



KERALA STATE WELFARE CORPORATION FOR FORWARD COMMUNITIES LIMITED
L2, Kuleena, Jawahar Nagar, Kowdiar. P.O, Thiruvananthapuram- 695003.

Advt. No. 14/A1/2019/KSWCFC dated 24/07/2019.
Recruitment of Personal Assistant to Managing Director

The Kerala State Welfare Corporation for Forward Communities Limited is a Govt. of Kerala undertaking, incorporated under the companies act , 1956 on 8th November, 2012 as a Private Limited Company with an objective to promote the comprehensive development and welfare of the economically backward sections among the forward communities in Kerala. The KSWCFC desires to fill the post of Personal Assistant to MD on contract basis for a period of one year. Hence applications are invited from suitable, qualified, dynamic, result oriented and dedicated candidates to the post of PA to MD. The eligibility criteria and other details are given below.

No. of posts : 1

Qualifications are:

- (i) Degree in any discipline.
- (ii) Proficiency in English, Malayalam, Social Media.
- (iii) DCA or any Government Certification in Computer Applications.

Consolidated salary of Rs. 20,000/- per month.

Age limit : between 21-40 as on 1st January 2019.

Last Date : Before 5 PM on 09/08/2019.

Interested parties may submit their Biodata along with relevant copies of certificates to this office by **post or e-mail (kswcfcrecruitment@gmail.com)** on or before **5 p.m** on **09-08-2019 (Friday)**.

Sd/-
Managing Director