



FLUID CONTROL RESEARCH INSTITUTE
(Under Government of India, Ministry of Heavy Industries)
Kanjikode West, Palakkad, Kerala – 678 623

Notification No. FCRI/P&A/2025-26/PG & UG(Trainees)/001

29.12.2025

Non-Technical grades: Post Graduate & Graduate Trainee (Short tenure basis). One year Traineeship followed by 3 years contract (Non-extendable)

Name of Post	Post Code	No. of Posts (Tentative)	Upper Limit\$	Age
Executive (Post Graduate Trainee)	1A	4 UR:3 SC-1	30	
	1B	3 UR:2 OBC-NCL:1		
Executive (Graduate Trainee)	2A	11 UR:6 OBC-NCL:3	28	
	2B	SC: 1	28	
	2C	EWS-1	30	
	2D		28	

Refer to the notification in website www.fcriindia.com/career for details, including on how to apply.

Applications Starting Date: 30/12/2025

Closing Date: 30/01/2026 (5.30 PM)

Post Code:- 1A - Customer Care Tele-Executive / Secretarial Executive - (Post Graduate Trainee):**No. of openings:** 4 (UR:3 SC:1)**Education:** i. Post-graduation in any discipline with **65% and above (First class)**

ii PG Diploma in Business Administration / MBA. (Desirable)

The academic qualifications shall be from UGC recognised University or Institute of national repute.

Desirable Experience: Experience of at least 6 months in customer service or call centre is beneficial, and possessing ability to manage high call volumes and handle difficult situations effectively.**Job Profile:-**

The job involves follow-up calls on customer support enquiries / clarifications and status updates, helpline services, etc., assist / handle interactions between Laboratory staff / In-charge officer and Customer Care dept., attend to queries on status with transporters / courier agencies for receipt & despatch of materials, record keeping of information pertaining to job cards / training programmes, follow-up calls on enquiries / payment & invoicing, update event calendar & time-schedules, tracking of material movement from receipt to return, etc. at the laboratory, etc.

Candidate Profile: Excellent verbal & written communication skills in HINDI, ENGLISH, MALAYALAM and one another Indian language, good interpersonal skills, proficiency in active listening and strong time management abilities. Candidate shall have a professional demeanour, basic computer skills, and a positive, customer-focused attitude.

Post Code:- 1B Administrative Executive - (Post Graduate Trainee):**No. of openings:** 3 (UR:2, OBC/NCL:1)**Education:** i. Post-graduation in any discipline with **65% and above (First class)**

ii Strong skills in MS Office (Word, Excel, PowerPoint, Outlook) and other relevant software.

ii PG Diploma in Business Administration / MBA. (Desirable)

The academic qualifications shall be from UGC recognised University or Institute of national repute.

Desirable Experience: Administrative experience of at least 1 year in any Government organization/Autonomous Bodies/PSUs/CPSEs. The Experience should be in handling Establishment matters/Legal/ Purchase and Import/Accounts /Audit/Hospitality etc.

The service of the Administrative Executive will be utilized on any administrative sections of FCRI such as Personnel Management, Legal, Purchase and Import, Accounts & Audit, General Administration etc depending on the availability of vacancies

Job Profile:-

The job profile includes handling day to day Establishment and office administration. Administrative Executive shall manage daily office operations, provides high-level support to executives, coordinates schedules/meetings, handles communications, prepares reports, manages records/supplies, and ensures overall office efficiency, often acting as a key liaison between staff and leadership, requiring strong organization, communication, and multitasking skills.

Key Skill / Key qualities for the posts (1A&1B) :

- **Communication :** Clear, concise verbal communication and active listening skills are paramount.
- **Interpersonal Skills:** The ability to build rapport and maintain a positive relationship with callers is crucial.

- Organization & Time Management: Ability to manage multiple calls and prioritize tasks efficiently.
- Computer Proficiency: Basic computer knowledge for data entry, using calling software, and navigating customer records.
- Professionalism: A positive and friendly tone, professional boundaries, and a commitment to representing the company well.
- Resilience: Ability to handle rejection, difficult callers, and negative feedback without it affecting their attitude.
- Punctuality & Dependability: Essential for consistent service delivery and meeting performance standards.
- Quick Learner: The ability to quickly learn new products, services, and company procedures.
- Cultural Sensitivity: Awareness and respect for diverse backgrounds of callers.
- Administrative Executive shall manage daily office operations. The core Administrative skills required for Administrative executive includes handling day to day Establishment and office administration as detailed in the job profile.

Remuneration & Tenure:

Post / Title	Duration	Remuneration# (post code 1A& 1B)
1 st Year: Executive (PG Trainee)	ONE year	Rs. 28000/-pm

*Extendable by a year, based on satisfactory performance assessed time-to-time.

No other allowances are permissible.

Age: 21 to 30 years

Timings: 09.00AM to 06.00PM, with 30 minutes lunch break (Monday to Friday)

[In case of exigencies, may be required to attend duty as needed.]

Terms: This is not a regular post, nor any priority or preferential rights apply to selected candidates for future engagements or future openings at the Institute.

Mode of Assessment of Candidates: Written Test & Skill Tests.

Post Code-2

Post Code 2A. Creative Executive (Web Development and Webpage designing) - (Graduate Trainee):

No. of openings: 2 (UR:1, OBC-NCL:1)

The job involves designing websites / web-portals for various purposes including redesign of Institute website.

Education:

1. Full-time 3-year or 4-year degree in any discipline from UGC recognised University or Institute of national repute.
2. Relevant diploma in web design, graphic design, and minimum 01 year practical experience demonstrated through strong portfolio showcasing diverse projects involving both design and development of webpages & web portals.

Age: 21 to 28 years

Key Skills & Proficiency:

- Design Fundamentals: Proficiency in graphic design software (e.g., Adobe Photoshop, Illustrator, Figma, Sketch).
- Strong understanding of UI/UX principles, including user research, wire-framing, prototyping, and usability testing.
- Knowledge of responsive design principles for various devices.
- Excellent visual design skills, including typography, color theory, and layout.
- Front-End Development: Expertise in HTML5, CSS3, and JavaScript; Experience with front-end frameworks and libraries (e.g., React, Angular, Vue.js, jQuery).
- Familiarity with CSS pre-processors (e.g., Sass, Less).
- Understanding of cross-browser compatibility and performance optimization.
- Back-End Development (for full-stack roles): Proficiency in a back-end programming language (e.g., Python, Node.js, PHP, Ruby, Java), Experience with MySQL, PostgreSQL, MongoDB.
- Knowledge of API development and integration (RESTful APIs).
- General Web Knowledge: Understanding of web standards, accessibility, and security best practices; Familiarity with Content Management Systems (CMS) like WordPress, Drupal, or Joomla.
- Basic understanding of Search Engine Optimization (SEO) principles.
- Experience with version control systems (e.g., Git, GitHub).

Key Qualities:

- Problem-solving: Ability to diagnose and resolve technical and design challenges.
- Communication: Effective communication with team members, clients, and stakeholders.
- Adaptability: Willingness to learn new technologies and adapt to evolving web trends.
- Creativity: Ability to generate innovative and aesthetically pleasing designs.
- Time Management: Strong organizational skills to manage multiple projects and meet deadlines.
- Collaboration: Ability to work effectively within a team environment.

Remuneration & Tenure:

Post / Title	Duration	Remuneration#
1 st Year: Executive (Graduate Trainee)	ONE year	Rs. 25000/-pm

*Extendable by a year, based on satisfactory performance assessed time-to-time

No other allowances are permissible.

Timings: 09.00AM to 06.00PM, with 30 minutes lunch break (Monday to Friday)

In case of exigencies, may be required to attend duty as needed.

Terms: This is not a regular post, nor any priority or preferential rights apply to selected candidates for future engagements or future openings at the Institute.

Mode of Assessment of Candidates: Written Test & Skill Tests.

Post Code 2B. Executive– Hindi Translation (Graduate Trainee)

No. of openings: 1 (UR: 1)

Education: Degree of a recognized University with Hindi and English as subjects of study.

Desirable: Post Graduate degree (MA Literature studies in Hindi / English, Journalism & Mass Communications, etc.)

The academic qualifications shall be from UGC recognised University or Institute of national repute. Consistent First Class without back-papers in academics.

Diploma or Certificate course in translation from Hindi to English and vice-versa from a recognized Institute/University or two years' experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India Undertaking

Experience: Proficiency in Hindi and English, 2 or more years of experience in translation from English to Hindi and vice-versa.

Desirable: Experience in use of *Kantasth 2.0* and *Bahubhashi Anuvada Sarthi* for translation works for official documents, experience in Rajbhasha section of PSU/Govt departments including documentation and report preparation, etc.

Candidate Profile: 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.. Candidate shall have a professional demeanor, basic computer skills, and a positive, customer-focused attitude.

Age Limit: 28 years

Remuneration:

Post / Title	Duration	Remuneration#
1 st Year: Executive (Graduate Trainee)	ONE year	Rs. 25000/-pm

*Extendable by a year, based on satisfactory performance assessed time-to-time

No other allowances are permissible.

Timings: 09.00AM to 06.00PM, with 30 minutes lunch break (Monday to Friday)

In case of exigencies, may be required to attend duty as needed.

Mode of Assessment of Candidates: Written Test & Skill Tests.

NOTE:

- i) The Institute reserves the right to accept or reject in part or all the responses received for the post without assigning any reasons whatsoever.
- ii) This is not a regular post, nor any priority or preferential rights apply to selected candidate for future engagements or future openings at the Institute.

Post Code 2C. Customer Care Tele-Executive / Secretarial Executive - (Graduate Trainee):

No. of openings: 5 (UR:2, OBC-NCL:1, SC: 1, EWS-01)

The job involves follow-up calls on customer support enquiries / clarifications and status updates, helpline services, etc., assist / handle interactions between Laboratory staff / In-charge officer and Customer Care dept., attend to queries on status with transporters / courier agencies for receipt & despatch of materials, record keeping of information pertaining to job cards / training programmes, follow-up calls on enquiries / payment & invoicing, update event calendar & time-schedules, tracking of material movement from receipt to return, etc. at the laboratory, etc.

Candidate Profile: Excellent verbal & written communication skills in HINDI, ENGLISH, MALAYALAM and one another Indian language, good interpersonal skills, proficiency in active listening and strong time management abilities. Candidate shall have a professional demeanor, basic computer skills, and a positive, customer-focused attitude.

Desirable Experience: Experience of 6 months in customer service or call centers is beneficial, as is the ability to manage high call volumes and handle difficult situations effectively.

Education: Full-time 3-year or 4-year degree in any discipline or degree followed by post-graduation in any discipline

Desirable: PG Diploma in Business Administration / MBA).

The academic qualifications shall be from UGC recognised University or Institute of national repute. Consistent First Class without back-papers in academics.

Key Skill / Key Qualities:

- **Communication:** Clear, concise verbal communication and active listening skills are paramount.
- **Interpersonal Skills:** The ability to build rapport and maintain a positive relationship with callers is crucial.
- **Organization & Time Management:** Ability to manage multiple calls and prioritize tasks efficiently.
- **Computer Proficiency:** Basic computer knowledge for data entry, using calling software, and navigating customer records.
- **Professionalism:** A positive and friendly tone, professional boundaries, and a commitment to representing the company well.
- **Resilience:** Ability to handle rejection, difficult callers, and negative feedback without it affecting their attitude.
- **Punctuality & Dependability:** Essential for consistent service delivery and meeting performance standards.
- **Quick Learner:** The ability to quickly learn new products, services, and company procedures.
- **Cultural Sensitivity:** Awareness and respect for diverse backgrounds of callers.

Remuneration & Tenure:

Post / Title	Duration	Remuneration#
1 st Year: Executive (Graduate Trainee)	ONE year	Rs. 25000/-pm

*Extendable by a year, based on satisfactory performance assessed time-to-time.

No other allowances are permissible.

Age: 21 to 30 years

Timings: 09.00AM to 06.00PM, with 30 minute lunch break (Monday to Friday)
In case of exigencies, may be required to attend duty as needed.

Terms: This is not a regular post, nor any priority or preferential rights apply to selected candidates for future engagements or future openings at the Institute.

Mode of Assessment of Candidates: Written Test & Skill Tests.

Post Code 2D Junior Administrative Executive - (Graduate Trainee):

No. of openings: 3 (UR:2, OBC/NCL:1)

Education: i. Graduation in any discipline with **65% and above (First class)**

- ii Strong skills in MS Office (Word, Excel, PowerPoint, Outlook) and other relevant software.
- ii PG Diploma in Business Administration / MBA. (Desirable)

The academic qualifications shall be from UGC recognised University or Institute of national repute.

Desirable Experience: Administrative experience of at least 1 year in any Government organization/Autonomous Bodies/PSUs/CPSEs. The Experience should be in handling Establishment matters/Legal/ Purchase and Import/Accounts /Audit/Hospitality etc.

The service of the Junior Administrative Executive will be utilized on any administrative sections of FCRI such as Personnel Management, Legal, Purchase and Import, Accounts & Audit, General Administration etc., depending on the availability of vacancies.

Job Profile:-

The job profile includes handling day to day Establishment and office administration. Administrative Executive shall manage daily office operations, provides high-level support to executives, coordinates schedules/meetings, handles communications, prepares reports, manages records/supplies, and ensures overall office efficiency, often acting as a key liaison between staff and leadership, requiring strong organization, communication, and multitasking skills.

Key Skill / Key Qualities:

- Communication: Clear, concise verbal communication and active listening skills are paramount.
- Interpersonal Skills: The ability to build rapport and maintain a positive relationship with the Organizational administration is crucial.
- Organization & Time Management: Ability to manage multiple calls and prioritize tasks efficiently.
- Computer Proficiency: Basic computer knowledge for data entry, using calling software, and navigating customer records.
- Professionalism: A positive and friendly tone, professional boundaries, and a commitment to representing the company well.
- Punctuality & Dependability: Essential for consistent service delivery and meeting performance standards.
- Quick Learner: The ability to quickly learn new products, services, and company procedures.
- Cultural Sensitivity: Awareness and respect for diverse backgrounds of callers.
- Junior Administrative Executive shall manage daily office operations. The core Administrative skills required for Junior Administrative executive includes handling day to day Establishment and office administration as detailed in the job profile.

Remuneration & Tenure:

Post / Title	Duration	Remuneration#
1 st Year: Executive (PG Trainee)	ONE year	Rs. 25000/-pm

*Extendable by a year, based on satisfactory performance assessed time-to-time.

No other allowances are permissible.

Age: 21 to 28 years

Timings: 09.00AM to 06.00PM, with 30 minutes lunch break (Monday to Friday)

In case of exigencies, may be required to attend duty as needed.

Terms: This is not a regular post, nor any priority or preferential rights apply to selected candidates for future engagements or future openings at the Institute.

Mode of Assessment of Candidates: Written Test & Skill Tests.

TERMS & CONDITIONS FOR ENGAGEMENT:

A. The selected person will be engaged initially for a period of ONE YEAR on short term contract basis, which may be extended by a maximum period of 2 years, subject to the performance of the candidate assessed during and at end of each year. The term of engagement will not be extendable beyond THREE years. These are project openings and tenure co-terminus with project as applicable.

B. **REQUIREMENTS FOR THE ADVERTISED POSTS:**

1. ONLY Candidates willing to work for a minimum period of ONE YEAR may apply. No request for relieving during the first 6 months of tenure will be considered.
2. Only Indian Nationals are eligible to Apply.
3. All candidates shall have consistent scores of above 65% marks (aggregate) in all examinations starting from Class X onwards.
4. Candidates shall have consistent scores of above 65% marks (aggregate) for all semesters / all years in the Qualifying examination. In case of Universities / Institutes awarding CGPA / SGPA grading etc., the candidates are required to convert the same into percentage based on formula as per respective Universities / Institutes rules. The percentage after conversion will be considered.
5. Only qualification obtained through Full-time programme will be considered. The programme shall be completed within the specified normal duration as per the qualifying degree.
6. Relaxed qualifying norm for SC/ST candidates: minimum 60% marks (aggregate) in all semesters / all years in the Qualifying examination.
7. Mere possession of minimum qualifications / experience will not entitle any candidate to be called for Test / Interview.
8. Age limit is age as on last date for Application. Age relaxation is admissible as per Government of India order/Norms. Candidate belonging to SC/ST/OBC(NCL) should enclose self-attested photocopy of valid caste certificate along with the application (OBC Certificate should be in the format as prescribed by the Government of India).
9. **Candidates who fail to submit the valid documents at SI No 8 above with his/her application will be considered for General (UR) category only.**
10. FCRI reserves the right to cancel the recruitment process at any time / not fill up the posts notified, without assigning any reasons thereof.

RECRUITMENT

1. Method of Recruitment: Test/Interview.
2. Test & Interview: Minimum 30% marks in Test is required to qualify for the interview. Merely qualifying the written exam will not make the candidate eligible to attend the interview if he/she does not meet other selection criteria notified. For date of test / Interview, candidate may refer FCRI website for updates.
3. The test shall be based on
 - a. Specific experience criteria mentioned
 - b. Aptitude in relevant engineering / relevant discipline
 - c. General aptitude (logical reasoning, numerical ability)
4. Test will be of multiple choice question type
5. No TA/DA will be paid for attending the interview/written examination.
6. At the time of interview, 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 disqualified.

7. Please note that in case the details provided by you in the application / at the time of interview is not supported by the documents or found to be incorrect at the time of joining or at a later date, you are liable to be terminated from the Institute, without any notice.
8. Candidates are advised to visit the website concerning all updates / corrigendum or other matters concerning this Notification including dates of Written Test/Interviews, etc. No other announcements may be expected in newspapers or other media

GENERAL TERMS OF ENGAGEMENT: INFORMATION TO CANDIDATES

1. Only candidates who are willing to attend to duties on any shift shall apply.
2. Only candidates willing to work anywhere in India shall apply. The duties / assignments may entail tours/travel anywhere for any length of period.
3. 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.
4. 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.
5. 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.
6. FCRI reserves the right to terminate the contract at any point of time with a Notice period of 3 months, except in case of disciplinary actions for misconducts where Contract will be terminated with immediate effect.
7. **A Notice period of 3 months** is applicable if the selected person wishes to get relieved before completion of his/her engagement or 3 months pay in lieu thereof. No request for relieving will be entertained during first 6 months of the contract.
8. Candidates applying for being engaged on the basis of this notification for tenure basis 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.
9. The tenure is specific to contract agreement and shall be co-terminus with Project and in no case extendable beyond THREE Years.

HOW TO APPLY:

- A.1. **“Application Form”** may be downloaded from FCRI website, filled up, signed and sent with all relevant enclosures as cited in List below.

ENCLOSURE with Application Form: Scanned copies of relevant certificates (in PDF format file) shall be enclosed in the email along with the completed application Form. a) Class X Certificate in Proof of Date of Birth

- b) Class X Marksheets
- c) Class XII Marksheets
- d) Class XII Certificate
- e) Consolidated Mark list of the qualifying Degree
- f) Degree/Diploma Certificate
- g) Certificate issued by Competent Authority in proof of SC/ST, OBC (NCL) as the case may be.

h) Certificate of Experience in actual process / manufacturing industry from employer. All pages of the Application and Certificates shall be signed by the candidate.

A.2. The Application Form (filled up MS Word file saved as non-image PDF format) with all requisitioned enclosures (scanned into a single PDF File) shall be emailed to careers@fcriindia.com with Subject line “Application for the post of” .

A.3. **No Physical copies of Applications need to be sent. Hence Candidates shall ensure the scanned pdf copies of Application Form and certificates shall be clear and legible.**

The Application form shall be sent by email to careers@fcriindia.com with subject line “Application-EXEC.TRAINEE (PG/UG)” and email body mentioning following information.

Notification Number & Date	Name of Post	Post CODE	Branch of Engineering	Name of Candidate	Phone number of Candidate (preferably WhatsApp number)	Category (General / Reserved)
FCRI/P&A/2025-26/PG&UG(Trainee)/001						

A.4. Candidates shall submit ONLY one Application for One post.

A.5. Canvassing in any Form shall invite disqualification of the candidature.

NOTE: Incomplete applications, OR Applications forwarded to any other emails / whatsapp of FCRI employees or those applications sent without mentioning correct subject line as stated above will be summarily rejected. No enquiries or follow up calls of candidates will be entertained with reference to the Notification.

Candidates are advised to visit FCRI website for all information concerning the Notification.

Disclaimer:

FCRI has not engaged any person or agencies or entities for collecting of applications or any purposes related to recruitments. Candidates are advised to strictly adhere to the details mentioned in this Notification and NOT fall into promises / traps of unscrupulous agents for any recruitment processes at FCRI.

Please report information, if any, on such incidents directly to following address with relevant proof / evidences / supporting materials:

The Head (P&A), Fluid Control Research Institute, Kanjikode West, Palakkad, Kerala. PIN: 678 623.