

NOTIFICATION

Applications are invited from eligible candidates for working in a Specific Project, **Survey, Digitalization and Scientific Preservation of *Journal of Indian History* from the First Volume to Centenary Volume** in the Department of History, University of Kerala, Kariavattom on Contract Basis.

Sl. No	Post Title& Vacancy Details	Qualifications	Experience	Age	No. of Vacancies
1	DTP Operator	Degree in any Discipline Plus Desirable Qualifications*	A minimum of 3 years experience in Data Entry Work in Government /Pubic Sector/ Quasi Government Organizations	Not more than 45 years as on Date of Notification (Other Backward Communities and SC/ST Candidates are eligible for usual relaxation as per Government norms)	3
2	Office Assistant cum Accountant	B.com Accounting Plus Desirable Qualifications*	A minimum of 3 years experience in Data Entry and office work in Government /Pubic Sector/ Quasi Government Organizations	Not more than 45 years as on Date of Notification (Other Backward Communities and SC/ST Candidates are eligible for usual relaxation as per Government norms)	1
3	Proof Reader	MA	Experience in Proof Reading	Not more than 45 years as on Date of Notification (Other Backward Communities and SC/ST Candidates are eligible for usual relaxation as per Government norms)	2
4	Research Assistant	MA History	1.Awareness in Research methodology 2. Communicative skill in English and Hindi	Not more than 45 years as on Date of Notification (Other Backward Communities and SC/ST Candidates are eligible for usual relaxation as per Government norms)	4

*** Desirable Qualifications : -**

1. State or Central Government Certificate in Diploma in Computer Application/Post Graduate Diploma in Computer Application/Computer Teachers Training Course/Data Entry Operator
2. State or Central Government Certificate in DTP Operator
3. Certificate in KGTE Typewriting English Lower & Higher Grade.

Conditions of Appointment

1. The posts notified above are not permanent and the engagement will not bestow any right upon the person to claim regular service in the University of Kerala or Government of Kerala.
2. The University of Kerala shall not have any financial liability on account of the functioning and maintenance of the proposed Project.
3. The applications will be scrutinized on the grounds of qualification, experience and suitability of the candidate for the Project and the process of selection will be finalized on the basis of test and interview by the competent authority in tune with the nature of the post.
4. The candidates having minimum required qualifications may be eligible for attending of the test and interview with original documents necessitated for this project.
5. Incomplete and defective application will be summarily rejected. No interim enquires will be entertained.
6. The candidates will have to appear for interview at their own cost. The time and place of interview will be intimated in due course.
7. The candidate applying for more than one post should furnish separate Application Form for each post.
8. The vacancies are invited on the basis of temporary, in nature and for the duration of the research project subject to the discretion of Co-Ordinator.
9. The Co-Ordinator reserves the right to cancel or modify or re-notify any or all the vacancies stipulated in the notification fully or partly without assigning any reason thereof.

The prescribed Application Form to be downloaded from the official website of the University of Kerala
www.keralauniversity.ac.in

Applications accompanied by self attested copies of all documents (qualification certificates, age prove certificate and experience certificates) should be submitted to **Co-Ordinator, Specific Project on Survey, Digitalization and Scientific Preservation of *Journal of Indian History* from the First Volume to Centenary Volume, Department of History, University of Kerala, Kariavattom Campus, 695581, Mob : 7356591496 on or before 18/09/2018**

Place : Kariavattom
Date : 03/09/2018

Co-ordinator