Kerala Council for Historical Research

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APPLICATIONS INVITED

No.757/Estta-Project Asst/KCHR/21　　　　　　　　**Dt. 01-10-2021**

KCHR is recruiting **three** project assistants, on a contractual basis, in the following departments (finance; research; academic) in the KCHR Trivandrum office. The details are provided below. All applications **must only be done in the online mode**. Links to the application forms are provided in the KCHR website (kchr.ac.in). No hard copy or email applications will be entertained. The last date for applying is midnight of 22nd October 2021.

1. PROJECT ASSISTANT – RESEARCH		
Nature of Employment	:	Contract for 1 year (project staff)
Number of posts	:	1
Age Limit	:	36 years as on 1/1/2021 (relaxation as per existing government rules).
Essential Qualifications	:	MA in History/ Social Sciences/Humanities
Desirable Qualifications	:	- Experience in coordination of research activities/ office assistance - Computer Software skills (MS Office, spreadsheet, Email Communications, Google drive, Online meeting platforms- zoom/google meet) - Proven language skills (English and Malayalam).

Work Description	:	The person is expected to provide support to the Research Officer in research related activities • Assistance in Co-ordination of KCHR Projects • Assistance in processing fellowship and financial assistance applications • Correspondence/ Drafting letters/Emails • Organizing online meetings for Project/ Financial Assistance/ Fellowship Related activities. • Any other task as may be assigned from time to time
Remuneration	:	Rs.30,995 per month (consolidated pay)

2. PROJECT ASSISTANT – ACADEMIC

(Reserved for EZHAVA/THIYYA/BILLAVA)

Nature of Employment	:	Contract for 1 year (project staff)
Number of posts	:	1
Age Limit	:	36 years as on 1/1/2021 (relaxation as per existing government rules).
Essential Qualifications	:	MA in History/ Social Sciences/Humanities
Desirable Qualifications	:	• Proficiency in scanning • Intermediate level computer skills including MS Office, Google Spreadsheets and Google Applications
Work Description	:	• Helping with correspondence and programme schedule. • Assistance in the updation of Programme details and Contact list details. • Assistance with drafting proceedings. • Assistance with the programme scheduling. • Any other matter that may be assigned to the Assistant.
Remuneration	:	Rs.30,995 per month (consolidated pay)

3. PROJECT ASSISTANT – FINANCE

Nature of Employment	:	Contract for 1 year (project staff)
Number of posts	:	1
Age Limit	:	Not above 65 years as on 01.01.2021
Essential Qualifications	:	Graduation
Experience	:	10 years of experience in administration of Finance matters in Government/PSU/Autonomous institutions - Experience in dealing with projects, finance and accounts - Computer skills - Drafting skills
Work Description	:	- To assist in Projects/Finance/Accounts/Audit related works - File works - Drafting of English and Malayalam letters - Any other task as may be required
Remuneration	:	Rs.30,995 per month (consolidated pay)

Sd/-

Director

Kerala Council for Historical Research