|  |  |
| --- | --- |
| **Designation : Project Assistant (1 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 secretarial Practice * Knowledge in AutoCAD and M.S Office * Knowledge in M.S Project is an added advantage. |
| 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 |
| Maximum Age Limit | 35 years |
| Pay | * Rs. 25000/- per month (Consolidated) |
| Terms of Engagement | * The engagement will be for a period of 1 year on contract basis, which may be extended on requirement. * Other standard terms and conditions as applicable to such appointment in Government of Kerala |

**Wanted Project Assistant**

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

Last date for submitting Application **28.03.2023, 3 PM**.