

**Trivandrum Engineering Science and
Technology (TrEST) Research Park**
TC- 4/2322, GEM Building, Opposite CET,
Trivandrum Kerala State 695016
Ph. 0471 2598555 website:www.trestpark.org

**Applications invited – Notification no. TRP/01/2024 dated 13-05-
2025**

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 one vacancy of Supporting Staff 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:

Graduate from any discipline is 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 the completion of the work of International Conference.

Salary: Rs.10,000 per month

Job Responsibilities:

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

How to apply

The candidates must **forward their CV to trestpark@gmail.com** on or before 26.05.2025. 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

S/d/-




Chief Executive Officer
TrEST Research Park