

Sl No	Name of the Service	Minimum Qualification	No of Service - present	Proposed
1	House Keeping/Cleaning service		24	12000
2	Office Assistant/Courier Messenger	3 years' experience in relevant field	12	13500
3	Pump Operator/Boiler Operator	3 years' experience in relevant field	4	16000
4	Front Office /Computer Assistance Service/ Chemist	PDC/Degree with Computer Knowledge Bsc Chemistry with Computer knowledge	12	
	Billing Service	B Com	5	
4	Accounting Assistance	B Com + 3 years Tally experience	4(H.O)	18000
5	Secretarial Service	PDC/Degree+ DCP English & Malayalam+ 5 years' Experience	3 Nos (2 Nos attached to GM Projects & 1 no attached to GM Planning)	20000
6	Engineering Service	B TEC /BE (Civil/Electrical) or Diploma with 3 + years of service	4	20000
7	Management Service	MBA+ 3 years' experience	4	22500
			72	

*Rs.1500/- extra towards fuel for courier service.

** Net salary for part time service 50%

***Gross salary is inclusive of all allowances, EPF and ESI contribution of employee.