

Gazette Date: 30/11/2013 Last Date: 01/01/2014
Category No: 467/2013

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.

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| 1 | Department | : | Kerala State Drugs and Pharmaceuticals Ltd |
| 2 | Name of Post | : | Receptionist cum Telephone Operator |
| 3 | Scale of Pay | : | Rs.630-2185/- (PR) |
| 4 | Number of vacancy | : | 1 (One) |

Note:- (i) The number of candidates to be included in the Short List/Probability List of the above post will be decided as per the availability of admitted applications.

(ii) 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 list will not continue to be in force if a new Ranked List after the minimum period of expiry of one year is published. Candidate will be advised against the vacancy shown above and for all the vacancies reported during the period of pendency of the Ranked list.

(iii) 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 the appointing authority shall be made with in the period of probation or 240 days from the date of joining duty whichever is earlier.

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| 5 | Method of appointment | : | Direct Recruitment |
| 6 | Age Limit | : | 18-35. "Only candidates born between 02.01.1978 and 01.01.1995 (both dates included) are eligible to apply for this post with usual age relaxation to Scheduled Caste, Scheduled Tribes and Other Backward Communities |

[for other conditions regarding the age relaxation please see Para 2of the General Conditions]

7. Qualifications: -

- 1 Graduation from a recognised university.
- 2 Six months experience in the operation of Telephone Switch Board (P.B.X/P.A.B.X) in any Government owned companies/ Corporations/ Undertakings

OR

Certificate in P.A.B.X operations issued by the P&T department

Note:-

The provisional hands working in the above concern will 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]

8. Mode of submitting Applications:

Candidates shall register as per 'ONE TIME REGISTRATION ' on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' for applying for the post. Candidates who have already registered shall apply by logging in to their profile using their User- ID and password. Candidates shall click on the 'Apply Now' button of the respective posts in the Notification link for a post. No application fee is required. Candidates can view and have a print-out of the details in the profile by clicking the link Registration Card, if required. Candidates are responsible for the correctness of the personal information and secrecy of password. Before applying for a post, candidates must ensure correctness of the information in their profile. They must quote the User-ID for further communication with the commission. Applications once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove Qualification, experience, community, age etc. have to be produced as and when called for.

9. Last date of receipt of Applications:01/01/2014 Wednesday up to 12.00 midnight

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

11(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 them from time to time.

(for further details see the general conditions given in Part II)

P. C. BINOY
Secretary

Kerala Public Service Commission