी।
 - अनुलग्नक-सी: पिछले 5 (पाँच) वर्षों के लिए एसीआर/एपीएआर की प्रमाणित प्रतियाँ।
 - किसी भी रूप में प्रचार करने पर आवेदन को अयोग्य घोषित कर दिया जाएगा।
 - उम्मीदवार यह सुनिश्चित करेगा कि उनके आवेदन अंतिम तिथि से पहले एफ. सी. आर. आई. में उचित चैनल के माध्यम से पंजीकृत पोस्ट/कूरियर के माध्यम से प्राप्त किए जाएँ, जिसे संबोधित किया गया है:

The Director, Fluid Control Research Institute, Kanjikode West, Palakkad, Kerala. 678 623.

- उचित चैनल के माध्यम से अप्रेषित नहीं किए गए आवेदन या पूरी जानकारी/अनुलग्नक संलग्न नहीं करने वाले आवेदनों को संक्षेप में अस्वीकार कर दिया जाएगा।

FLUID CONTROL RESEARCH INSTITUTE

(Under Government of India, Ministry of Heavy Industries)

Kanjikode West, Palakkad -678 623, Kerala.

Phone No: +91-491-2566120, 2566206; Fax: +91-491-2566326; www.fcridia.com

Post applied for	PERSONNEL OFFICER
Notification No./ Date	Notification No. FCRI/P&A/2024/PO-N003 dated 09.02.2024
Closing Date	31 MARCH 2024.
Application Number <To be filled by FCRI P&A Dept>	

Please Paste here
your latest
Passport size
photograph (taken
within 6 months)

1	Name in full (BLOCK CAPITAL)	
2	Aadhaar Number	
3a	Present Address of Organisation / Ministry / Department	
3b	Name of Post in which currently working	
3c	Present Pay Level / Scale of Pay (as per 7 th CPC) of the post	Pay Level:
3d	Present Pay in Pay Level (Rs.)	
3e	Date of appointment to present post	
3f	Number of Years in current post	
4	Contact Information: a. Applicant's Email ID b. Applicant's Mobile No. c. Alternate Mobile / Landline Telephone No.	

5	Father's Name	
6	Full Address for Communication	
7	Permanent Address in Full	
8	Date of Birth (MM/DD/YYYY) Age (in Years)	
9	Gender	1. MALE 2. FEMALE 3. OTHER
10	Nationality	1. INDIAN 2. OTHERS
11	Religion / Caste	
12	Do you belong to /Scheduled Caste / Scheduled Tribe? If YES, state whether SC / ST	YES / NO (strike-out whichever not applicable) SC / ST
13	Do you belong to OBC? If YES, state if Non-Creamy Layer	a. YES / NO (strike-out whichever not applicable) b. OBC-Non-Creamy Layer / OBC-Creamy Layer
14	Have you ever been awarded a penalty (minor / major)? (If so give details).	YES / NO
15	Have there been any vigilance actions against you? (If so give details).	YES / NO
16	Whether there are any criminal cases pending against you? If YES, please provide Case details.	YES / NO

18. Academic Qualifications: List in the chronological order (latest to oldest).

Sl. No.	Qualification [Course & Specialisation]	Institution/ College & University	Period		Percentage / CGPA	Whether Full-time / Part-time
			From	To		
1						
2						
3						
4						
5						
6						
7						

19. Professional Qualifications, Training / Certifications obtained:

Sl. No	Qualification / Certification / Particulars	Institution	Period		Remarks (if any)
			From	To	
1					
2					
3					

4					
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20. DETAILS OF EXPERIENCE (Including current Appointment)

Sl. No.	Period		Employer Name / Organisation	Name of Post	Pay Level / Pay Scale	Nature of Job
	From	To				
1						
2						
3						
4						
5						

21. Minimum time required to join duty, if selected:

Declaration

I hereby certify that the particulars furnished as above are true, correct and complete in all respects. I agree and accept without reservation that at any time, if any of the particulars provided by me is found to be untrue, incorrect and/or incomplete, my appointment at the Institute may be terminated without notice.

I also declare that I have enclosed the True copies of the ACR / APAR for the last 5 years with this Application Form.

I have also enclosed the Annexure A and Annexure B with this Application Form.

Place:

Signature of Applicant

Date:

Major /Minor Penalties Certificate

This is to certify that no major/minor penalties have been imposed on Shri/Smt./Ms
 Working as During the last five years.

OR

This is to certify that the following major/minor penalties have been imposed on Shri/Smt./Ms
 working as during the last five years:

Name and Designation of the Officer with Stamp
 (to be signed by the Officer not below the rank of Deputy Secretary level)

Date

Place

Address of Office of issue

*** **

Vigilance Clearance Certificate

This is to certified that neither Vigilance case/disciplinary/criminal proceedings are pending nor
 contemplated against Shri/Smt./Ms.working as..... He/She is clear from
 Vigilance angle.

Name and Designation of the Officer with Stamp
 (to be signed by the Officer not below the rank of Deputy Secretary level)

Date

Place

Address of Office of issue

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