

EXTRA ORDINARY GAZETTE DATE : 30/12/2019

LAST DATE : 05/02/2020

CATEGORY NO: 442/2019
FIRST NCA NOTIFICATION

Applications are invited online only exclusively from qualified candidates belonging to the reservation group of communities of Kerala State viz SC for NCA vacancies for the selection to the following post. Applications shall be submitted through the official website of the Commission after ONE TIME REGISTRATION. Candidates who have registered can apply through their profile. The photo uploaded through One Time Registration should be taken on or after 31.12.2010. The name of candidate and date of photograph taken should be printed in the bottom of the photograph. The uploaded photograph will be having a validity of 10 years from the date of taking the photograph.

- 1 Name of concern : Kerala State Industrial Development Corporation Limited
- 2 Name of Post : Telephone Operator cum Receptionist
- 3 Scale of pay : ₹ 6680-10790
- 4 No of Vacancies : **1 (One) – (SC)-NCA**

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 vacancy is now in existence. The Ranked list published as per this notification will be valid until candidates are advised and appointed against the vacancy earmarked for above community during the currency of the Ranked List published on **23 /10/2018** (Category No. **654/2012**) or three years from the date of Publication of this NCA ranked list whichever is earlier.*

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 candidates, 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 (from candidates belonging to SC community only).
6. Age : 18-41, Only candidates born between 02.01.1978 and 01.01.2001 (both dates included) are eligible to apply for this post. (Including age relaxation to the

community mentioned above).

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), (xii) & (xiv) of the General Conditions).

- 7. Qualifications** :
1. Degree from a recognized University.
 2. One year experience in switch board operations as a Telephone Operator under the Central Government, State Government, a public undertaking or under a private concern or Company registered under the Companies Act.

Note:-Experience should be that acquired after acquiring the basic qualification.

- Note:
- 1 Rule 10 (a) ii of Part II KS &SSR is applicable
 - 2 Candidates who claim equivalent qualification instead of qualification mentioned in the notification shall produce the relevant Government Order to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
 - 3 In the case of difference in original caste/community claimed in the applications and that entered in SSLC book, the candidate shall produce a Gazzatte notification in this regard along with Non creamy Layer certificate/caste certificate at the time of certificate Verification.

The Certificate to be produced in proof of experience shall be in the form given below:

CERTIFICATE OF EXPERIENCE

Name of the Firm (Company/Corporation/
Govt.Department /Co-operative institutions etc) :

Registration Number(SSSI Registration

or Any other Registration No.) :

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

*Signature with Date,
Name and Designation
of the Issuing Authority with name
of the Institution.*

Place :

Date :

(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 therein as per the entry in the above Register (mention the name of Register) maintained by the employer as per the provision of Act (Name of the Act/Rule to be specified).

I am the authorised 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)

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.

- Note
- 1) Only those candidates who have made entries regarding details of experience and uploaded scanned documents in the above prescribed format can apply for the post.
 - 2) The Experience Certificate should be one acquired after obtaining the academic or other basic qualifications and prior to the Last date fixed for receipt of application for the post.
 - 3) The Experience Certificate should be countersigned by an Authorised Officer of the State/Central Government.
 - 4) For further details regarding experience, please see Para 19, 20 & 21 of the General Conditions.
 - 5) Please specify the post held or nature of assignment – Casual Labourer, Paid/ Unpaid Apprentice /Regular Worker or Temporary Worker.

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(a) **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 in to their profile using his/her User ID and password. There is no change in other instructions regarding the uploading of photographs. 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 etc have to be produced as and when called for.

(b) **"Candidates who have AADHAAR Card should add AADHAAR as I.D proof in their profile".**

- (c) If a written/OMR/Online Test is conducted as part of this selection, candidates shall submit a confirmation for writing the examination through their One Time Registration Profile. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The applications of candidates who do not submit confirmation within the stipulated period, will be rejected absolutely. The periods regarding the submission of confirmation and the availability of Admission Tickets will be published in the Examination Calendar itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phones registered in it.

- 9 Last date of receipt of applications: 05.02.2020 Wednesday up to 12 midnight.**
- 10 Address of which applications are to be sent: www.keralapsc.gov.in**
- 11 (a)** Sub Paras (v), (vii), (viii), (ix), (x), (xi), and (xiii) in para 2 and paras 5,6 and 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 details including Photo, ID Card etc. please see the general conditions given in Part II)

**SAJU GEORGE,
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION**