



KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES
കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല
PANANGAD P.O., KOCHI 682 506, KERALA, INDIA

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No.GA5/9032/2022

Date: 09/12/2022

EMPLOYMENT NOTIFICATION

Applications in the prescribed format from eligible candidates are invited for the following post on contract basis for ICAR Nodal Cell at this University.

Name of Post : OFFICE ASSISTANT

- 1) Number of vacancy : 1 (One)
- 2) Period of Appointment : 1 year (Likely to be extended for 1 more year)
- 3) Remuneration : Rs. 18,000/- per month
- 4) Essential Qualification: 1) Degree with Diploma in Computer Application or Degree in Computer Sciences. 2) A Fairly good knowledge in handling computer, managing Word, Excel, Power point and similar programmes, ability to draft/make correspondence and managing files.
- 5) Age : No age restriction. Qualified retired hands also can apply.

General Information

1. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received is large and/or where it will not be convenient or possible to interview all the candidates, the University at its discretion may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience prescribed in the advertisement. Further, the University may also fill up the post advertised on short-term contract basis if necessary.
2. Written examination and/or interview will be conducted based on the number of candidates.
3. No interim queries regarding test/interview/selection will be entertained.
4. Canvassing in any form will be a disqualification.
5. **Interested candidates are requested to apply in prescribed format attached below along with the copies of certificates to prove essential educational qualification, age and experience by sending them to the email id: project.recruit@kufos.ac.in on or before 04.30 pm on 27.12.2022.**
6. **Indicate "ICAR NC Assistant" in the subject of the mail. Attach the application in the prescribed format given below as a PDF and the certificates/supporting documents collectively as a separate PDF. No other formats except PDF shall be accepted. Application forms without specifying the name of the Post shall be summarily rejected.**
7. Applicable age relaxation shall be provided to eligible categories.

8. Application fee **Rs.200/-** for candidates other than SC/ST and **Rs. 50/-** for SC/ST candidates.
9. Mode of remittance of fee :- Via Online to the account given below:-
10. Account no:- 67149674791
Name:- Finance Officer, KUFOS
Bank and Branch:- SBI, SA Road, Vyttila
IFSC:- SBIN0070517
11. The University reserves the right to -
 - a. not fill up the post advertised.
 - b. draw reserve panels for appointment to possible future vacancies.

Sd/-

REGISTRAR i/c

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES



Affix a recent
photograph and
self attest the
same

**APPLICATION FOR THE POST OF OFFICE ASSISTANT
ON CONTRACT BASIS TO ICAR NODAL CELL**

Name of the post applied for : _____

Category No : _____

1.	Name (In English Block Letters)									
2.	Address for Communication									
3.	Permanent Address									
4.	Phone Nos.	Landline		Email ID :						
		Mobile								
5.	Date of Birth (In Figures and in words-attach proof) and age									
6.	Sex									
7.	Religion									
8.	Caste/Community									
9.	Category (Put 'X' mark in the appropriate column)			SC	ST	OBC	General	PH	EX-Service	Any Others
10.	Qualification (Attach copy of Mark List)			Name of Degree		Name of Institution and University		% of marks/OGPA		Class/Rank

	Graduation				
	Post Graduation				
	Technical Qualification				
	Diploma/Others				
11.	Additional Qualifications, if any (Attach Proof)				
12.	Experience (Attach Proof)				
	Name of the Institution	Post held		Period	
13.	Details of present job				
14.	Name and address of the present Employer				
15.	Proof showing particulars of application fees paid Amount:- Receipt No. Date				

DECLARATION

I certify that the information furnished above are true and correct to best of my knowledge and belief. Should there be any incorrect or false information having been furnished or that may come to light, in due course, I bind myself for such action as the University may decide.

Place:
Date :

Signature:
Name & Designation
Of the Applicant :