

Extra Ordinary Gazette Date : 30.04.2021

Last Date : 02.06.2021

CATEGORY NO: 137/2021

Applications are invited online only through One Time Registration from qualified candidates for selection to the undermentioned post.

1	Department	:	Kerala State Backward Classes Development Corporation Limited.
2	Name of Post	:	Executive Assistant
3	Scale of Pay	:	₹ 13900-24040/-
4	Number of Vacancy	:	8 (Eight)

Note

- (1) The above vacancy is now in existence. The list of selected candidates published by the Commission in pursuance to this Notification shall remain in force for a minimum period of One year and a maximum period of three years provided that list will not continue to be in force if a new Ranked List after the minimum period of expiry one year is published. Candidates will be advised from the said list against the vacancies reported to the Commission in writing during the period of currency of the list.
- (2) 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 advise 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 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 limit : 18-36; Only candidates born between 02.01.1985 and 01.01.2003 (both dates included) are eligible to apply for this post. Other Backward Communities and SC/ST candidates are eligible for usual age relaxation

7. Qualifications :-

- i) Degree in any discipline from a recognized University.
- ii) Higher Grade Certificate in Typewriting (English) KGTE or equivalent.
- iii) Lower Grade Certificate in Typewriting (Malayalam) KGTE or equivalent.
- iv) Lower Grade Certificate in Short Hand (English) KGTE or equivalent.

- v) Lower Grade Certificate in Short Hand (Malayalam) KGTE or equivalent.

Note: Those who have passed the KGTE Typewriting before January 2002 should produce separate certificate in Computer Word Processing or its equivalent.

8. Probation :-

Every person appointed to the above Post shall from the date on which he joins duty be on probation for a period of two years on duty within a continuous period of three years.

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 relaxation please see **Para 2 (i), (ii),(iii),(iv),(vi),(vii) and (xii) of the General Conditions**]

- Note:**
1. Rule 10 (a) ii of Part II KS &SSR is applicable.
 2. If the caste of a candidate is wrongly mentioned in the SSLC book, the candidate should claim their original caste in the application and should produce the community certificate / Non - Creamy layer certificate issued from the revenue authority concerned along with the Gazette Notification of the same at the time of certificate verification.
 3. Candidates who claim equivalent qualification instead of qualification mentioned in the notification shall produce the relevant Government Order to prove the equivalence at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
 4. Appropriate disciplinary action as per KPSC Rules of procedure (1976) Rule 22 will be taken against those candidates who give confirmation for writing examination by making false claims about qualifications such as education,experience etc. regardless of whether they attend the examination or not.

9. Mode of submitting Application:-

- (a) 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. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion. The photograph uploaded should be taken after 31.12.2011. 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 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 in 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. **Candidates are advised to keep a printout or soft copy of the online application for future reference. Candidates can take the printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the Commission, regarding the application should be accompanied with the print out of the application.** The application will be summarily rejected if non-compliance with the notification is found in due course of processing. Original documents to prove qualification, experience, age, Community etc. have to be produced as and when called for.

(b) "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 profiles. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The application of candidates who do not submit confirmation within the stipulated period, will be rejected absolutely. Then 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."

(c) Candidates who have AADHAAR card should add AADHAAR Card as I.D Proof in their profile.

10 Last date for submission of application **02.06.2021**, Wednesday upto 12.00 midnight.

11 Address to which applications are to be sent : www.keralapsc.gov.in

12. (a) Sub paras (v),(viii),(ix),(x),(xi) and xiii in para 2 and paras 5a,6 and 7 of the general conditions are not applicable for this post.

(b) the selection to the above concern will be subject to the rules and regulation made by them from time to time.

(Candidates must see the General Conditions in Part II of the Gazette Notification for instructions regarding Photo, ID Card etc.)

Saju George

Secretary

Kerala Public Service Commission