



# BHAVANAM FOUNDATION KERALA

(A GOVERNMENT OF KERALA UNDERTAKING)

Registered Office: TC 13/287/1, 'Panachamootil', Mulavana Junction,  
Kunnukuzhi, Vanchiyoor P.O., Thiruvananthapuram – 695 035  
Tel: 0471-2446632, Email: bfkerala@gmail.com

## Notification

No. BFK/ADMN/03/25-26/

Date: 7<sup>th</sup> May 2025

**BHAVANAM FOUNDATION KERALA (A Government of Kerala Undertaking) requires the following personnel on daily wage basis for three months:**

- |                               |   |   |
|-------------------------------|---|---|
| 1) Name of the Post           | : | <b>Clerk cum typist</b>   |
| No. of Vacancies              | : | <b>1 (One)</b>  |
| Qualification                 | : | <b>Pass in SSLC Examination or any other equivalent qualification.</b>  |
| Post Qualification Experience | : | <b>Employees retired from the post of superintendent or clerk from Labour Department / Welfare Boards under the purview of Labour Department.</b> |
| Daily wage                    | : | <b>Rs. 800/- per day</b>  |

### General Instructions to Applicants:

1. Only Indian Nationals can apply for the above post.
2. Applications will be accepted in the appended filled-in application form only.
3. Screening of applications will be done with reference to the qualification, age, experience etc. specified for the above post.
4. Mode of selection will be based on written test / Interview depending on the number of eligible applications.
5. Applications fulfilling the eligibility criteria as per notification will be called for written test / Interview.
6. Shortlisted candidates will have to submit the original certificates at a prescribed stage in the selection process. During verification of these documents, if any of the data submitted by the candidate is found to be false or incorrect, they shall be disqualified and will not be permitted to attend further process of selection.
7. The Management reserves the right to cancel this advertisement either partially / wholly at any time, at its discretion without assigning any reason and without any further notice.
9. No TA/DA will be paid by BFK to candidates for attending any tests / interview.
10. Canvassing in any form will lead to disqualification.
11. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement/ notification.
12. The application should submit to Bhavanam Foundation Kerala office on or before 5.00 PM (IST) on 20/05/2025 by post/hand/email. Candidates are advised to submit applications sufficiently early to avoid last minute rush.

Sd/-

**Chief Operating Officer**



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## Application Form

Paste your  
recent  
passport size  
photo

Post applied for :  
Name (in Blok letters) :  
Name of Father/Mother :  
Occupation of Parent :  
Age&Date of birth (dd-mm-yy) :  
Gender : Male/Female  
Religion :  
Marital status :  
Physical Characteristics : Height: ..... cm Weight : ..... kg  
Whether physically challenged : Yes/No  
Languages known :  
Address for communication :  
(With pin code)  
  
Permanent Address :  
(With pin code)  
  
Phone / Mobile :  
Email :

**Educational Qualifications (Starting recent first):**

**(Copies to be attached)**

<b>Examination Passed</b>	<b>Name of the Institution</b>	<b>Name of the University / Board</b>	<b>Total % marks</b>	<b>Year of Passing</b>

**Details of Employment/Work experience (Starting from present position):**

**Use Additional Sheet, if required ):**

**(Copies to be attached)**

<b>Period</b>		<b>Organisation</b>	<b>Designation</b>	<b>Job responsibilities</b>
<b>From</b>	<b>To</b>			

If selected, approximate time required to join duty :

Name, Address and telephone nos. of two persons for reference (not related to you) :

**DECLARATION**

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief. I am aware that in the event of my furnishing any false information, the Management reserves its right to terminate my service without notice or pay in lieu thereof.

Place :  
Date :

**Signature of Applicant**