NOTIFICATION

Sub: Appointment of 'Front Office Assistants' on contract basis in the Institute of Distance Education, LSC, University of Kerala—reg.

University of Kerala is conducting a walk-in-interview for the post of Front Office Assistants (female candidates only), on contract basis in the Institute of Distance Education, LSC, University of Kerala, on August 09, 2012. Candidates with the qualifications prescribed below may report with bio-data and original certificates along with attested copies before 9.00 AM at the University Office, Senate Hall Campus, Palayam, Thiruvananthapuram.

1 Venue of the Interview
   PVC’s Chamber, Senate House Campus

2 Qualification
   i A University Degree in any discipline
   i Skill in Computer Applications (DCA or similar qualification preferred)
   i Communication Skill (Experience in the field of Front Office Management or Call Centre will be preferred)

3 Age
   Not more than 35 years as on 01.01.2012 (Usual relaxation in the upper age limit shall be allowed in the case of candidates belonging to SC/ST, OBC communities).

4 Remuneration
   Consolidated amount of Rs.12,000/- (Rupees Twelve thousand only) per month.

5 Vacancy
   3

REGISTRAR
Joint Registrar -in-Charge