

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

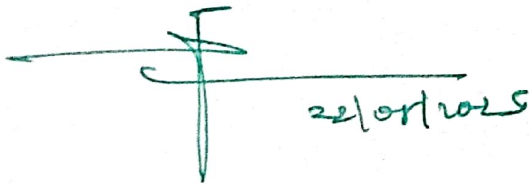


20/08/2025

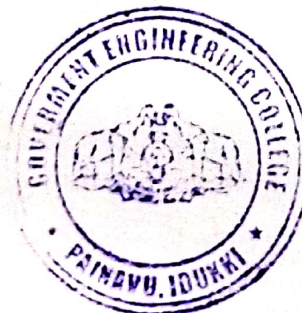
Recruitment for Office Assistant

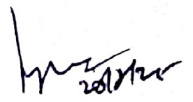
Name of post:	Office Assistant
Requirements:	Graduate with computer skills (Word, Excel, Power point, Poster design, Video editing, Basic programming skills). Must be proficient in English. B.Tech/M.Tech/MBA is desirable.
Nature of Job:	Communication with Companies/Faculty/Students/Alumni, Training related 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. Tenure shall be extended based on performance.
Remuneration:	Daily wages of Rs 955/- 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 26/8/2025 4:00 PM. Candidates shortlisted for interview shall report at college on 27/8/2025 10:00 AM at CGPC Office.


22/08/2025

**PRINCIPAL
GOVERNMENT ENGINEERING COLLEGE
PAINAVU, IDUKKI.**




Placement Officer