

Extra Ordinary Gazette Date : 30.04.2021

Last Date : 02.06.2021

CATEGORY NO: 138/2021

Applications are invited from qualified candidates for selection to the following post. Applications shall be submitted online only on the official website of the Commission after "ONE TIME REGISTRATION". Candidates who have already registered can apply through their profile. Candidates who have AADHAAR card should add AADHAAR as ID proof in their profile.

- 1. Name of the firm : Kerala State Poultry Development Corporation Limited**
- 2. Name of Post : Private Secretary to Managing Director**
- 3. Scale of Pay : ₹ 9940 - 16580/- (PR)**
- 4. Number of vacancies : 01 (One)**

Note :- (i) 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 expiry of one year is published. Candidates will be advised against the vacancy shown above and for all the vacancies reported during the period of currency of the Ranked list.

(ii) 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 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 02.01.1985 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.

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

7. **Qualifications:**
1. Pass in Plus two or equivalent.
 2. Lower Grade Certificate in Typewriting (Malayalam and English (KGTE) with Computer word processing or its equivalent.
 3. Lower Grade Certificate in Shorthand Malayalam and English (KGTE) or its equivalent.

Note:- Those who have passed the KGTE Typewriting before January 2002, should produce separate certificate in “Computer word processing or its equivalent” obtained after a course of study of minimum 3 months duration.

Probation:- *The candidate selected to the post shall from the date of appointment be on probation for a period of two years on duty within a continuous period of three years.*

- Note :**
- 1) Rule 10 (a) ii of Part II of KS&SSR is applicable.
 - 2) Candidates who claim equivalent qualification instead of the 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.
 - 3) In the case of difference in original caste/ community claimed in the application and that entered in SSLC book, the candidate shall produce a Gazette notification in this regard, along with Non Creamy Layer Certificate/Community Certificate 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 taken after 31.12.2011. Name of the candidate and the date of photograph taken should be printed legibly 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 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.

9. **Last date of receipt of applications : 02.06.2021 Wednesday upto 12.00 Midnight.**
10. (a) Sub Paras (v), (viii), (ix), (x), (xi) and (xiii) in para 2 and paras 5(a), 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 the firm time to time.
 - (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. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

As per Rule 22 of the KPSC Rules of Procedure 1976, 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 whether they have appeared or not for the examination.

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

Saju George
Secretary
Kerala Public Service Commission