

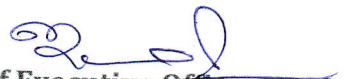
KERALA IRRIGATION INFRASTRUCTURE DEVELOPMENT CORPORATION
THIRUVANANTHAPURAM

Inviting applications for the post of Personal Assistant to Managing Director

- **Minimum Qualification** : A candidate must have passed 12th class or Equivalent from a recognized board or university.
- **Skills and Experience** : Minimum 5 plus years related experience with proven office administration and customer service skills required. Working Knowledge of Computer software and Electronic communication. Well versed with Government works.
- **Age** : Below 40 Yrs as on 1/1/2021

Note: All appointments will be on contract basis. 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 25/08/2021. Photo copies of the supporting documents to prove **Qualification, Experience and age** should be attached. **Applications should be in hard copies only.** All further correspondence will be only by mail and applicants shall furnish their latest email id and Phone number.

Managing Director.
KIIDC Ltd.
T.C.84/3(Ols 36/1)
NH-66 Bypass Service Road.
Eanchakkal. Chackai.P.O.695024.
Thiruvanamthapuram.


Chief Executive Officer

To,

1. Official Website.
2. Notice Board.

12 /8/2021