

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Cochin University P.O., Kochi-22)



CUSAT/AD(A).A5/595/2019

09.10.2024

NOTIFICATION

Applications are invited from qualified hands for appointment to the following posts **on contract basis** for a period of one year with effect from the date of appointment or till regular appointment made whichever is earlier:

Sl. No.	Post	Vacancy	Qualification	Remuneration per month (Consolidated)	Age Limit
1	Editorial Assistant (at Public Relations Office)	1	Essential: Post Graduation in English Literature with equal proficiency in English and Malayalam Desirable: Diploma in Journalism	₹34,210	18-36 years (as on 01.01.2024) with applicable relaxation as per Kerala Government Rule
2	Administrative Executive (at School of Management Studies for the conduct of Executive MBA)	1	Essential: 1. MBA with a minimum of 50% marks 2. Minimum of 1 year work experience in a teaching/administrative role Desirable: Experience in handling responsibilities of academic administration in premier B-Schools	₹40,000	35 years or below (as on 01.01.2024)with applicable relaxation as per Kerala Government Rule

Other Conditions:

1. The initial period of appointment is for one year which is extendable up to 2 years, subject to assessment of performance

2. Reservation rules issued by the Government from time to time are applicable for the appointment
3. Candidates who have worked four years or more on contract appointment in the University will be considered for appointment only in the absence of qualified hands who have not completed four years of appointment on contract basis
4. Appointments, conditions of service, emoluments and other service benefits shall be governed by the provisions of KSR, KS&SSR, Act/ Statutes/ Ordinances and Syndicate decisions of the University, as amended from time to time

How to apply:

1. Online applications have to be submitted through the University website: **recruit.cusat.ac.in** on or before **01.11.2024**
2. Signed hard copy of the uploaded form along with proof of age, educational qualifications, experience, community should reach the "**Registrar, Administrative Office, Cochin University of Science and Technology, Kochi-22**" on or before **08.11.2024** with the superscription on the envelope "**Application for the post of Editorial Assistant/ Administrative Executive on contract basis**"
3. Late and defective applications will summarily be rejected.

Fee Details:

Rs. 850/- for General and OBC candidates, Rs.175/- for SC/ST candidates and Persons with Disabilities are exempted from payment of Fee

Mode of Remittance:

Online payment (through Net banking or Credit/ Debit cards of almost all banks) (Please note that payment by way of Cash/ Cheque/ Demand Draft will not be accepted)

Registrar

* This is a computer generated document. Hence no signature is required.