Applications must be submitted online through the official website of the Commission after 'ONE TIME REGISTRATION'. Candidates who have already registered can apply through their profile.

1	Department	:	**Technical Education Department**
2	Name of Post	:	**Head of Section in Computer Application and Business Management. (Govt. Polytechnics)**
3	Scale of pay	:	**₹ 22360-37940**
4	Number of vacancies	:	**2 (Two)**

The above vacancies are now in existence. The list of selected candidates published by the Commission in response to this notification shall remain in force for a minimum period of one year provided that the said list will continue to be in force till the publication of a new list after the expiry of the minimum period of one year or till the expiry of three years whichever is earlier. Candidates will be advised from the said list against the vacancies noted above and the vacancies that may be reported to the Commission in writing during the period of currency of the list.

5. Method of appointment: **Direct Recruitment**

6.   Age Limit: **20 - 41**

Only candidates born between 02.01.1972 and 01.01.1993 (both dates included) are eligible to apply for this post with usual relaxation to Scheduled Castes, Scheduled Tribes and Other Backward Communities. (For other conditions regarding the age relaxation, please see para 2 of the General Conditions).

7. Qualifications

1. MBA with Computer Application as an optional paper with not less than 60% marks in aggregate from a University recognised by any University in Kerala after undergoing a regular course of study.

OR

MCA Degree with not less than 60% marks in aggregate from a recognised University after undergoing a regular course of study and Post Graduate Diploma in Business Management from a Government Recognised institution.

OR

B.Tech. Degree with not less than 60% marks in Computer Science with a Post Graduate Diploma in Business Management from a Government recognised institution after undergoing a regular course of study.

AND

2. Eight years experience in teaching/Industry after acquiring the qualification out of which three years shall be at the level of Lecturer in Polytechnics.

<u>Note:</u>

    (i) Percentage of marks obtained for the above mentioned examinations, details of experience and name of branch of the course should be furnished in the column prescribed for noting qualification for the post in the application form.

    (ii) Experience claimed by the candidates shall be the one gained after acquiring the basic qualification for the post (Candidates should produce experience Certificate in the format appended below).

    (iii) The veracity of the Experience Certificate will be subjected to scrutiny and those who issue or produce bogus certificate will be subjected to legal proceedings. The experience certificate obtained from private institutions shall be got counter signed by an authorised officer of the State/Central Government.

FORM OF CERTIFICATE OF EXPERIENCE

Name of Institution   :

Registration No. with date of Registration :

Authority from where Registration obtained:

CERTIFICATE OF EXPERIENCE

Issued to (here enter Name and Addresss) …..
…...
…...
    This is to certify that the above mentioned person has worked/has been working/is working in this Institution as ….. (here enter the name of post holding or held or the nature of assignment holding or held in the Institution) on Rupees …......................... per day/per mensum for a period of …..................... years …........................ months …........................... days from …........................ to …........................

	Dated Signature
	Name and Designation of the
	Issuing authority with
Place:	Name of the Institution
Date of issue:	

(Office Seal)

DECLARATION

    Certified that Sri/Smt .... mentioned in the above Experience Certificate has actually worked/is working as.. (specify the nature of employment) in the above institution during the period mentioned there in as per the entry in the ….. register (Name of Register to be specified) maintained by the employer as per the provision of the…..Act. (Name of Act/Rules to be specified)

Also certified that I am the authorized officer to inspect the registers kept by the employer as per the provisions of the..Act/ Rules of the State/Central Government.

Signature with date

Place: Name of the Attesting Officer with
Date :   Designation and Name of Office

(Office Seal)

NB:-The veracity of the Experience Certificate will be subjected to scrutiny and Legal actions will be taken against those who issue or produce bogus certificate.

8. Mode of submitting Applications:

Before applying for the post, candidates should register as per "ONE TIME REGISTRATION" scheme through the official website of Kerala Public Service Commission www.keralapsc.gov.in. Those who have already registered can apply by logging into their profile using his/her user ID and password. No application fee is required. Candidates can view, rectify defects and print the details in the registration card after entering the home page. Candidates are responsible to ensure correctness of the personal information and secrecy of password and they shall keep in mind the user ID for further communication with the commission. Applications which are submitted not in accordance with the instructions given in the website will be summarily rejected. Documents to prove Qualification, experience, age, community etc have to be produced as and when called for.

9. Last date of receipt of Applications: …18/12/2013 Wednesday up to 12.00 midnight

10. Website Address : www.keralapsc.gov.in

(For details on Photo, ID Card etc refer the General Conditions given in Part II of   the Notification.)

P. C. BINOY

Secretary
Kerala Public Service Commission