

Kerala Council for Historical Research



past for a positive future

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APPLICATIONS INVITED

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

Posts and Scale of Pay	Essential Qualifications	Desirable Qualifications/Experience
Director UGC	a. Ph.D and Post-Graduation in History b. Research Publication (At least 5 research papers on professional journal and 1 research monograph) c. Teaching/Research Experience of not less than 10 years.	a. Post-doctoral research b. Evidence of administrative experience c. Knowledge of language in addition to Malayalam and English

Job Responsibilities

1. He/she shall be the custodian of the records of the Council and such other property as the Executive Council may entrust to his charge.
2. He/she shall conduct official correspondence on behalf of the Council and shall prepare and present the annual budget of the Council for consideration and approval of the Executive Council.
3. He/she shall submit proposals from time to time for the fulfillment of the objects and performance of the functions of the Council for consideration and sanction by the Executive Council and on their approval implement them.
4. He/she shall prescribe the duties and responsibilities of all employees of the Council and exercise supervision and disciplinary control over their work and conduct.
5. The Director shall sanction expenditure on contingencies, supplies, services and purchases of articles required for the day – to –day administration of the Council, subject to financial propriety and subject to the limits up to which he may be authorized to sanction.
6. The Director shall exercise such administrative and financial powers other than those mentioned above as may be delegated to him from time to time by the Executive Council.
7. All orders and other instruments relating to the Council shall be expressed in the name of the Executive Council and shall be executed on behalf of the Council, by the Director.

8. Execute all contracts and transactions of properties expressed to be made in the name of the Executive Council and for and on behalf of the Council by the Director.
9. He/she shall also exercise such other functions and responsibilities as may be delegated to him/her from time to time by the Executive Council.

Age Limit: Age should not exceed 50 years on the date of publication of the advertisement. One year age relaxation will be provided to the internal candidates

Selection Procedure: Selection will be made on the basis of the 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.

Complete applications should be sent with detailed CV, testimonials, and recommendations of two referees along with documents that confirm innovative abilities and achievements to reach the Chairman, KCHR on or before 10.04.2017

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

More details are available in our website, www.kchr.ac.in


Director

(Advt No. KCHR/47/EC/Director/2017)