

KERALA INSTITUTE OF WELDING AND RESEARCH (KIWR)
FACT TRAINING CENTRE CAMPUS
UDYOGAMANDAL – 683 501, ERNAKULAM DT., KERALA
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Director/KIWR/

07-12-2017

WANTED OFFICE ASSISTANT (On Temporary Basis)

Kerala Institute of Welding and Research (KIWR), FACT Training Centre, Udyogamandal, Ernakulam invites application for the post of Office Assistant on temporary basis.

Requirements:

- i) Should be B Com holder with Computer literate and good in Tally
- ii) Should be conversant in MS Office Applications like MS Excel, MS Word and Internet Applications like e-mail etc.
- iii) Should have good command over spoken and written English language.
- iv) Should be able to handle routine office work, accounts, record keeping, documentation.
- v) Should be self driven and dedicated to work.
- vi) Preferably below 50 years. However retired persons with adequate experience may also be considered.

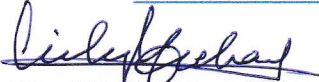
Application in the attached format with self attested copies of documents to prove address, age, qualification, experience etc. should reach on or before 21/12/2017.

Application should be complete in all respects. Incomplete, ineligible, belated application will be summarily rejected.

Application will be on temporary / contract basis for a period of six months which can be extended based on performance and requirement.

Institute reserves the right to reject an application or terminate the service at any time without assigning any reason.

Website: www.kiwr.edu.in Phone No. 0484 2546838, 2567352


Siby Michael,
Director

