



**KSCSTE – INSTITUTE FOR CLIMATE CHANGE STUDIES**  
Research Organization Under the Kerala State Council for Science,  
Technology & Environment, Government of Kerala  
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**Notification No:** ICCS/165/2024-GA1

**Date of Notification:** 21-03-2025

### RECRUITMENT OF PROJECT STAFFS ON CONTRACT BASIS

KSCSTE – Institute for Climate Change Studies (ICCS) is a research organization under the Kerala State Council for Science, Technology, and Environment (KSCSTE), Department of Science and Technology, Government of Kerala. ICCS undertakes various research projects supported by national and international funding agencies, and applications are invited to fill the following project staff positions at ICCS. These positions are purely contractual (temporary), initially for a period of one year, with the possibility of extension for up to five years, subject to satisfactory progress and performance.

#### Designation and Emoluments:

Designation	No of Vacancies	Emoluments	Upper age limit (as on the date of notification)
Executive Assistant	3	<b>35,000</b> consolidated monthly pay	36 Years
Multi-Tasking Staff	3	<b>25,000</b> consolidated monthly pay	36 Years

#### Eligibility and Qualifications:

Post Code	Name of the Post	No. of Posts	Qualifications
EA-01	<b>Executive Assistant</b> (Finance)	1	<b>Essential:</b> MCom/MCA/MBA/MTech <b>Desirable:</b> Tally, Computer Proficiency
EA-02	<b>Executive Assistant</b> (Administration)	2	<b>Essential:</b> MCA/MBA/MTech <b>Desirable:</b> Computer Proficiency
MT-01	<b>Multi-Tasking Staff</b>	1	<b>Essential:</b> Any Bachelor Degree with a certificate course in graphic designing <b>Desirable:</b> Graphics Designing, Photoshop, Adobe Illustrator, Adobe Premier
MT-02	<b>Multi-Tasking Staff</b>	2	<b>Essential:</b> Any Bachelor Degree <b>Desirable:</b> PG Diploma in Computer Science, Tally

Candidates must apply online, and applications received through any other mode would not be accepted and summarily rejected. Separate applications are required for each post. For details regarding the online application please visit [www.iccs.res.in](http://www.iccs.res.in). **Date of commencement of online applications is 21-03-2025 and the last date for receipt of online applications will be 05-04-2025.**

## General Terms and Conditions

1. The applicant should be a Citizen of India.
2. He/she should be of good character.
3. Age Relaxation: **SC/ST candidates are eligible for a 5-year age relaxation, while OBC candidates are eligible for a 3-year relaxation.**
4. All applications received will be screened by a Screening Committee in terms of the criteria fixed by it and only shortlisted candidates after screening by the Screening Committee alone will be called for interview. The decision of the screening committee shall be final and binding on the candidates.
5. The Director KSCSTE-ICCS reserves the right to fill or not fill the post and that merely for the reason of making an application or inclusion in the ranked list will not give any right to the candidates for appointment to the post.
6. Eligible candidates may apply online through the application portal links provided in our website [www.iccs.res.in](http://www.iccs.res.in).
7. **Only online applications will be considered;** no other mode of application will be accepted under any circumstances.
8. Claims made subsequent to the application will not be considered under any circumstances. Proof submitted without proper claim in the application also will not be considered.
9. Applicants will not be granted opportunity to correct or rectify any mistake in the application. The original certificates to prove the age, qualifications, experience etc. shall be furnished as and when called for by the competent authority.
10. Shortlisted candidates for the interview must bring the original certificates verifying their essential qualifications for the respective post.
11. **Date of commencement of online applications is 21-03-2025 and the Last date for receipt of online applications will be 05-04-2025.**

### Important Notice

- Before submission of the online application, candidates must check whether they have entered the details correctly in each of the field in the online form. After submission of the online Application Form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, Phone etc. will not be entertained.
- Candidates are advised to submit online applications as early as possible much before the closing date and should not to wait till the last date to avoid the possibility of disconnection/ inability or failure to log into the website on account of heavy load on the server during the closing days.
- KSCSTE-ICCS will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the ICCS.

## **Instructions for Submitting the Online Application**

- Candidates must apply for the desired post using the following ICCS Recruitment Form: <https://forms.gle/2WVepqgvfun4kXso6>
- **There is no need to send the application by post.**
- Only **one application per post** will be considered. If multiple applications are submitted for the same post, only the first one will be taken for screening.
- Candidates eligible for more than one post must submit a separate application for each post.

### **Attach self-attested copy of the following certificate(s) with the application form (whichever is applicable)**

- a) Scanned copy of any of the prescribed Photo Identity proof bearing the Date of Birth (Aadhar Card/Electoral ID Card/ Passport/Driving License)
- b) Candidates requiring age relaxation must attach the necessary documents, such as category certificates (SC / ST / OBC (Non-creamy layer)) as applicable.
- c) Candidates must attach scanned copy of post-graduation certificate and final year consolidated Post-Graduation Mark List
- d) Candidates must attach a scanned copy of Graduation (UG) certificate and final year consolidated Graduation Mark List
- e) Graphics Designing Course Certificate
- f) A scanned copy of the 10th standard mark list
- g) A scanned copy of the 12th standard mark list