

Gazette Date: 11/06/2015 Last Date: 15/07/2015
Category No: 175/2015

Applications are invited online only by 'One Time Registration' from qualified candidates for selection to the under mentioned post. Application must be submitted online through the official website of the Commission after 'ONE TIME REGISTRATION'. Candidates who have already registered can apply only through their profile.

1. Department : Kerala Municipal Common Service
2. Name of Post : Telephone Operator
3. Scale of pay : ₹. 8,730 – 13,540/-
4. No. of vacancies : District wise
Thiruvananthapuram – 1 (One)

Notes:-

- (i) Conventional type applications for the post will be summarily rejected. Candidates shall apply only through online facility available at the Kerala Public Service Commission website viz www.keralapsc.gov.in.
- (ii) A Ranked List will be prepared for Thiruvananthapuram District in pursuance of this notification. The Ranked list thus prepared and published by the Commission, shall remain in force for a minimum period of one year, subject to the condition 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 for appointment against aforesaid vacancies and also against the vacancies, if any, reported during the currency of the list. In case no candidate is advised from the ranked list till the expiry of the period of three years, the duration of the ranked list shall be extended for a further period of one year or till at least one candidate is advised from the list whichever is earlier.
- (iii) Candidates should submit the applications for this post to Thiruvananthapuram district only and should note the name of that District against the relevant column in the application
- (iv) The selection in pursuance of the notification will be made on a revenue district basis, subject to the special conditions laid down in G.O. (Ms)No.154/71/PD dated, 27.05.1971. A candidate advised for appointment in one revenue district from the Ranked List prepared is not eligible for transfer to another district unless he/she completes five years continuous service from the date of commencement of service in the former district. Even if transfer is allowed after five years, it will be subject to the rules in G.O(MS)No.4/61/PD, dated 02.1.1961. Candidates already in Government service holding this post in any one district are prohibited from applying again for this post, but they can apply to

higher posts when notified.

(v) 3% vacancies of the post shall be reserved for eligible PH candidates (Candidates with Locomotor disability/Cerebral Palsy, Low Vision) as per G.O (P) No 1/13/SJD dtd. 3.1.13)

5. Method of appointment : Direct Recruitment
6. Age : 18-36. Only candidates born between 2.1.1979 and 1.1.1997 (both dates included) are eligible to apply for this post. Other backward Communities and SC/ST candidates are eligible for usual age relaxation.

Note :- For concessions allowed in upper age limit, subject to the condition that the maximum age limit shall in no case exceed 50 years, please see para (2) of the General Conditions under Part II of this Notification.

7. Qualifications :-

- 1 S.S.L.C or its equivalent.
- 2 Six months experience in handling PBX system. The experience shall be one gained after acquiring the qualification specified in item (1) above.

8. Experience Certificate:-

The Certificate to be produced in proof of experience shall be in the form given below and should contain Name of the institution/Firm with Registration Number, Date of Registration and Authority Issued Registration. The employer shall certify the name of post or nature of assignment held or holding by the employee to whom the certificate is issued.

Name of Firm :
(Company/Corporation/Government Department/
Co-operative institution) etc

Register Number :
(SSI Registration or any other Registration Number
and date of registration).

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 mensum for a period of years months..... days from to

He/She has years months days experience in this Institution/Firm in handling PBX System.

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 above register 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 Attesting Officer with Designation and
Name of office, who is the notified Enforcement
Officer as per the Act/Rules

Place :

Date : (Office Seal)

Note :-

- (i) Please specify the post held or nature of assignment, Casual Labourer Paid/Unpaid Apprentice/Regular Worker or Temporary Worker.
- (ii) The certificate shall be countersigned by an Officer who has been the authorized Officer to inspect the Registers kept by the employer as per the provisions of an Act/Rule of the State/Central Government. In the case of experience certificate from private institutions/firms, the same shall be attested by an officer who is authorized to inspect the firm as provided in the relevant Act or Rules enacted by the Government of Kerala/Government of India. The declaration in the experience certificate from Government/Public Sector Institution/Firm may be attested by the Head of the Institution.

(iii) The genuineness of the Certificate shall be subjected to verification and legal actions will be taken against those who issue and produce Bogus Certificate.

9. Last date of receipt of applications : **15.07.2015 Wednesday upto 12 midnight.**

10. 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 in 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 on or 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 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 the correctness of the information on their profile. They must quote their 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.

11. If Written Test/OMR Test is conducted as a part of the selection Admission Tickets of eligible candidates will be made available in the website of Kerala Public Service Commission. Candidates are instructed to download their Admission tickets as per the instructions given in the website.

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

(For details please see the General Conditions given below as Part II of this Notification).

SECRETARY
KERALA PUBLIC SERVICE COMMISSION.