



past for a positive future

Kerala Council for Historical Research

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APPLICATIONS INVITED

Kerala Council for Historical Research (KCHR), a premier autonomous social science research institution located at Thiruvananthapuram, Kerala, invites applications for the post of **Secretary to Director**. Only candidates with proven innovative talents, capacity for hard work, and propensity for teamwork need apply.

POSTS AND SCALE OF PAY		ESSENTIAL QUALIFICATIONS	
1. SECRETARY TO DIRECTOR Mode of Appointment: Direct Nature of Posting: Permanent Scale of Pay: Rs.20000 - 45800 Category: General No of Post: One		a.	Bachelors Degree of a recognized University.
		b.	Diploma in Computer Application
		c.	Proficiency in English and Malayalam Languages

Age Limit: Upper age limit for *Secretary to Director* will be 35 years calculated as on 1st August 2020. Age relaxation as per Government norms will be provided.

Service Conditions: The service conditions for all posts will be as per the KCHR Service Rules.

Selection Procedure: Selection will be made on the basis of the discussion/and interview of the short-listed candidates. Merely satisfying the eligibility norms will not entitle a candidate to be short-listed. If necessary, other modes of evaluation will be employed to evaluate competence.

Completed applications should be sent with detailed CV with details of two referees along with documents that confirm innovative abilities and achievements, in a cover super-scribed "Application for the Post of Secretary to Director" to reach the undersigned on or before **2020 September 25th, 4 pm** by speed post.

Any application sent as e-mail (kchrtrivandrum@gmail.com) will be treated as an advance copy. This must be followed up by the submission of the signed application by speed post.

Advt.No.KCHR/606/2020

**DIRECTOR
KCHR**