

**Trivandrum Engineering Science and Technology  
( TrEST) Research Park**

TC-

4/2322, GEM Building , Opposite CET, College of Engineering Trivan  
drum Kerala State 695016

Ph. 0471 2598555 website:www.trestpark.org

**Applications invited – Notification no.TRP/01/2024 dated  
12.08.2024**

TrEST Research Park is a research organization owned by Government of Kerala, promoting industry academy collaboration. Applications are invited from qualified degree holders to fill up two vacancies for immediate posting on contract basis to undertake the work related to International Conference to be conducted by TrEST Research Park .

**Qualification and Preferred experience for the posts:**

Two graduates from any discipline are required for immediate posting on contract basis. Details are as follows:

**Qualification:** Any degree with knowledge in Computer science, proficiency in MS Office is compulsory.

**Period of appointment:** six month or till completion of the work of International Conference which ever is earlier.

**Salary :** Rs.10,000 per month

**Job Responsibilities:**

1. Send out invitation emails to conference delegates
2. Track and manage responses (positive and negative) from attendees
3. Address delegate queries and ensure smooth communication
4. Oversee and manage the conference, ensuring everything runs seamlessly
5. To undertake other works entrusted by TrEST Research Park

**How to apply**

The candidates must **forward their CV to [trestpark@gmail.com](mailto:trestpark@gmail.com)** on or before **22-08-2024**. Attach self attested copies of 1. SSLC certificate 2. Degree certificate 3. Experience certificate in relevant field 4. Copy of Aadhar only.

Mode of Selection : Through Interview

**Thiruvananthapuram  
Dated : 12 - 08 - 2024**

**Sd/-  
Chief Executive Officer  
TrEST Research Park**