

CAREER GUIDANCE AND PLACEMENT CELL  
GOVERNMENT ENGINEERING COLLEGE IDUKKI  
Palnavu, Idukki,  
Kerala – 685603

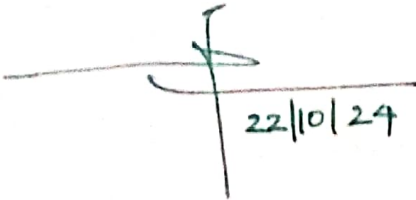


21/10/2024

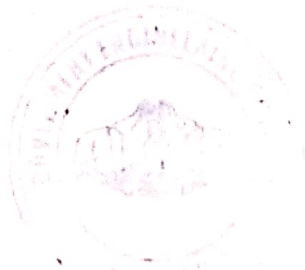
Recruitment for Office Assistant

|                     |   |
|---------------------|---|
| Name of post:       | Office Assistant  |
| Requirements:       | Graduate with computer skills (Word, Excel, Power point, Poster design, Video editing, Basic programming skills). Must be proficient in English. B.Tech/M.Tech are 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 recruiter/trainer/alumni.      |
| Remuneration:       | Consolidated 15,000/- per month   |
| Number of openings: | 1   |
| Selection Process:  | (a) Demo activity<br>(b) Interview  |

Interested candidates may send their CV to [placements@gecidukki.ac.in](mailto:placements@gecidukki.ac.in) on or before 27<sup>th</sup> Oct 2024. Candidates shortlisted for interview shall be asked to report at college on 29<sup>th</sup> Oct 2024, 10:00 AM from the CGPC Office.

  
22/10/24

PRINCIPAL  
GOVERNMENT ENGINEERING COLLEGE  
PAINAVU, IDUKKI



  
21/10/24  
Placement Officer