



**KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES**  
**കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല**

**PANANGAD P.O., KOCHI 682 506, KERALA, INDIA**  
 Phone:0484- 2703782, 2700598; Fax: 91-484-2700337; e-mail: [utypanangad@kufos.ac.in](mailto:utypanangad@kufos.ac.in)



GA5/9404/2022

Dated /06/2024

**EMPLOYMENT NOTIFICATION**

Applications in the prescribed format from eligible candidates are invited for the following post on daily wage basis at this University.

**Name of Post** : Office Assistant  
**Number of Vacancy** : 2 (Two)  
**Period of Appointment** : For 179 days  
**Remuneration** : Daily Wage Basis @ 720/- per day  
 Max. Rs. 18000/- per month  
**Essential Qualification** : 1. Degree with Diploma in Computer Application or  
 Degree in Computer Sciences.  
 2. A fairly good knowledge in handling computer, Managing

Word,

Excel, Power Point and similar programmes, ability to draft/  
 make correspondence and managing files.

**Age** : No age restriction. Qualified retired hands also can apply.

**General Information**

1. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received is large and/or where it will not be convenient or possible to interview all the candidates, the University at its discretion may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience prescribed in the advertisement. Further, the University may also fill up the post advertised on short-term daily wage basis if necessary.

2. The University reserves the right to-

- Not fill up the post advertised
- Draw reserve panels for appointment to possible future vacancies;

3.Written examination and/or interview will be conducted based on the number of candidates.

4.No interim queries regarding test/interview/selection will be entertained.

5.Canvassing in any form will be a disqualification.

6.Interested persons should apply **by post** in the **application attached hereunder with photo copies of all supporting documents.**

7.Application fee Rs.200 /- for General Candidates and Rs.50/- for SC/ST candidates. Applications without remittance of fees shall be summarily rejected.

8.Mode of remittance of fee:- Via online to the

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KUFOS HQRS,Panangad, Ernakulam



Account No: 67149674791  
Name: Finance Officer, KUFOS  
Bank & Branch : SBI, SA Road, Vyttila  
IFSC: SBIN0070517

9. Application should reach this office at the below address on or before 4.30PM on 24.06.2024

**THE REGISTRAR  
KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES  
PANANGAD P.O, MADAVANA, KOCHI-682 506**

10. The University will not be responsible for any postal delay.

11. The envelope should be **super-scribed with the advertisement number and the post applied for.**

**REGISTRAR i/c**

To:

1. Programmer/Systems Manager (For publishing in KUFOS web site)
2. Director PR&P (For publishing in news papers)
3. Notice Board/SF

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