

**RECRUITMENT OF HR EXECUTIVE**  
**SPORTS KERALA FOUNDATION ON CONTRACT BASIS**

The Sports Kerala Foundation, a Government of Kerala Undertaking, invites **applications** for appointment as **HR Executive** in the Sports Kerala Foundation on contract basis:-

**1. Number of Vacancies, Educational Qualification, Experience and Age:**

Number of Vacancies	1
Educational Qualification	Bachler's of Degree in Human Resource, Business Administration or related discipline with minimum 50% Marks or Diploma ( minimum 2 year ) in human resource Management form Recognized board of education or relevant Advanced Diploma with minimum 50% marks (Vocational) with 2 year experience in the relevant field. or MBA with 1year experience.
Experience	Minimum 2 year experience in relevant Field. Internship in HR ( Add strong value )
Age	Not to exceed 36 years.

**II. Period of Contract**

The above post is temporary in nature, initially for a period of **one year** for managing clerical/accounts tasks related to construction / operational works entrusted to Sports Kerala Foundation. The period of contract may be renewed further based on organizational requirement / performance.

**III. Remuneration:**

Consolidated Pay (per month)	Rs. 22,240/- (as per G.O. (P) No. 54//2025/Fin dated 19.04.2025 Category III)
---------------------------------	--

**IV. Method of Selection**

The applicants meeting the qualification and experience requirements notified shall be short listed based on their Graduation Marks and experience. The short listed candidates shall be informed to

attend a **Personal Interview to be held at the office of Sports Kerala Foundation**, Jimmy George Indoor Stadium, Vellayambalam, Thiruvananthapuram.

## **V. Qualification**

- i. Those applicants having qualifications equivalent to any of the prescribed qualifications should submit the Certificate issued by the employer and without such certificate, their candidature will not be considered.
- ii. The minimum qualification stipulated for the post must be from a University / Institute recognized by AICTE / appropriate statutory authority in India / State / Central Government.

## **VI. Experience**

1. Experience acquired after the date of passing of the qualification stipulated as per item I above will only be considered.
2. Experience Certificates obtained from Government Departments / CPWD/ SAI / Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status will only be considered for short listing to attend the Personal interview.
3. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which they will not be permitted to attend the **Personal interview**

## **VII . How to apply**

1. Applicants shall submit their Bio-data in sealed cover to the **office of Sports Kerala Foundation**, Jimmy George Indoor Stadium, Vellayambalam, Thiruvananthapuram or forward the same to the e-mail **careers.skf@gmail.com** from **21.01.2026 to 31.01.2026**
2. Copies of all certificates towards proof of age, educational qualification, experience etc and a recent passport size colour photograph shall be attached along with the Bio-data.
3. **“Application for the post of HR Executive** shall be written on the envelope.
4. Applicants should not submit more than one application for a particular post. Application once submitted shall be final.

## **VIII. General**

1. Applicants are advised to make sure that they are meeting the eligibility requirements for the post before submitting the applications.
2. If at any stage it is found that any information furnished is false / incorrect or the candidate does not satisfy the eligibility criteria, the candidature / appointment is liable to be cancelled / rejected.
3. Candidates short-listed for the certificate verification / Personal interview should bring a photo identity proof (in original) like PAN Card, Aadhar, Driving License etc, and all original certificates towards proof of age, qualification, experience and their candidature will be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature will be rejected.
4. Applicants who fail to produce the original certificates during the certificate verification process will not be allowed to attend the Personal interview.
5. No TA / DA will be paid to the candidates for attending the selection.

6. The vacancies are purely on contract basis for the period specified and Sports Kerala Foundation is not liable to offer appointment during or after the completion of contract period of the selected candidates.
7. Persons convicted for criminal offences shall not be considered.
8. Applicants should be of sound health and shall satisfy the medical fitness standards as fixed by the Government. A medical fitness certificate by the Medical Officer / Civil Surgeon shall be produced at the time of appointment.
9. No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
10. Any amendment, modification or addition to this advertisement will be given in the website only.
11. Candidates should furnish their e-mail ID and mobile No. in the application. The call letter for the interview shall be forwarded to the e-mail ID only.
12. For any further clarification, please contact the office in person.7994443386



Vishnu Raj P IAS  
Managing Director & CEO

**ANNEXURE**  
**APPLICATION FOR THE POST OF**  
**HR EXECUTIVE**

**Name (in Block Letters)** :

**Sex** :

**Postal Address** :

Color Photo  
affix here

**Contact No** :

**Email** :

**Age & Date of Birth** :

**Educational Qualifications** :

**Previous Experience** :

**Declaration**

I ..... here by declare that the above details are true the best of my knowledge.

Signature of Applicant