



# Kerala Council for Historical Research

Vyloppilly Samskriti Bhavan, PB No. 839, Nalanda,  
Thiruvananthapuram, Kerala - 695 003, Phone/Fax – 0471 – 2310409  
E-mail: kchrtrivandrum@gmail.com. www.kchr.ac.in

## APPLICATIONS INVITED

No.758/Estta- Asst.Gr II/KCHR/21

Dt. 01-10-2021

KCHR is recruiting **three** project assistants (Grade-II), on a contractual basis, in the following departments (publication; library and computers) 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.

<b>1. PROJECT ASSISTANT (Grade-II) – PUBLICATION</b>	
<b>Nature of Employment</b>	: Contract for 1 year (project staff)
<b>Number of posts</b>	: 1
<b>Age Limit</b>	: 36 years as on 1/1/2021 (relaxation as per existing government rules).
<b>Essential Qualifications</b>	: <ul style="list-style-type: none"><li>• A Bachelor's degree from a recognized University</li><li>• Skills in proofreading, editing, translation, layout designing, etc.</li><li>• Knowledge in typesetting in English and Malayalam</li></ul>
<b>Desirable Qualifications</b>	: Computer skills in using typesetting and designing software.
<b>Work Description</b>	: <ul style="list-style-type: none"><li>• Compare typeset proofs against original copy to identify errors or omission</li></ul>

		<ul style="list-style-type: none"> <li>• Assist in compiling and typesetting matter for publications.</li> <li>• Assist in translating and clerical works</li> <li>• Any other matter that may be assigned to the staff member</li> </ul>
<b>Remuneration</b>	:	Rs.22,290 per month (consolidated pay)

<b>2. PROJECT ASSISTANT (Grade-II) – LIBRARY</b> <b>(Reserved for EZHAVA/THIYVA/BILLAVA)</b>		
<b>Nature of Employment</b>	:	Contract for 1 year (project staff)
<b>Number of posts</b>	:	1
<b>Age Limit</b>	:	36 years as on 1/1/2021 (relaxation as per existing government rules).
<b>Essential Qualifications</b>	:	BLISc
<b>Desirable Qualifications</b>	:	<ul style="list-style-type: none"> <li>• Experience on KOHA Library management software, M.LiSc.</li> <li>• Knowledge of Operating system (Windows and Linux), Office Suite (MS Office, G Suite), Spreadsheets etc.</li> </ul>
<b>Work Description</b>	:	<ul style="list-style-type: none"> <li>• Updating Journal and Magazine Register</li> <li>• Classification of newly arrived books</li> <li>• Cataloguing in KOHA, Spine labelling, and Book shelving</li> <li>• Issuing library membership cards to users</li> <li>• Stock verification and shelf rectification.</li> <li>• Identifying back volumes of journals and damaged books for binding</li> <li>• Any other task that may be assigned to the staff member</li> </ul>
<b>Remuneration</b>	:	Rs.22,290 per month (consolidated pay)

<b>3. PROJECT ASSISTANT (Grade-II)</b>	
<b>DIGITIZING KERALA'S PAST</b>	
<b>Nature of Employment</b>	: Contract for 1 year (project staff)
<b>Number of posts</b>	: 1
<b>Age Limit</b>	: 36 years as on 1/1/2021 (relaxation as per existing government rules).
<b>Essential Qualifications</b>	: <ul style="list-style-type: none"> <li>• Degree in Computer Science (B.Sc/ BCA)</li> <li>• Basic knowledge in scanning and computer hardware.</li> <li>• Knowledge in simple coding (html, javascript etc.)</li> </ul>
<b>Desirable Qualifications</b>	: Knowledge in <ul style="list-style-type: none"> <li>• Operating systems (Windows and Linux)</li> <li>• Office suites (Microsoft Office, G Suite etc.)</li> <li>• Google Applications (Google Drive)</li> </ul>
<b>Work Description</b>	: <ul style="list-style-type: none"> <li>• Office related work (Applications, list preparations, PowerPoint etc.)</li> <li>• Scanning of books and documents</li> <li>• DKP website moderations and payment related works</li> <li>• Monitoring computer systems and other devices</li> <li>• Online meetings scheduling and related works</li> <li>• Social media updates (if needed)</li> <li>• Any other task that might be assigned to assistant</li> </ul>
<b>Remuneration</b>	: Rs.22,290 per month (consolidated pay)

**Sd/-**

**Director**

**Kerala Council for Historical Research**