

Extraordinary Gazette Date:- 14.12.2017
Last Date:- 17.01.2018
Category No: 550/2017

NOTIFICATION

Applications are invited Online only from qualified candidates for appointment in the undermentioned post in Kerala Government Service. Before applying for the post the candidates should register as per the One Time Registration through the official website of Kerala Public Service Commission.

- 1 Department** : Industrial Training
- 2 Name of Post** : Junior Instructor (Stenographer & Secretarial Assistant - English)
- 3 Scale of pay** : ₹ 26500 - 56700 /-
- 4 Number of vacancies** : 1 (One)

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 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 vacancy noted above and also against the vacancies if any reported to the Commission in writing during the currency of the list.

Note: Three Percentage (3%) of the vacancies for the post will be reserved for eligible Differently Abled candidates (Candidates with locomotor disability, cerebral palsy, low vision, hearing impairment) vide G.O(P) No.1/13/SJD dated 3.01.2013.

- 5 Method of appointment** : Direct Recruitment
- 6 Age limit** : 19-44. Only candidates born between 02.01.1973 and 01.01.1998 (both dates are included) are eligible to apply for this post with usual relaxation to Scheduled Castes, Scheduled Tribes and other Backward Communities. (For other conditions regarding the age relaxation, please see Para 2 of the General Conditions)

7 Qualifications

(1) S.S.L.C. or equivalent qualification.

AND

(2) (a) National Trade Certificate in the appropriate trade with 3 years experience in the trade after obtaining the certificate.

OR

(b) National Apprenticeship Certificate in the appropriate trade with one year experience after obtaining the certificate.

OR

(c) Diploma in the appropriate branch of Engineering from a Government or Government recognized polytechnic or its equivalent qualification.

Note:-

- (1) Rule 10 (a) (ii) of Part II of KS & SSR is applicable.
- (2) The experience gained by a workshop Attender can also be deemed to be qualifying Experience in the trade for selection to this post.
- (3) Candidates belonging to SC/ST are exempted from the qualification of Experience.
- (4) Candidates should obtain the experience Certificate in the format given in Annexure itself and produce the same as and when required by the Commission.

ANNEXURE

CERTIFICATE OF EXPERIENCE

Name of the Institution (Company/Corporation/
Govt. Department/Co-Operative Institution, etc. :

Registration Number (SSI registration or any other
registration Number) with date of registration :

Authority from where Registration obtained :

Issued to Sri./Smt.....(here enter name
and address of the candidate).

This is to certify that the above mentioned person has worked/ has been working in this Institution as(here enter name of post hold or held) as regular worker/temporary worker/Apprentice/Trainee/Casual Labourer (strike off whichever is not applicable) on Rs.....per day/ per mensem for a period of.....years.....months.....days from.....to

**Dated Signature
Name and Designation of the Issuing Authority
with Name of 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 post and nature of employment) in the above Institution during the period mentioned therein as per the entry in the Register (Name of Register to be specified) maintained by the employer as per the provision of theAct (Name of the Act/ Rules to be specified)

Also certified that I am the Authorised Officer responsible for inspecting the Registers kept by the employer as per the provisions of theAct/Rules of the State/ Central Government.

**Signature with dateName of Counter Signing Officer
with Designation and Name of Office who is the
notified enforcement officer as per Act and Rules.**

**Place :
Date :**

(Office Seal)

Note: The veracity of the experience certificate will be subjected to scrutiny and legal actions will be initiated against those who issue and produce bogus Certificate.

8. Probation : Every person appointed to this post shall, from the date on which joins duty, be on probation for a total period of two years of duty within a continuous period of three years.

9. Mode of Submitting applications:

(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 post in the Notification Link to apply for the 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 in white background. 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 once submitted is received as provisional and the details cannot be deleted or altered after submission. The applications will be summarily rejected if non compliance 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.

(b) “Candidates who have AADHAR Card should add AADHAR Card as ID Proof in their profile.”

10. Last date for receipt of applications :- 17.01.2018 Wednesday up to 12 midnight.

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

12. “If a Written/OMR/Online Test is conducted as part of this selection, Admission Ticket for eligible candidates will be made available in their Profile for One Time Registration and the date of downloading will be included in the Examination Calendar. Candidates can download Admission Ticket **for 15 days from this date.** Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.”

(For details including Photo, ID Card, etc. refer the General Conditions given in Part II of the Gazette Notification.)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION