

Date of Advertisement: 21st June 2017

WANTED FOR KERALA IT PARKS

Kerala IT Parks (Technopark, Infopark & Cyberpark) invites applications from eligible candidates for the below position:-

1) Secretary / Registrar (*location: Technopark-Trivandrum*)

- Qualification – Graduation, Basic computer proficiency is preferred.
- Experience – minimum 10 years' experience at a level not less than a Joint Secretary in Government or equivalent positions in PSUs/similar societies. Administrative experience in similar societies or government agencies/departments is preferred.
- Salary –Negotiable based on experience
- Duration – 2 years

The job responsibility of Secretary/Registrar include (but not limited to) convening of meetings of General Body/ Board of Governors, LA Interpellations/ Legal issues, RTI, liasoning with Government departments etc. The Secretary cum Registrar will report to CEO (Kerala IT Parks).

Interested candidates may send their detailed biodata with copies of educational qualification and relevant work experience in the prescribed format on or before 5 pm, 30th June 2017 at the following address:

The CEO, Park Centre, Technopark, Kazhakkuttom, Trivandrum – 695 581

You are also requested to mention the relevant Job Post to be superscribed in the sealed application envelope.



APPLICATION FORM



Post Applied for :

1 Full Name Mr/Ms:

2 Father's/Husband's Name :

3 Permanent Address :

4 Address for Communication :

5 Telephone No./s Home :

Mobile :

6 Email IDs a) :

b) :

7 Age as on the date of application:

8 Date of Birth:

9 Marital Status :

10 Nationality :

11 Religion :

12 Caste :

Affix recent passport size photograph

13 Post Qualification Experience* (List most recent employment first)

| Name of Organisation & Address | Designation | Years of experience | Dates From/To | Nature of Duties | Reason for leaving |
|--------------------------------|-------------|---------------------|---------------|------------------|--------------------|
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* Add additional sheets if required

14 Qualification

| Examination Passed (Full time/part time/correspondence) | Institution/University | Year of Passing | Percentage of marks | Subjects/ Specialization |
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15 Other Qualifications such as special skills, abilities or honors that should be considered:

16 Professional memberships, licenses, certification or registrations: *(Add additonal sheets if required)*

17 If hired, within how many days you will be able to report to work

18 Please provide any other information that you identify as being pertinent to this application

19 Please provide details of two people who can speak on your behalf regarding your work history

| Name | Occupation | Address | Telephone | Years known |
|------|------------|---------|-----------|-------------|
|------|------------|---------|-----------|-------------|

I declare that to the best of my knowledge the information given is true and correct

Signature _____

Date _____