



UNIVERSITY OF KERALA

No.Ad. A. I. 1. 7571/2012

Thiruvananthapuram,

Dated:

27. 07. 2012

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)
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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