

EXTRA-ORDINARY GAZETTE DATED : 25/08/2020

LAST DATE : 30/09/2020

CATEGORY NO: 65 /2020

Applications are invited from qualified candidates of Kerala State for selection to the following post. 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. *Candidates who have aadhar card should add aadhar as ID proof in their profile.*

- 1 Name of Firm** : Foam Mattings (India) Limited
- 2 Name of post** : Typist
- 3 Scale of pay** : ₹11825 - 18575
- 4 No. of Vacancy** : 1 (One)

Note: i) The above vacancy is 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 and maximum period of three years 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 that may be reported to the Commission in writing during the period of currency of the list.

ii) 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 candidate, provided that, the cancellation of advice for appointment by the Commission and subsequent termination of service of the candidate by Appointing Authority shall be made within the period of his/her probation or 240 days from the date of his/her joining duty whichever is earlier.

iii) *3% of the vacancies for the post shall be reserved for differently abled candidates with Low vision, Hearing Impairment, Locomotor Disability/Cerebral Palsy as per G.O.(P) No.01/2013/SJD dtd 03.01.2013.*

5 Method of Appointment : Direct Recruitment

- 6 Age** : 18 – 36. Only Candidates born between 02.01.1984 and 01.01.2002 (both dates included) are eligible to apply for this post. candidates belonging to OBC, SC/ST and widows are eligible for usual age relaxation.

For conditions regarding the age relaxations, please see para 2 (i), (ii), (iii), (iv), (vi), (vii), (xii) & (xiv) of the General Conditions.

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 were 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.

7 Qualifications

- (1) Pass in SSLC or equivalent qualification
- (2) Typewriting Malayalam (Lower) in KGTE
- (3) Typewriting English (Lower) Certificate (KGTE/MGTE) or its equivalent qualification
- (4) 6 months certificate in MS Office and DTP (English & Malayalam) from a recognized institution.

Note : 1) KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post.

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) If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce community/NCLC certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.

8 Mode of submitting applications :-

Candidates must register as per 'ONE TIME REGISTRATION' with the official website of Kerala Public Service Commission www.keralapsc.gov.in before applying for the post. Candidates who have registered can apply by logging on to their profile using their User-ID and password. Candidates must click on the 'Apply Now' button of the respective posts in the Notification Link to apply for a post. The photograph

uploaded should be one taken after 31/12/2010. Name of the candidate and the date of taking photograph should be printed at the bottom portion. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of uploading. There is no change in other instructions regarding the uploading of photographs. No application fee is required. Candidates shall take a printout of the application by clicking the link Registration Card in their profile. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application on the profile candidates must ensure correctness of the information on their profile. They must quote the User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. The application will be summarily rejected if noncompliance with the notification is found in due course of processing. Documents to prove qualification, experience, community, age etc. have to be produced as and when called for.

**9 Last Date for receipt of applications :30.09.2020 Wednesday upto 12
Midnight**

- 10** a) Sub paras (v), (viii), (ix), (x), (xi) and (xiii) of para 2 and para 5, 6 and 7 of the General conditions are not applicable to this selection.
b) The selection to the above concern will be subject to the rules and regulations made by them from time to time.

- 11** If 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 phone number registered in it. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

As per Rule 22 of the Rules of Procedure, appropriate disciplinary action will be taken against those candidates who submit application for the post with false claims of possession of prescribed qualification, experience etc. and give confirmation for examination, irrespective of the fact that they have appeared or not for the examination.

(For details please see the General conditions given as part II of this Notification)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION