KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES
കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല
PANANGAD P.O., KOCHI 682 506, KERALA, INDIA

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GA5/12495/2026 (ii) Dated : 23 /11/2026

EMPLOYMENT NOTIFICATION

Applications in the prescribed format are invited from suitable candidates for the selection of Technical Assistant & Secretarial Assistant on contract basis under MoES-DOM-NIOT-sponsored MSc Marine Biology Programme-2026 at KUFOS. Qualifications are as detailed below;

1. Name of the Post	**Technical Assistant**
No. of Vacancy	One
Scale of pay/consolidated pay	Rs. 20,000/- per Month
Essential Qualification	• 55% Marks in BSc Degree from a recognized University/Institution. • 2 years of experience in laboratory work. Preference may be given to candidates having experience in handling laboratory equipment and chemicals, preparation of laboratory solutions and reagents, maintenance of laboratory records and stock registers & following good laboratory practices and safety procedures.
Desirable Qualification	• Experience in a Marine Biology laboratory will be an added advantage. • The candidate must be proficient in laboratory practices and is expected to assist in the smooth functioning of the laboratory activities of the MSc Marine Biology Programme. The assignments would include, but would not be restricted to preparation of laboratories for practical classes, preparation of solutions and reagents, handling and maintenance of laboratory equipment, maintenance of chemicals and laboratory records, assisting students and faculty during practical sessions, maintaining stock registers, and other general laboratory activities of the programme.

Duration/Period of Appointment	The initial appointment will be for a period of one year and further extension will be based on the performance evaluation by the principal investigator and the position will be co-terminus with the programme.
Age Limit	Not exceeding 40 years as on the date of this notification. Age relaxation will be applicable as per Government Rules
Mode of Appointment	Contract basis

2. Name of the Post	**Secretarial Assistant**
No. of Vacancy	One
Scale of pay/consolidated pay	Rs. 20,000/- per Month
Essential Qualification	• Any Degree related to Science from a recognised University/Institution. • Good working knowledge of computer applications, including MS word, MS Excel and Power Point.
Desirable Qualification	• Experience in Office Administration, data entry, preparation of official documents, maintenance of records and files, and handling correspondence will be an added advantage. • The candidate must be proficient in computer applications and is expected to assist in the smooth functioning of the administrative activities of the MSc. Marine Biology Programme. The assignments would include but would not be restricted to, preparation and maintenance of official documents, correspondence, student records, attendance records, programme related files, data entry, preparation of reports and presentations, scheduling of classes/meetings, maintaining office records and taking part in the general administrative activities of the programme.
Duration/Period of Appointment	The initial appointment will be for a period of one year and further extension will be based on the performance evaluation by the principal investigator and the position will be co-terminus with the programme.

Age Limit	Not exceeding 40 years as on the date of this notification. Age relaxation will be applicable as per Government Rules.
Mode of Appointment	Contract basis

General Conditions:

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.
2. The qualification prescribed shall be as on the last date for receipt of application.

Application Fee:

1. Application fee: Rs. 200/- (For Candidates other than SC/ST)

Rs. 50/- (For SC/ST Candidates)

2. Mode of remittance of fee: - Via Online to the account given below:-

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

How to apply:

1. Interested candidates are requested to apply in the prescribed format which can be downloaded from the University website www.kufos.ac.in (attached hereunder) along with biodata, supporting documents with marklist (self attested) and proof of remitting application fee.

2. Fee once paid shall not be refunded at any circumstances.
3. Candidates applying for both posts shall remit the prescribed application fee separately for each post.

4. Applications submitted not in the prescribed format, without fee and supporting documents will be summarily rejected.

5. Applications should reach at the below address **on or before 4.30 pm 04.12.2026.**

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

6. The University will not be responsible for any postal delay.
7. The envelope should be super-scribed with the advertisement number and the post applied for.
8. All copies of certificates shall be self attested. The genuineness of the certificate shall be subjected to verification.
9. The University reserves the right to –
    a) not to fill up any or all posts advertised.
    b) draw reserve panels for appointment to possible future vacancies;

Please Note:

1. No interim queries regarding test/interview/selection will be entertained.
2. Canvassing in any form will be a disqualification.

REGISTRAR

To:
1. Programmer (For publishing in KUFOS web site)
2. PRO (For publishing in news papers)
3. Notice Board/SF

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

Affix a recent photograph and self attest the same

APPLICATION FOR THE POST OF TECHNICAL ASSISTANT/ SECRETARIAL ASSISTANT
(MoES-DOM-NIOT Sponsored MSc. Marine Biology Programme – 2026)

Name of Post applied:.....

Notification No.and Date :.....

1.	Name (English Block Letters)	
2.	Father's Name	
3.	Date of Birth	
4.	Age	
5.	Sex:M/F	
6.	Marital Status	
7.	Nationality	
8.	Category: General /OBC/SC/ST (Attach copy of caste certificate if belongs to reservation category)	
9.	Permanent Address	
10.	Address for Communication (ignore if same as above)	
11.	Mobile No	
12.	E-mail ID:	
13.	Computer Proficiency If Yes, give details briefly.	
14. **Details of Educational Qualification**		

Name of Examination	Name of Board/University/Institute	Year of passing	Main Subjects	Marks/OGPA	Remarks Distinction/Division
UG(Specify)					
PG(Specify)					
Additional Qualifications, if any					

15.	Details of Experience (Attach Proof)		
Name of post	Name of Organization	Period of duty	Nature of duty in detail
Other related experience (if any)			
16.	Whether Currently employed : Y/N		
Name and Address of Present Employer with Phone Number/Email id			
Particulars of application fee paid UTR No.		Dated:	Amount:

DECLARATION

I hereby declare that I have carefully read and understood the instructions on this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

Place: Signature:

Date : Name :