

**Inter University Centre for IPR Studies
Cochin University of Science and Technology**

Engagement of Administrative Officer on Contract basis

Date: 30.04.2018

Applications are invited from eligible candidates for engagement on contract basis as Administrative Officer in the Inter University Centre for IPR Studies, Cochin University of Science and Technology, Kochi – 682 022. Interested candidates are requested to submit an application on plain paper giving biodata with supporting documents for educational qualification and experience to The Director, Inter University Centre for IPR Studies, Cochin University of Science and Technology, Cochin University P O, Kochi – 682 022 on or before 16.05.2018. Please give your Email ID and Cell phone number for receiving the interview call letter and other communications from this office.

Last date for application - 16.05.2018

Other Details:

- a. Qualification : Graduation
- b. Experience : Having not less than 15 years at officer level of which not less than five years at a level of Assistant Registrar of the University or above in Government/PSU/ Autonomous bodies.
- c. Age : Shall not be above the age of 60 years on 1st June 2018, may continue upto 65 years on appointed.
- d. The selected candidates must be willing to work extra hours and on holidays also as required.
- e. The engagement will be on contract basis.
- f. The salary will be a consolidated amount of Rs.50,000/- (Rupees Fifty Thousand only) per month.
- g. The selected candidates will be eligible to casual leave – 15 numbers and Earned leave – 15 numbers within a period of 12 calendar months (Earned Leave allowed is not surrenderable)
- h. The term of engagement is for a period of three months and if found satisfied will be extended to one year. This may be further extended periodically as per the requirement of the Centre, upto the incumbent attending age of 65.
- i. Selected candidates should sign a contract with the Director, IUCIPRS in the prescribed format at the time of joining.



Director in Charge