A Walk-in-interview will be conducted at 9.30 a.m on 18th 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.