

KERALA ACADEMY FOR SKILLS EXCELLENCE

(State Skill Development Mission & Skill Secretariat)

Third Floor, Carmel Towers, Vazhuthacaud - 14

KASE/281/2026-OM

24-10-2026

NOTIFICATION FOR WALK-IN INTERVIEW

The Kerala Academy for Skills Excellence (KASE) invites applications from qualified and eligible personnel for the post of Office Assistant (on contract basis). Interested applicants may submit their application online through the website of KASE (www.kase.in). The details of post, vacancy, qualification and experience required is given below;

1. Details of Post & Vacancy:

- **Name of Post:** Office Assistant
- **Total Vacancies:** 01
- **Nature of Engagement:** Contract basis (Initially for a period of 01 Year and extension based on performance and requirement)
- **Consolidated Pay:** ₹ 19,510/- per month

2. Eligibility Criteria:

- **Educational Qualification:** Plus Two Pass & Driving License (must)
- **Age Limit:** 35 Years (Maximum Age) years as on 01st Jan 2026.

3. Schedule of Walk-In Interview:

- **Date of Interview:** 02-11-2026
- **Registration Time:** 10:30 am
- **Venue:** Head Quarters, KASE

4. How to Apply:

- a. Duly filled-in Online Application Form (<https://forms.gle/iWA6qeEDXwvn9FGj6>).

- b. Attach Original certificates (Age proof, Educational Mark sheets, Driving License).
- c. Attach Recent passport-size photograph.
- a. Attach Curriculum Vitae (CV) / Resume / Bio-data

5. General Terms & Conditions:

- Online Registration Start Date: 24th October, 2026
- Online Registration Closing Date: 30th October, 2026 (05:00 PM)
- Applicant must be citizens of India and must have completed the minimum 18 years of age.
- Applicants must compulsorily fill-up all relevant fields of the online application.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.
- Please note that only shortlisted candidates will receive intimations via email, or phone call regarding the selection process.
- Shortlisted candidates must bring one self-attested set of educational certificates (SSLC & HSE), Driving License, photo ID proof, and an updated CV/Resume/Bio-data, along with one recent passport-sized photograph, to the walk-in interview.
- No TA/DA will be paid for attending the walk-in interview.
- The management reserves the right to cancel/restrict the recruitment process without assigning any reason.
- The KASE reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit/ relaxation/ concession, misconduct.

Sd/-

Authorised Signatory