



KUDUMBASHREE BROILER FARMERS'
PRODUCER COMPANY LTD.

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TC 94/3171, Behind Lalith Flora, Opposite St. Anne's Church,
Pallimukku, Pettah P. O, Thiruvananthapuram -695024

CIN : U01100KL2019PTC057331, GSTIN/UIN: 32AAHCK5583G1ZG

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www.keralachicken.org.in

023/HR/2022/KBFPCL

13/11/2024

Notification-OFFICE ASSISTANT

Kudumbashree Broiler Farmers' Producers Company Limited intends to take up Office Assistant for one year on contract basis. Interested candidates shall send their resume along with duly filled application form and self-attested copies of relevant certificates to The Chairman & Managing Director, Kudumbashree Broiler Farmers' Producer Company limited, TC94/3171, Behind Lalith Flora, Opposite St Anne's Church, Pallimukku, Pettah P.O Thiruvananthapuram, Pincode-695024 on or before 28/11/2024, 5.00 PM. The envelope should be superscribed with 'Application for the post of Office Assistant'. To download notification and application form please visit www.keralachicken.org.in. **Only hard copy of the application will be accepted.**

Number of posts:1

Essential Qualification: Plus Two

Desirable Qualification: Certification in MS-Office.

Consolidated pay: Rs 15,000 per month

Age Limit: Below 30 years as on 01.11.2024

Roles and Responsibilities

- To maintain files, records and office registers.
- Managing office supplies and ordering new stocks as needed.
- Recording information as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Other tasks assigned by higher authority.

Selection Procedure: The shortlisted candidates shall be selected on the basis of written test and interview. The date and venue for the same will be intimated through telephone and email.



Chief Executive Officer

Kudumbashree Broiler Farmer's Producer Company
Limited

10. Brief Experience

Name of Organisation	Designation	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(if any).....

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