

# UNIVERSITY OF KERALA

No.Ad.AVI/3/12545/2003

## **NOTIFICATION**

A Walk-in-interview will be conducted at 9.30 a.m on 18<sup>th</sup> June 2011 at the Pro-Vice-Chancellor's Office, University Buildings, Palayam, Thiruvananthapuram for appointment of one DTP Operator cum Lan Administrator on contract basis in the University Department of Communication & Journalism for a period of 12 months (one year) on a consolidated remuneration of Rs.7000/- per month.

Candidates possessing the required qualification and who are within the age limit shall appear for the interview with a copy of their bio-data along with the copies of the relevant documents, and the original certificates/documents to prove age, community, qualifications, experience, non-creamy layer etc.

In making appointments, principles of communal rotation will be observed as per relevant clauses and rules of the Kerala State and Subordinate Service Rules.

No. of Post : One (*On contract basis*)

### **Qualifications & Experience**

- I. Degree in any subject with not less than 55% marks from the University of Kerala or from a University recognized equivalent there to; and
- (i) Post Graduate Diploma in Computer Applications/ allied areas from a recognized institution such as LBS/IHRDE/Government Institutions.
  - (ii) Work experience in print media as evidenced by experience certificates/portfolios.
  - (iii) Desirable—Experience in Video editing.

### **II.Duties to be performed**

- (i) Production of Lab journals of the Department
- (ii) Helping the students to do computer operations for Lab journal work.
- (iii) Handling editing softwares as part of publication work.

### **Remuneration:**

Rs.7000/- per month (*Consolidated*).

No TA/DA will be paid.

University Buildings  
Thiruvananthapuram  
25.05.2011

***Sd/-***  
**REGISTRAR**