

Notice for Appointment of Administrative Assistant on Deputation basis

Applications are invited from qualified candidates through proper channel along with NOC from dept. heads, in prescribed form provide in KSR part-I, rule 144, bioata, copy of certificates to prove qualification and experience, for appointment as Administrative Assistant on deputation basis in 'HOMCO', a public sector Homoeopathic medicine manufacturing unit, sponsored by Govt. of Kerala. The details are given below:

Name of post:	Administrative Assistant
Nature of appointment:	Deputation from Govt. Depts or Public sector companies.
Scale of Pay for the post:	36600-79200/- (revised)
Educational Qualifications :	B.Com or equivalent (preferred)
Rules of deputation:	as per Kerala Service Rules
Period of appointment:	one year (can be extended as per rules depends on performance)

Last date of receipt of application at HOMCO is 5pm on 30.11.2017.

The rules and guidelines prevailed in the Pharmacy are applicable in terms of leaves, discipline, working time, etc.

Selection is based on an interview conducted by HOMCO.

Application may be send to: Managing Director, Kerala State Homoeopathic Co-operative Pharmacy Ltd., Pathirappally.P.O, Alappuzha-Dt. Pin: 688521.

The envelope may be superscribed " Application for Administrative Assistant."

25.10.2017

Pathirappally

Sd/-

Dr.P.Joy

Managing Director