



**KERALA POLICE HOUSING AND
CONSTRUCTION CORPORATION LTD.**

(A Govt. of Kerala Undertaking)

Chandrasekharan Nair Stadium, Palayam,

Vikas Bhavan P.O., Thiruvananthapuram- 695 033

Telephone : 0471- 2302201, 2302202, 2302203, 2302204

Fax : 0471 - 2302201

E-mail : kphcc_ltd@yahoo.com, cekphcc@gmail.com

No.E2/3832/2026/KPHCC/ADMN

Dated: 25/07/2026

EXPERIENCED OFFICE ASSISTANT WANTED

- Name of post : Office Assistant **(on contract basis)**
- Emoluments : ₹ 24,255/-per month
- Place of Posting & Area of work : KPHCC Head Office,
Thiruvananthapuram
- Qualification : i. Degree in any Discipline
ii. Data Entry and office Automation and
relevant experience in the office work.
- Last date of receipt of Application : 31/07/2026

Preference will be given to the applicants residing at Thiruvananthapuram district. The application should be submitted in the prescribed format with relevant documents such as proof of age, qualification, experience etc by post to **the Managing Director, Kerala Police Housing and Construction Corporation, CSN Stadium, Vikas Bhavan P.O, Palayam, Thiruvananthapuram-695033** or through email: **mdkphcc@gmail.com** on or before 31/07/2026.


**ADMINISTRATIVE MANAGER
for MANAGING DIRECTOR**



APPLICATION FOR THE POST OF OFFICE ASSISTANT
KPHCC HEAD OFFICE

SI No.....

1	Name :	
2	Address :	
3	Date of Birth :	
4	Religion & Caste :	
5	Qualification :	
	General Percentage of Marks :	
	Others (Specify) :	
6	Experience if any (furnish Details) :	
7	Additional information if any :	
8	Mobile Number :	

Signature