



**COUNCIL FOR FOOD RESEARCH AND DEVELOPMENT**

GOVERNMENT OF KERALA

Anakuthi, Perinjottakkal PO, Konni, Pathanamthitta, Kerala, Pin -689692. Tel: 0468-2204747,  
2241144 E mail: cfrd2008@gmail.com

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CFRD/K/1297/17

01/01/2018

**NOTIFICATION**

Applications in the prescribed format are invited from qualified candidates for an Office Assistant in the CFRD Office on contract basis on a consolidated monthly salary of Rs.15000/-. The qualification is pass in B.Com with practical knowledge in Tally. The last date of receipt of applications is 12/01/2018. For details and for the format of application visit website [www.supplykerala.com](http://www.supplykerala.com).

Sd/-  
Director, CFRD



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CFRD/K/1297/17

01/01/2018

### **ANNOUNCEMENT IN WEBSITE**

#### **Wanted office Assistant**

The Council for Food Research and Development, Kerala want to select an Office Assistant on contract basis on a consolidated monthly salary of Rs.15000/- in the office of CFRD in Pathanamthitta District. The CFRD is functioning under Food and Civil Supplies Department, Government of Kerala. Those who have passed B.Com with practical knowledge in Tally can apply on or before 12/01/18 in the prescribed form, which can be downloaded from the Supplyco Website: **www. supplycokerala.com.** The applications will be received from 10 A M to 5 P M on all working days. Late applications will not be entertained. Application fee - Rs: 500/- (for SC/ST candidates Rs:250/- as demand draft drawn in favour of the Chief Executive Officer, CFRD, payable at Konni shall be enclosed with the application. The applications should be addressed to The Director, CFRD, Perinjottakkal PO, Konni, Pathanamthitta District, Kerala, Pin 689692. The envelope shall be super scribed as "Application for the post of Office Assistant" .

Sd/-  
Director, CFRD

## **INSTRUCTIONS TO THE CANDIDATES**

**(Read carefully and follow all the instructions strictly)**

### **Instructions**

1. Providing of false information will affect your candidature negatively.
2. Incomplete and illegible applications will be rejected.
3. In all matters relating to selection, the decision of the CFRD will be final.

Attach duly attested copies of the following certificates:

- i) Proof of age,
- ii) Mark sheets
- iii) Self attested Certificates of All Degrees
- iv) Certificate of experience from the competent authority.
- v) Caste Certificate in case of SC/ST/OBC candidates

**Application fee:** Demand Draft for Rs: 500/- (for SC/ST candidates Rs: 250/- drawn in favour of the Chief Executive Officer, CFRD, Payable at Konni.

### **Last date of receipt of Application**

The last date of receipt of application will be 12/01/2018 up to 5 PM

The applications with all relevant documents should be sent to “ The Director, CFRD, Perinjottakkal PO, Konni, Pathanamthitta (Dist), Kerala, Pin 689692, 0468- 2241144”.

**APPLICATION FORM  
(Office Assistant)**



Name  
(BLOCK LETTERS)Mr./Mrs.....

Date of Birth.....Age.....(as on 01 /01/2018)

Sex: Male/female Marital Status: Single/Married

Religion.....Caste..... (Specify whether SC/ST/ OBC)

Postal Address (Permanent).....

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PostalAddress(Present).....

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Phone No. (with Area code)..... Mobile No.....

E-mail address .....

Educational qualification: Please list chronologically all your educational qualifications from B.Com onwards (Attach copy of Certificates)

Sl No	Name of Exam Passed	Name of Institution	Board/ University(with state)	Year of Passing	Main Subject	Total marks/ Total grade point	%of marks/ grade point obtained
1							
2							
3							
4							

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**Details of work Experience**

Sl. No.	Name & address of the employer	Designation	Pay, Scale of pay	Field of work/manner of duties performed	Period	
					From	To

Total Experience till the date of application:

Years.....Months.....

(Attach attested copy of experience certificate)

**Declaration**

I hereby declare that the above information provided by me is accurate and true to the best of my knowledge and belief. I have carefully read all the instructions in the notification and application form and hereby agree to abide by the decision of the CFRD authorities on all matters regarding the selection and to work to the fullest satisfaction of the authorities, if I am selected for the post.

Date:  
Place:

Signature: