

No. 607/Cosmos/Office AH/KCHR/2023

KCHR is recruiting **Office assistant cum DTP operator** on contractual basis for **Cosmos Malabaricus Project** in the **KCHR , Pattanam Regional office**. The details are provided below. All applications **must only be done in the online mode**. The link to the application form is provided in the KCHR website (kchr.ac.in). No hard copy or email applications will be entertained. The last date for applying is **25.05.2023**.

Office assistant Cum DTP operator

Nature of employment	Contract for 6 years (Project staff)
Number of posts	1
Age Limit	36 years as on 1/1/2023 (relaxation as per existing government rules)
Essential Qualification	1.Bachelor's degree 2.Proficiency in English and Malayalam Word Processing and DTP
Desirable Qualification	1.Experience in office work / administration
Work Description	1.Helping with correspondence and programme schedule 2. Editing and documenting 3. Assistance with drafting proceedings 4.Organizing files, scheduling meetings and office management 5.Any other matter that may be assigned to the assistant.
Remuneration	25,000/- per month (consolidated pay)


DIRECTOR
KCHR
HIRUVANANTHAPURAM.