

<b>Gazette Date: 30/11/2013</b> <b>Last Date: 01/01/2014</b>
<b>Category No: 461/2013</b>

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 | Name of firm    | : Kerala Minerals & Metals Ltd.<br>(Titanium Dioxide pigment Unit) |
| 2 | Name of Post    | : Junior Costing Assistant   |
| 3 | Scale of pay    | : ₹ 8210-17520/- (Under Revision)                                  |
| 4 | No.of vacancies | : 1 (One).   |

- Note:-
- 1) The number of candidates to be included in the short list/probability list of the above post will be decided as per the availability of admitted applications.
  - 2) The above vacancy is now in existence. The list of selected candidates published by the Commission in pursuance of this notification shall remain in force for a minimum period of one year and a maximum period of three years provided that the list will not continue to be in force if a new ranked list after the minimum period of one year is published. Candidates will be advised against the vacancy shown above and for all the vacancy reported during the period of pendency of the Ranked list.
  - 3) The Kerala Public Service Commission shall have the power to cancel the advice for appointment of any candidates to the above post, if it is subsequently found that such advice was made under some mistake. On such cancellation the appointing authority shall terminate the service of the candidate, provided that, the cancellation of advice for appointment by the Commission and subsequent termination of service of the candidate by the appointing authority shall be made within the period of probation or 240 days from the date of joining duty whichever is earlier.

- |   |                         |   |
|---|-------------------------|---|
| 5 | Method of appointment : | Direct Recruitment.   |
| 6 | Age                     | 18-35. "Only candidates born between 02.01.1978 and 01.01.1995 (both dates included) are eligible to apply for this post. Other Backward Communities and Scheduled Caste /Scheduled Tribe candidates are eligible for usual age relaxation. |

Note:- The provisional hands working in the above concern will be given age relaxation to the extent of their provisional service put in subject to a maximum of Five years from the upper age limit provided they are within the prescribed age limit on the date of their first appointment in the above concern. But the regular employees of the concern are not eligible for the above concession for further appointment. The provisional hands should obtain certificate showing the period of their provisional service in the concern and shall produce the same as and when required by the commission. It would also be clearly specified in the certificate that they were not working in the regular service of the concern.

[for other conditions regarding the age relaxation please see para 2 (i),(ii),(iii),(iv), (vi) (vii) & (xii) of the General Conditions]

### 7. Qualifications

1. Bachelors Degree in commerce from a recognised university.
2. Two years experience in Accounts /Finance/Costing department of an organization

### CERTIFICATE OF EXPERIENCE

Name of the Firm (Company/Corporation/  
Govt. Department/Co-operative Institution etc.):  
Registration Number and  
Date of Registration :  
Authority issued Registration :

Issued to (here enter Name and Address) .....

.....  
This is to certify that the above mentioned person has worked/has been working in this institution as ..... (here enter the name of the post holding/held or the nature of assignment holding/held in the Institution) as Regular worker/Temporery worker/Apprentice/Trainee/Casual Labourer (strike off wichever is not applicable) on ₹..... as per day/per mensem for a period.....of..... . years .....months.....days.....from..... to.....

Place : Signature with date  
Date : Name and Designation of the Issuing  
Authority with Name of the Institution.

(Office Seal)

## DECLARATION

Certified that Sri..... mentioned in the above Experience Certificate has actually worked/is working as ..... (Specify the Name of post and nature of assignment) in the above Institution during the period mentioned therein as per the entry in the .....register (mention the name of Register) maintained by the employer as per the provision of ..... Act (Name of the Act/Rules to be specified)

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

Signature with date,  
Name of Attesting Officer with  
Designation & Name of Office

Place :

Date :

(Office Seal)

NB            The veracity of the Experience Certificate will be subjected to scrutiny and legal action 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 on to 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 by clicking the link **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, age, community, experience etc. have to be produced as and when called for .

9. Last date for receipt of applications : 01/01/2014 Wednesday upto 12 midnight

10. Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

- 11 (a) Sub Paras v, viii, ix, x , xi and xiii in para 2 and para 7 of the general conditions are not applicable to this post.  
(b) The selection to the above concern will be subject to the rules and regulations made by them from time to time.

(for further details see the general conditions given in Part II)

**P.C BINOY  
SECRETARY,  
KERALA PUBLIC SERVICE COMMISSION**