



## KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O, Thiruvananthapuram

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### NOTIFICATION

CATEGORY NO: **071/2024**

Opening Date: 28-10-2024

Closing Date: 30-11-2024

Name of the PSU : Kerala Bureau of Industrial Promotion (K-Bip)

Name of the post : Office Attendant

No. of Vacancy : 2

Post Type : Permanent

Pay Scale : 23,000 - 50,200

#### I. COMPANY PROFILE:

The Kerala Bureau of Industrial Promotion an autonomous body established in 1991 under the Department of Industries and Commerce, Government of Kerala operates as a registered society under the Travancore Cochin Scientific Literary and Charitable Societies Act of 1955 promoting the states business opportunities and favorable business environment to entrepreneurs while collaborating with other agencies to enhance industrial development through strategic advantages governmental support and sector specific incentives offered in the different sectors of the industry.

#### II. JOB DESCRIPTION AND RESPONSIBILITIES:

Providing logistical and administration support during the office hours, meetings and other events/programmes organised by KBIP. Support service in programmes/events organised in and outside the State. Support Staff in moving documents/files around the office and in various Government Offices and effecting payments in Banks. Photocopying of office documents as

necessary. Any other duties and responsibilities as may be assigned by the supervising officer.

### **III. ELIGIBILITY:**

#### **1. QUALIFICATION:**

Pass in SSLC or its equivalent from a recognised Board/Institution. The applicant shall be a Citizen of India, must be of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for the post.

#### **2. AGE LIMIT:**

Age between 18 and 35 as on the date of Notification

#### **3. APPLICATION FEE:**

Rs.200/- ; for SC/ST candidates – Rs. 50/-

### **IV. NOTE TO APPLICANTS:**

1. The applicants are required to go through the notification carefully and satisfy themselves about their eligibility for this recruitment before applying
2. Admittance to the interview will be provisional only. The Interview Board will have the right not to evaluate the performance of the candidate if material discrepancy is found regarding the applications/credentials at the interview stage. The candidature of such candidate will be rejected.
3. Candidates shall submit their applications via online mode only. Applications submitted via any other medium will be summarily rejected.
4. Candidates must upload their essential qualification and essential experience certificates while applying. Those who fail to upload the certificates shall be summarily rejected.
5. Candidate should provide a valid email ID and mobile number as all correspondence pertaining to recruitment will be communicated by the email address and mobile number provided at the time of filling online application.
6. Relaxation in upper age limit is applicable to the eligible candidates as per rules.

**Secretary**  
**Kerala Public Enterprises**  
**(Selection & Recruitment) Board**