

**CAREER GUIDANCE AND PLACEMENT CELL
GOVERNMENT ENGINEERING COLLEGE IDUKKI**

Painavu, Idukki,
Kerala - 685603



06/07/2025

Recruitment for Office Assistant

Name of post:	Office Assistant
Itcqlrcmcnts:	Graduate with computer skills (Word, Excel, Power point, Poster design, Video editing, Basic programming skills). Must be proficient in English. B.Tech, M.Tech desirable.
Nature of Job:	Communication with Companies/Faculty/Students/Alumni, Training related activities, Documentation, Database management, Accounting.
Conditions:	Tenure of 179 days. No other claims and benefits. Candidates need to be ready to work beyond college working days & time based on the needs of recruiters/trainer/alumni.
Remuneration:	Daily Wages of Rs.1070/- per day
Number of openings:	1
Selection Process:	(a) Demo activity (b) Interview

Interested candidates may send their CV to placements@gecidukki.ac.in on or before 10th July 2026. Candidates shortlisted for Interview shall be may report at college on 14th July 2026, 10:00 AM at the CGPC Office.


Placement Officer

**PLACEMENT OFFICER
CAREER GUIDANCE &
PLACEMENT CELL (CGPC)
GOVERNMENT ENGINEERING COLLEGE
IDUKKI - 685 603**

