

Kerala State Council for Science - Technology and Environment (KSCSTE)
Sasthra Bhavan, Pattom, Thiruvananthapuram, Kerala 695004

Call for applications for the post of Technical Assistant

Applications are invited from eligible candidates for engagement purely on temporary basis as Technical Assistant under KSCSTE -National Council for Science and Technology Communication (NCSTC) project sanctioned to KSCSTE by the Department of Science & Technology (DST), Government of India on contractual basis. The terms and conditions and other details are follows:

Essential Qualifications:

- Candidate having passed with at least 60% marks in 12th Standard or equivalent.
- Diploma/Certificate in Computer Applications from a recognized institution.
- Proficiency in computer applications, including MS Office, spreadsheet management, e-mail correspondence, online data management, and typing in both Malayalam and English.
- Working knowledge of graphic design and content creation tools such as Canva, Adobe Photoshop, CorelDRAW, Adobe Express, or equivalent software for preparation of posters, brochures, presentations, reports, and publicity materials.
- Minimum two years of experience in programme coordination, documentation, data management, office administration, report preparation, stakeholder liaison, and use of computer applications in a government, academic, research, educational, or similar organization.

This engagement shall be initially for a period of One Year and/or co-terminus with the project. The consolidated remuneration will be Rs.15,000/-per month.

How to apply?

Interested candidates may refer to the Terms of Reference (TOR) provided on Page 2 of this document and apply online through the link given below, uploading copies of certificates in support of their educational qualifications, experience and other relevant credentials.

Application Link: <https://forms.gle/a17rmVGmTzHLsXiJ7>

The Authority reserves all rights to postpone or cancel the advertisement and the process of selection and engagement without assigning any reasons thereof.

The last date for receipt of the application is 01/08/2026; 5.00 pm IST

Terms of Reference (TOR) for engagement of Technical Assistant, DST-NCSTC Project of Kerala State Council for Science, Technology and Environment (KSCSTE), Government of Kerala.

Name of the Post:	Technical Assistant
1. Number of Post:	1 (one)
2. Pay:	Rs. 15,000/- per month (consolidated)
3. Age Limit:	Candidate must be within 30 years of age as on the last date of application. Date of birth entered in the High School Certificate or equivalent issued by the Board/Council concern will be treated authentic (The date for determining the age limit shall be the closing date for receipt of applications from the candidates).
4. Tenure of the post:	For a period of One Year or co-terminus with the project.
5. Essential Qualification	• Candidate having passed with at least 60% marks in 12th Standard or equivalent. • Diploma/Certificate in Computer Applications from a recognized institution.
6. Essential Experience	• Proficiency in computer applications, including MS Office, e-mail correspondence, online data management, and typing in Malayalam and English. • Working knowledge of graphic design and content creation tools such as Canva, Photoshop, CorelDRAW, Adobe Express, or equivalent software. • Minimum two years of experience in programme coordination, documentation, data management, computer applications, graphic design, content creation, science communication, educational outreach, or related activities.
7. Expected Deliverables:	The Technical Assistant shall assist in the implementation of the DST-NCSTC project through programme coordination, correspondence, documentation, data management, stakeholder liaison and maintenance of project records. The incumbent shall support the organization of mentoring sessions, training programmes, exposure visits and review meetings; assist in preparation of progress reports and other project documents; and undertake any other project-related responsibilities assigned by the Project Investigator from time to time.