



KERALA ACADEMY FOR SKILLS EXCELLENCE (KASE)

Call for Applications for Engagement as Administrative Officer in KSID

Kerala Academy for Skills Excellence (KASE), a Government of Kerala Undertaking is a company incorporated under section 25 of Companies Act, 1956, established as an apex organization for the skill development initiatives in the state of Kerala.

The Kerala State Institute of Design (KSID), an entity of KASE was established for the purpose of creating a vibrant design community in Kerala through synergistic partnership between artisan community, professional designers and general public. One of the most important objectives of KSID is to promote design education. To realise this objective, KSID is supported by National Institute of Design (NID), Ahmedabad. NID support includes creation of a comprehensive roadmap for KSID through systematic plan of action to develop and strengthen the organisation, faculty development and offering courses developed by NID.

RECRUITMENT OF ADMINISTRATIVE OFFICER

Job Description: Administrative Officer will be in charge of overall management, administration of all activities of KSID and will be reporting to the Managing Director, KASE.

Vacancy: One.

Educational qualification: Master's Degree in any discipline from recognised University

Experience: Minimum (5) years experience in managing educational institutions and similar organisations which includes overall administration, management of estate and facilities.

Pay: Salary will not be a constrain for the deserving candidate.

Appointment: The appointment will be on contract basis.

HOW TO APPLY?

Interested candidates meeting above eligibility criteria may forward their application in the **attached format** along with their CV, copies of all relevant documents for proof of age, educational qualification, experience etc. and a recent passport size photograph to:

The Managing Director,
Kerala Academy for Skills Excellence (KASE),
3rd floor Carmel Tower,
Cotton Hill,
Vazhuthacaud,
Thiruvananthapuram – 695014.
Ph: 0471 2735949, 0471 2735856.

Note:

- 1. Applications should be in the attached format only.**
- 2. Incomplete applications and applications without relevant documents will be summarily rejected.**

The envelope should be superscripted with “Application for the post of **Administrative Officer**”

Last date for receipt of application: 08th June 2018, 5 P.M.

Sd/-

MANAGING DIRECTOR



KERALA ACADEMY FOR SKILLS EXCELLENCE
Skill Development Mission of Government of Kerala

**Format of application for engagement as Administrative Officer in
 KERALA STATE INSTITUTE OF DESIGN (KSID)**

Name.....

Date of Birth Age

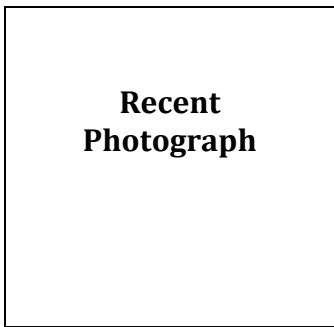
Correspondence Address:

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Contact Number:

Email ID:

Academic Qualifications:



Sl.No	Courses	Course Duration		Institution/ University	Score in %
		From	To		

Other Qualifications (Specify):

- 1.
- 2.

Experience Details:

Sl.No	Name and address of the firm	Tenure		Position held	Salary	Reason for Leaving
		From	To			

References:

Name of the person:	Name of the person:
Name and Address of Organisation	Name and Address of Organisation
Designation	Designation
Email id	Email id
Contact number	Contact number
Relationship to Applicant	Relationship to Applicant

Declaration:

I confirm that the above information is complete and correct. Any untrue or misleading information will give my employer the right to terminate any employment contract offered.

Signature of the Applicant

Date: