

KERALA ACADEMY FOR SKILLS EXCELLENCE
(Skill Development Mission of Government of Kerala)

KASE/378/2022-SR.EXE5 KASE

08-02-2024

NOTIFICATION

The **Kerala Academy for Skills Excellence (KASE)**, the State Skill Development Mission under the Department of Labour and Skills, Government of Kerala, invites applications from qualified and competent candidates for engagement as intern for **2 months** (Likely to be extended). Interested candidates may register via ONLINE mode only by filling the prescribed application form provided in the link below.

Google Form: <https://forms.gle/eC4bh6H2M63iHBNW7>

The google form link will open on 08-02-2024 (10:00 AM). The last date for submitting application will be 7 days from the date of notification (05.00 PM).

DETAILS OF POSTS

The details of the post, qualification and remuneration are mentioned below:

Sl. No.	Position	Qualification	Stipend / Month	Age Limit (As on 01/02/2024)
1	Stakeholder Engagement Intern	<ul style="list-style-type: none">Recently graduated in Business Administration/ Public Relations/ Communication, or any related field.	10,000/-	26

		<ul style="list-style-type: none"> • Exceptional verbal and written communication skills. • Competency in Microsoft Office Suite, particularly in word processing and spreadsheets. 		
2	General Management Intern	<ul style="list-style-type: none"> • Recently graduated in Business Administration, Management, or a related field. • Proficiency in Microsoft Office Suite and data management tools. • Basic knowledge of event management and operational processes. 	10,000/-	26
3	Communications Coordinator Intern	<ul style="list-style-type: none"> • Recently graduated in Communication or any related field. • Proficiency in Microsoft Office Suite and familiarity with email management tools. • Understanding of event management and coordination principles will be an advantage. 	10,000/-	26

Note:

- Profile with Insufficient experience/ qualification will not be considered for selection process.
- The candidate should upload their relevant certificates showing experience and Educational qualifications, Scanned copy of photo and signature in State Job portal.
- The candidate profile without sufficient information will be summarily rejected.
- In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- Candidate awaiting results need not apply.
- The internship period may be extended for any fixed term only based on their previous performance, at the discretion of the KASE.
- Candidate awaiting results need not apply.
- KASE reserves the right to fill or not to fill the post advertised.

Sd/-
MANAGING DIRECTOR