

**THE MAR THOMA CHURCH EDUCATIONAL SOCIETY
MUKKOLAKKAL, THIRUVANANTHAPURAM-695 044**

OFFICE ASSISTANT

(1) Job Requirements : The job involves drafting of letters, taking dictation, maintenance of files and generally providing clerical assistance to the Principal of the Engineering College. The Society will be free to deploy the selected person for work in any of the other units under the Society.

(2) Qualifications : A. Essential:
(i) Graduate Degree
(ii) Proficient in English and Malayalam both spoken and written.
(iii) Well acquainted and experienced in the use of Computers especially in using WORD and EXCEL
(iv) Minimum speed of 80 words per minute for Stenography and 30 words per minute in Typing.

B. Desirable:

Experience in Office work for one year or more.

C. Age : Preferably between 20-50 years. Relaxation for exceptionally well qualified candidates will be considered. Retired hands also may apply.

(3) Term of appointment: Appointment will be on Contract for one year terminable with three month's notice on either side, initially on consolidated pay of Rs.5,000/- p.m. Higher emoluments may be considered for well experienced and well qualified persons.

If found suitable a regular scale with allowances can be considered at the end of the first year.

Interview/Test: Applicants should be prepared to appear for a Test / Interview at their cost at Trivandrum.

Medical Certificate : Successful candidate will be required to produce a Certificate of Medical fitness at his cost, if he / she is offered the appointment.

(4) Application should be accompanied by photocopies of certificates regarding educational qualification, experience etc., and also by a DD/local Cheque for Rs.100/- payable to the Mar Thoma Church Educational Society, Trivandrum-44.

(5) Application to be made in the prescribed form to **Secretary, Mar Thoma Church Educational Society, St. Thomas Nagar, Mukkolakkal, Thiruvananthapuram-695 044** **before 30th November 2009.**

10-11-2009

Secretary.