



Trivandrum Engineering
Science & Technology Research Park

(A Government of Kerala Undertaking)

No/TRP/69/2025/Project

Dated 17/09/2025

TrEST Research Park – Project Management Unit

Applications invited

Notification No/69/2025/Project Dated 17/9/2025

TrEST Research Park, Thiruvananthapuram, functions under the **Department of Higher Education, Government of Kerala**, as a premier hub for advanced research, innovation, and industry-academia collaboration. Serving as the **Special Purpose Vehicle (SPV)** for the **Kerala Electric Vehicles Industrial Park (K-EVIP)**, TrEST Research Park plays a pivotal role in fostering technology-driven development and enabling knowledge-led industrial growth.

To strengthen its **Project Management Unit (PMU)** for the effective implementation of KIIFB-supported initiatives, TrEST Research Park invites applications from eligible and motivated candidates for the following positions:

1. Project Coordinator – PMU

Qualifications & Experience:

- Master's Degree in Engineering/Management (from a recognized university/institution).
- Minimum **5 years of proven experience** in project management/coordination, preferably in

government-funded or large-scale industrial/academic projects.

- Strong skills in project planning, execution monitoring, documentation, and stakeholder coordination.
- Excellent communication skills, with demonstrated ability in report preparation and presentations.
- Familiarity with public sector projects, regulatory processes, and government liaison will be considered an added advantage.
- Preference will be given for candidates with Civil Engineering background.

Key Responsibilities:

- Coordinate the activities of the PMU in connection with KIIFB projects and allied activities of TrEST Research Park.
- Track project implementation, milestones, timelines, and deliverables.
- Liaise with KIIFB, government departments, industry partners, and academic collaborators to ensure effective execution.
- Prepare and submit periodic progress reports, presentations, and project briefs for review committees.
- Facilitate the organization of review meetings, workshops, and stakeholder events.
- Support strategic planning and ensure compliance with project guidelines and implementation milestones.

Remuneration: ₹40,000/- per month (consolidated)

2. Project Assistant - PMU

Qualifications & Experience:

- Master's Degree in Engineering/ Science/ Commerce/ Management or equivalent (from a recognized university/institution).
- **Freshers or candidates with relevant experience** may apply.
- Proficiency in MS Office tools, project documentation, and communication.
- Strong organizational abilities and willingness to undertake administrative and coordination responsibilities.

Key Responsibilities:

- Assist in project documentation, data collection, and compilation of progress reports.
- Provide logistical and administrative support for meetings, workshops, and project events.
- Maintain project records, correspondence, and stakeholder communication.
- Support day-to-day operational requirements of the PMU.

Remuneration: ₹25,000/- per month (consolidated)

General Terms & Conditions

- Appointments will be on a **contract basis** for an initial period of **one year**, extendable based on performance and project

requirements.

- Place of posting will be **TrEST Research Park, Thiruvananthapuram.**
- The positions require a proactive attitude, willingness to work in a multidisciplinary environment, readiness to travel, and commitment to engage with both industry and academia.
- Interested candidates may apply by submitting their **duly filled application in the google form along with relevant documents** (educational qualifications, experience certificates, AADHAR Card). Last date for application - **07/10/2025.**
- Hard copies of self attested uploaded documents must reach the **CEO, TrEST Research Park, TC- 4/2322, GEM building, (Opp) CET, Sreekaryam - Kulathoor Rd, Sreekariyam, Thiruvananthapuram, Kerala 695016** on or before **07/10/2025.**
- Only shortlisted candidates will be called for further selection processes.

Thiruvananthapuram

Sd/-

17/09/2025

Chief Executive Officer
TrEST Research Park

Signed by

Rajasree M S

Date: 17-09-2025 11:17:58

