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| **Designation : Project Assistant (2 Vacancy)**  |
| Job Description | Will be responsible for:* Secretarial assistance to MD, KSFDC and Project Manager on all work related to project.
* Document Control.
* Any other work assigned by MD. KSFDC
 |
| Academic Qualification | * B.Tech Degree in Civil Engineering / B.Tech Degree in Computer Science or IT
* Additional weightage for diploma in tecretarial Practice
* Knowledge in AutoCAD and M.S Office
* Knowledge in M.S Project is an added advantage.
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| Experience | * Minimum 5 years of similar experience in development of infrastructure and civil engineering projects.
* Adept in working with software MS Office, MS Excel and MS PowerPoint
* Proficiency in English and Malayalam typing
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| Maximum Age Limit | 35 years |
| Pay  | * Rs. 25000/- per month (Consolidated)
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| Terms of Engagement | * The engagement will be for a period of 2 years on contract basis, which may be extended on requirement.
* Other standard terms and conditions as applicable to such appointment in Government of Kerala
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**Wanted Project Assistants**

**Address to which applications are to be sent – Managing Director, KSFDC, Chalachitra Kalabhavan, Vazhuthacaud, Thiruvananthapuram – 695 014.**

**Last date for submitting Application 22.09.2020, 5 PM**