

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 innovation, and industry-academia research, 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

- 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)

TRP/69/2025-TH(EV)

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 TRP/69/2025-TH(EV)

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

