



KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES

കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല

PANANGAD P.O., KOCHI 682 506, KERALA, INDIA

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No.GA5/7842/2018

Date:05.09.2018

PRESS RELEASE

Applications in the prescribed format from eligible candidates are invited for the following posts on contract basis for ICAR Nodal Cell at this University.

1. Name of Post : OFFICE ASSISTANT

- Number of vacancy : 1 (One)
Period of Appointment :1 year (Likely to be extended based on performance)
Remuneration : Rs. 18,000/- per month
Essential Qualification :1. Degree with Diploma in Computer Application or Degree in Computer Sciences.
2. A Fairly good knowledge in handling computer, managing Word, Excel, Power point and similar programmes, ability to draft/make correspondence and managing files.

Age :No age restriction. Qualified retired hands also can apply.

2. Name of Post : OFFICE ATTENDANT

- Number of vacancy : 1 (One)
Period of Appointment :1 year (Likely to be extended based on performance)
Remuneration : Rs. 8,500/- per month
Essential Qualification :1. Pass in 8th standard.
2. Fairly good communication skill, agile and active and willingness to do the assigned job now and then.

Age :No age restriction.

General Information

1. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received is large and/or where it will not be convenient or possible to interview all the candidates, the University at its discretion may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience prescribed in the advertisement. Further, the University may also fill up the post advertised on short-term contract basis if necessary.

2. The University reserves the right to –
 - (a) not fill up the post advertised.
 - (b) draw reserve panels for appointment to possible future vacancies;
3. Written examination and/or interview will be conducted based on the number of candidates.
4. No interim queries regarding test/interview/selection will be entertained.
5. Canvassing in any form will be a disqualification.
6. Interested persons should apply **by post** in the **application attached hereunder with photo copies of all supporting documents**
7. Application fee **Rs.100** /- for General candidates and **Rs. 50** /-for SC/ST candidates
8. Mode of remittance of fee :- By cash (University cash counter from 10.00 am to 3.00 pm) or DD from any nationalized bank drawn in favour of Finance Officer Kerala University of Fisheries and Ocean studies, Panangad payable at Vyttila Branch.
9. Candidates applying for more than one post should submit separate application for each post and should pay processing fee accordingly.
10. Applications should reach this office at the below address on or before 4.30 pm .
28.09.2018.
THE REGISTRAR
KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES
PANANGAD P.O, MADAVANA, KOCHI-682 506
11. The University will not be responsible for any postal delay.
12. The envelope should be *super-scribed* with the advertisement number and the post applied for.

Sd/-
REGISTRAR



Affix a recent
photograph and
self attest the
same

**APPLICATION FOR THE POST OF OFFICE ASSISTANT/OFFICE ATTENDANT
on CONTRACT BASIS**

Name of the post applied for : _____

Category No : _____

1.	Name (In English Block Letters)									
2.	Address for Communication									
3.	Permanent Address									
4.	Phone Nos.	Landline		Email ID :						
		Mobile								
5.	Date of Birth (In Figures and in words-attach proof) and age									
6.	Sex									
7.	Religion									
8.	Caste/Community									
9.	Category (Put 'X' mark in the appropriate column)			SC	ST	OBC	General	PH	EX-Service	Any Others
10.	Qualification (Attach copy of Mark List)			Name of Degree		Name of Institution and University		% of marks/OGPA		Class/Rank
	Graduation									
	Post Graduation									
	Technical Qualification									

11.	Additional Qualifications, if any (Attach Proof)	
12.	Experience (Attach Proof)	
	Name of the Institution	Post held
		Period
13.	Details of present job	
14.	Name and address of the present Employer	
15.	Proof showing particulars of registration fee paid Amount:- DD /Receipt No. Date	

DECLARATION

I certify that the information furnished above are true and correct to best of my knowledge and belief. Should there be any incorrect or false information having been furnished or that may come to light, in due course, I bind myself for such action as the University may decide.

Place:

Date :

Signature:

Name & Designation
Of the Applicant :