

Extra ordinary gazette date : 15.10.2019

Last date : 20.11.2019

FIRST NCA NOTIFICATION

Category No. :171/2019

Applications are invited online only exclusively from qualified candidates belonging to the reservation group of communities of Kerala State viz **Muslim** for NCA vacancies for the selection to the following post. Applications shall be submitted through the official website of the Commission after ONE TIME REGISTRATION. Candidates who have registered can apply through their profile. The photo uploaded through One Time Registration should be taken on or after 31.12.2010. The name of candidate and date of photograph taken should be printed in the bottom of the photograph. The uploaded photograph will be having a validity of 10 years from the date of taking the photograph.

"Candidates who have AADHAAR Card should add the same as I.D proof in their profile".

- 1 Name of concern : **Kerala State Coir Corporation Limited**
- 2 Name of Post : **Lower Division Clerk (I NCA- Muslim)**
- 3 Scale of pay : ₹1680-4180(PR)
- 4 No of Vacancies : **1 (One) – (Muslim) NCA**

- 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 pursuant to this notification will be valid until candidates are advised and appointed against the vacancy earmarked for **Muslim** community but kept unfilled due to paucity of candidates during the currency of the Ranked List published on **07/08/2018** (Category No. **665/2014**).*
 - iii) *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 the candidates, 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 (from candidates belonging to Muslim community only).
- 6 Age : 18-39, Only candidates born between 02.01.1980 and 01.01.2001 (both dates included) are eligible to apply for this post. (Including age relaxation to the community mentioned above).

Note: *1.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.

2. Sub Paras(v),(viii),(ix),(x),(xi) and (xiii) in para 2 and para 7 of the General Conditions are not applicable to this post. For other conditions regarding age relaxation, please see para 2 of the General Conditions.

7 Qualifications : 1) SSLC or its equivalent.
2) Experience for at least two years in Coir Industry.

Note: 1) Rule 10(a)ii of Part II KS&SSR regarding qualification is applicable for this selection.

2) Candidates who claim equivalent qualification instead of 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 concerned.

3) If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce community/NCLC certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.

The Certificate to be produced in proof of experience shall be in the form given below:

CERTIFICATE OF EXPERIENCE

Name of the Firm (Company/Corporation/
Govt. Department /Co-operative institutions etc) :

Registration Number(SSI Registration
or Any other Registration No.) :

Date of Registration and Authority
issued Registration :

Issued to (here enter Name and Address)
.....This is to
certify that the above mentioned person has worked / has been working / is working in this Institution
as (Here enter the name of the post held or holding or
the nature of assignment holding or held in the institution) in the above institution as Regular
Worker/ Temporary Worker/ Apprentice/ Trainee/ Casual Labourer (Strike off whichever is not
applicable) on `..... as per day/ per mensem for a period ofyears
months days from to.....

Signature with Date,
Name and Designation
of the Issuing Authority with name
of the 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 employment) in the above institution during the period mentioned therein as per the entry in the Register (mention the name of Register) maintained by the employer as per the provision of Act (Name of the Act/Rule to be specified).

Also certified that I am the authorised 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 the Attesting Officer
with Designation and Name of Office

Place:

Date : (Office Seal)

Note :-

- 1) Only those candidates who have made entries regarding details of experience and uploaded scanned documents in the above prescribed format can apply for the post.
- 2) The Experience Certificate should be one acquired after obtaining the academic or other basic qualifications and prior to the Last date fixed for receipt of application for the post.
- 3) The Experience Certificate should be countersigned by an Authorised Officer of the State/Central Government. The veracity of the Experience Certificate will be subjected to scrutiny and legal action will be taken against those who issue or produce bogus certificate.
- 4) For further details regarding experience, please see Para 19, 20 & 21 of the General Conditions.
- 5) Please specify the post held or nature of assignment – Casual Labourer, Paid/ Unpaid Apprentice /Regular Worker or Temporary Worker.

8 Mode of submitting applications

Before applying for the post, candidates should register as per “ONE TIME REGISTRATION” scheme through the Official Website of Kerala Public Service Commission www.keralapsc.gov.in Those who have already registered can apply by logging in to their profile using his/her User ID and password. 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 can view, rectify defects and print the details in the registration card by clicking the link **Registration**

Card after entering the home page. Candidates are responsible to ensure correctness of the personal information and secrecy of password and they shall keep in mind the user ID for further communication with the Commission. Applications which are submitted not in accordance with the instructions given in the website will be summarily rejected. Documents to prove Qualification, age, community etc have to be produced as and when called for.

- 9 Last date of receipt of applications : **20.11.2019** Wednesday upto 12.00 Midnight.
- 10 (a) The selection to the above concern will be subject to the rules and regulations made by them from time to time.
- (b) If 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 phone number registered in it. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

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

SAJU GEORGE,
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION