

<b>Gazette Date: 31/12/2014</b> <b>Last Date: 04/02/2015</b>
<b>Category No:665 /2014</b>

Applications are invited online only from qualified candidates for selection to the following post. Applications must be submitted online through the official website of the Commission after “ONE TIME REGISTRATION”. Candidates shall apply through their profile. The photograph taken within one year should be uploaded through OTR from 01.08.2014 onwards. This instruction is applicable to the photographs produced by the candidates as per the direction of the Commission at any stage of selection.

1	Name of Firm	:	Kerala State Coir Corporation Limited
2	Name of Post	:	Lower Division Clerk
3	Scale of Pay	:	₹ 1680-4180/-
4	No. of vacancies	:	2 (Two)

**Note:-**

- (i) 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.
- (ii) The above vacancies are 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 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 against the vacancies shown above and also for all the vacancies reported during the period of pendency of the Ranked List.
- (iii) The Kerala Public Service Commission shall have the power to cancel the advice for appointment of any candidate 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	:	18-36. (Only candidates born between 02/01/1978 and 01/01/1996 (both dates included) are eligible to apply for this post. Other Backward Communities and SC/ST 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 a 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 relaxations please see para 2 (i),(ii) (iii), (iv), (vi), (vii) and (xii) of the General conditions)

7. Qualifications:

1	SSLC or Equivalent
2	Experience for atleast two years in coir industry.

Note:	1	Experience prescribed shall be one gained after acquiring the Academic and other qualification.
	2	<b>KS &amp; SSR Part II Rule 10 (a) (ii) is applicable to the post.</b>

**Note:** As per Govt. Circular No. 23514/BPE/87/Plg dtd. 05.08.1988 SC/ST candidates who have not acquired sufficient experience may also eligible for apply for the above post. They acquire these experience only after appointment.

**Form of Experience Certificate**

Name of the Firm :  
 (Company/Corporation/Government  
 Department/Co-operative Institutions etc.)  
 Registration Number (SSI Registration or :  
 any other Registration Number and Date  
 of Registration)  
 Authority issued Registration :

**CERTIFICATE OF EXPERIENCE**

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 held and or the nature of  
 assignment held in the capacity) on Rs. .... per day/per mensem for a period  
 of ..... years ..... months ..... days from .....  
 to .....

Signature,  
 Name and Designation of the issuing  
 Authority with Name of the Institution

Place :  
 Date :

(Office Seal)

**CERTIFICATE**

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 therein as per the entry in the register ..... (Name of register to be specified) maintained by the employer as per the provision of ..... Act (Name of the Act/Rules to be specified).

I am the authorized person to inspect the Registers kept by the employer as per the provision of the Act/Rules of the ..... State/Central Act.

Signature with Date  
Name of the Attesting Officer  
with Designation and Name of Office  
who is the notified Enforcement  
Officer as per the Act/Rules

Place :

Date :

(Office Seal)

- Note:-**1. Please specify the post held or nature of assignment as Casual Labourer, Paid/Unpaid Apprentice/Regular Worker or Temporary Worker.  
2. All Experience Certificate shall be duly certified by the concerned Controlling Officer/Head of Office of the Government. The genuineness of the Certificate shall be subjected to verification and legal action will be taken against those who issue and produce bogus certificate.  
3. Experience should be acquired after obtaining the basic qualification in the particular trade and prior to the last date fixed for receipt of application for this post as per the Gazette Notification.

**8. Mode of submitting applications:-**

Candidates shall register as per “ONE TIME REGISTRATION” system on the official website of Kerala Public Service Commission “[www.keralapsc.gov.in](http://www.keralapsc.gov.in)” for applying for the post. Candidates who have registered shall apply by logging in to their profile using their User ID and password. Candidates shall click on the ‘Apply Now’ button of the respective posts in the Notification link for applying for a post. No application fee is required. Candidates can view and have a print-out of the details in the profile by clicking the link Registration Card, if required. Candidates are responsible for

the correctness of the personal information and secrecy of the password. Candidates must ensure correctness of the information in their profile. They must quote the User-ID for further communication with the commission. Applications once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove Qualification, Experience, Community, Age, etc. have to be produced as and when called for.

9. Last date for receipt of application : **04/02/2015** , Wednesday upto 12.00 midnight.

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

11. (a) Sub paras v, viii, ix, x, xi, & 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