

KERALA IRRIGATION INFRASTRUCTURE DEVELOPMENT CORPORATION
THIRUVANANTHAPURAM

KI IDC NEEDS NON TECHNICAL STAFFS FOR ANTI SEA EROSION PROJECT, CHELLANAM AT
ERNAKULAM DISTRICT.

1. CLERK CUM TYPIST

- Candidates who have passed Bachelor of degree in any discipline from a recognized university.
- Diploma in Computer Application from recognized institute is mandatory.
- Minimum 5 years related experience with proven office administration and customer service skills required. Working knowledge of computer software like MS Office is essential.
- Age below 35 Years as 01-01-2022.

2. OFFICE ATTENDANT

- Candidates who have passed 10th class from a recognized board.
- Minimum 2 years experience in handling office matters and customer service skills essential.
- Age below 40 years as on 01-01-2022.

3. PART TIME SWEEPER

- Candidates have passed 8th class.
- Age below 50 Yrs as on 01-01-2022.

Note: Appointments will be on Contract basis for a period of one year. The Posting will be in the site office of the Chellanam in Ernakulam District. The management reserves the right to call only limited number of candidates for the interview. Interested candidates may send their detailed bio-data in the **prescribed format** (Others are not accepted) with a recent passport size photo, on or before 5.P.M on 14/02/2022. Self attested Photo copies of the supporting documents to prove qualification and age should be attached along with the applications. All further correspondence will be only by post.

Managing Director.
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Chief Executive Officer