

ADDITIONAL SKILL ACQUISITION PROGRAMME KERALA

A Government of Kerala Company

(3rd Floor, Trans Towers, Vazhuthacaud, Thiruvananthapuram-14)

DETAILED NOTIFICATION FOR THE POST OF GRADUATE INTERNS

Additional Skill Acquisition Programme (ASAP) Kerala, A Government of Kerala Company, Invites Online application from graduates for doing internship at ASAP HQ for period of one year. Interested candidates may apply via ONLINE mode only by filling the prescribed application form given in the website of ASAP (www.asapkerala.gov.in). The link for online application will be active from 19.03.2022, 10am IST.

The last date for submitting the online application will be 01.04.2022 , 5 PM IST

Mode of selection will be through Written Test & Personal Interviews / Personal Interviews alone (Online /Offline) which will be intimated later.

Note: The Selected Interns will be required to assist various divisions of ASAP and will be posted at ASAP HQ, Trivandrum. They will be paid a consolidated stipend of Rs. 10,000 per month. Applicants if selected, will be posted in any of the below vacancies according to their suitability except for the post of interns in legal division, where only applicants with LLB qualification will be considered. The Selected applicants will need to execute an agreement with ASAP

DETAILS OF VACANCIES

Sl.No	Division	Vacancy	Internship Description	Qualification
1	Lead Generation & Lead Management	2	<ul style="list-style-type: none">- Attending General Enquiry Calls related to ASAP Courses- Follow up of Leads generated- Coordinate with Lead Management team for Course promotion works	Required Qualification Graduates with Minimum First Class Desirable Qualification Ex-ASAP trainees with good communication skills both in Malayalam & English(Front Office Associate, Customer Care Executive, Customer Care Associate etc.) may be preferred.

2	Graphic Designer in Communication Division	1	<ul style="list-style-type: none"> - Designing the posters, brochures and short videos related to ASAP Courses 	Required Qualification Any Graduate. Expertise in Graphical Designing, Adobe Photoshop, Illustrator, Indesign, Premiere Pro etc. Experienced candidates are preferred
3	Certification	1	<ul style="list-style-type: none"> - Data base preparation for issue of Certificates of ASAP Skill Batches - Coordinating the sorting, error checking & dispatch of ASAP Certificates 	Required Qualification Graduates with Minimum First Class Desirable Qualification Proficiency in Data Entry and Photoshop and MS Office.
4	Placement & Internship	2	<ul style="list-style-type: none"> - Contacting & Counselling of candidates registered in ASAP Placement Portal - Performing Data Analysis - Assisting the Placement & Internship division for liasioning with trainees 	Required Qualification Graduates with Minimum First Class and should have completed the degree within the last three years. Desirable Qualification (Preference to candidates proficient in MS - EXCEL). Candidates
5	Legal	1	<ul style="list-style-type: none"> - Preparation of statement of facts - Contract vetting & drafting - Assistance in legal matters - Preparing legal notices - Liaison with empanelled advocates related to support in legal matters 	Required Qualification LLB
Total no of Vacancies		7		

It shall be noted that admittance to various stage of the recruitment will be provisional only, and will not confer any claim unless various other conditions of selection processes are satisfied. Detailed scrutiny of the application/credentials will be conducted before the written test / interview appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of the candidature.

ASAP Kerala reserves the right to shortlist only a limited number of candidates for the written test/ /interview, as the case may be for the post, based on marks secured in their qualifying examination (if any) , desirable qualifications and experience (if any).

Candidates should clearly mention the marks scored in their qualifying examination (graduation /post graduation) in the application.

Canvassing in any form will lead to disqualification. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/ terminated without any notice. ASAP Kerala reserves the right to fill or not fill the internship posts advertised.

Trivandrum
19/03/2022

Cdr. Vinod Sankar
Head – HR & Administration