



KUDUMBASHREE BROILER FARMERS  
PRODUCER COMPANY LTD.

**KUDUMBASHREE BROILER FARMERS PRODUCER COMPANY LTD.**  
DOT SPACE BUSINESS CENTRE  
TC 24/3088, Usha Sandya Building  
Kowdiar, Dewasom Board Road, Thiruvananthapuram 695033

+91 471 255 4715

info@kudumbashree.org, ahkudumbashree@gmail.com

kudumbashreebfpcl@gmail.com, ahkudumbashree@gmail.com

www.keralachicken.org

0001/HR/19/KBFPCL/00020

31.08.2019

### **Notification-OFFICE ASSISTANT**

Kudumbashree Broiler Farmers Producers Company Limited intends to take up Office Assistant to recruit for one year on contract basis. The Chief Executive Officer, Kudumbashree Broiler Farmers Producer Company Ltd, Kudumbashree State Mission, 2nd Floor, TRIDA Rehabilitation Building, Medical College P.O. Thiruvananthapuram – 695011 invites sealed EOI from experienced candidates.

**Educational Qualification:** Plus Two.

**Pay Scale Consolidated fixed per year:** Consolidated pay of Rs 10,000 per month.

#### **Roles and Responsibilities**

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodations and reservations needs as required.
- Creating, maintaining, and entering information into databases.

**Number of posts: 1**

**Selection Procedure:** The candidates shall be selected on the basis of written test and interview by the designated team for the purpose. Separate call letter will not be issued for the same. Applicants should attend the interview panel discussion on 17<sup>th</sup> September 2019, 10.30 AM at EZ Suites NAD Rd, Kalamassery, ChaithanyaNagar, NorthKalamassery, Kalamassery Kochi, Kerala 683104 India.

#### **Address:**

**KUDUMBASHREE BROILER FARMERS' PRODUCER COMPANY LIMITED**

Kudumbashree State Mission,  
2nd Floor, TRIDA Rehabilitation Building,  
Medical College P.O.,  
Thiruvananthapuram - 695011, Kerala.  
Phone: 91-471-2554714, 2554715, 2554716

Closing date of application submission: 07.09.2019 before 5.00 pm. Both hard copy and softcopy of the application are accepted. The application shall be sent to the email:  
kudumbashreebfpcl@gmail.com.

**Chairman & Managing Director**

Kudumbashree Broiler Farmers Producer company Limited  
2nd floor above munnar catering college. Trida building, road, Chalakkuzhi, Thiruvananthapuram, Kerala  
695011  
Kudumbashree State Mission Office., Address

## APPLICATION FORM



1. Name of the Post Applied for: .....

2. Full Name of the Candidate: .....  
(in Capitals)

3. Date of Birth:        
Day Month Year

4. Gender: (Write '1' for Male, '2' for Female)

5. Marital Status: .....

6. Father's/Husband's Name: .....

7. Mailing Address (in block letters): .....

.....

..... Pin Code: .....

Tel. No. : ..... Mobile: .....

E.mail ID (if any): .....

8. Nationality: .....

9. All Educational/other professional Qualifications/Training Courses etc/Degree Examination onwards:

Level	Exam passed/ Degree Trg.	Division/Grade % of Marks	Year of Passing	Duration of the Degree/ Diploma	Board/ University	Subject	Subject of Specialistion

10. Brief professional experience:

Office/Instt. Firm	Post held	Part time/ Contract Basis/ Ad-hoc/ regular/ Temp./pmt.	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Salary	Nature of duties
			From	To	Years	Months	Days		

11. Any other relevant information:

.....

12. Details of enclosures:

1) .....

2) .....

3) .....

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I do not have any statutory impediment to apply or work for the above cited post.

Date:

**Signature of candidate**

Place:

Address:

**References (02 experts/persons):**

1. ....

2. ....