

Trivandrum Engineering Science & Technology
(TrEST) Research Park
**TC-4/2322, GEM Building, Opposite CET, College of Engineering Trivandrum,
Kerala State, 695016 ,Ph. 0471 2598555 mail: trestpark@kerala.gov.in
website:www.trestpark.org
Applications Invited-Notification No.TRP/43/2021 dated14-07-2026**

(Notification No/TRP/43/2021/Dated 19/09/2025 stands cancelled)

TrEST Research Park is a research organization owned by Government of Kerala, promoting industry academy collaboration. Applications are invited from qualified candidates on contract basis to fill up vacancy of Project Co-ordinator (TrEST).

Qualification & Preferred Experience for the Posts:

- a. Academic Qualification: **B.Tech + MBA OR B.Tech + M.Tech** from a reputed Institution
- b. Pay: Rs 39,690 per month.
- c. Age: Below 40 years. (as on application date)
- d. Experience: Minimum 5 years' experience in Academia/industry related activities.
- e. Skills: Familiarity with digital tools for project management and other related office functions and capability to update such skills regularly.
- f. Language Proficiency: Good command over English and Malayalam.
- g. Period of Posting: 1 year on contract basis to be extended based on Performance basis.

Duties & Responsibilities

- a. Coordinate and monitor the planning, execution, and completion of projects undertaken by the organization.
- b. Under the guidance of the concerned authority, coordinate with the Research Units of TrEST Research Park to facilitate student and faculty engagement, including internships, skilling programs, training, research activities.
- c. Business development activities for onboarding new Research Units
- d. Assist the Chief Executive Officer and management in implementing strategic initiatives and institutional objectives.
- e. Preparation of official correspondence, Government communications, office notes, reports, proposals, presentations, and project documentation.

- f. Coordinate meetings, workshops, training programs, conferences, MoU discussions, and stakeholder consultations.
- g. Support preparation and submission of project proposals, grant applications, technical reports, utilization certificates, and other statutory documents.
- h. Coordinate branding, media engagement, and dissemination of organizational achievements.
- i. Support incubation programs by coordinating with startups, mentors, investors, academic institutions, and industry partners.
- j. Coordinate establishment and operational activities of Centres of Excellence, Satellite Centres, and collaborative initiatives.
- k. Coordinate logistics, resource allocation, travel arrangements, and administrative support required for project execution.
- l. Assist in the allocation, maintenance and augmentation of shared laboratory equipment and other infrastructure at TrEST Research Park.

How to apply

Eligible candidates are required to fill up a google form provided in website. The candidates also must forward their CV (hard copy through Post) to the Chief Executive Officer at the address above on or before 14/08/2026. Attach self-attested copies of 1. SSLC Certificate, 2. B Tech/MBA/ M Tech, 3. Experience Certificate in relevant field, 4. Copy of Aadhar Only.

Mode of selection: Through Interview

CEO reserves the right to reject any application without assigning any reason.

Thiruvananthapuram

S/d

Date:14-07-2026

Chief Executive Officer

TrEST Research Park