

EXTRA-ORDINARY GAZETTE DATED : 25/08/2020

LAST DATE : 30/09/2020

CATEGORY NO: 67 /2020

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. The photo uploaded through One Time Registration should be taken after 31.12.2010 and also bear the name of candidate and date of photo taken in the bottom of the photograph. The uploaded photo will be having a validity of ten years from the date of photograph taken.

- 1 Name of the Firm : Kerala State Industrial Development Corporation Limited.
- 2 Name of Post : LEGAL ASSISTANT
- 3 Scale of Pay : ₹ 7480-11910/-
- 4 Number of Vacancies : 1(One)

Note :-

1) 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.

2) 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.

3) 3% vacancies for the above post shall be reserved for differently abled candidates with Low Vision, Hearing Impairment & Locomotor Disability/Cerebral Palsy categories vide GO(P) No.01/13/SJD dated 03.01.2013.

5. Method Of Appointment : Direct Recruitment
6. Age Limit : 18-36. Only candidates born between 02.01.1984 and 01.01.2002(both dates included) are eligible to apply for this post. Candidates belonging to

Other Backward Communities and SC/ST candidates are eligible for usual age relaxation.

Note:- 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 were 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 of the General Conditions]

7. Qualifications :
- i) Should possess a Bachelors degree in Law of a recognized University.
 - 2) Experience as Legal Assistant for not less than 2 years in a Government Department or in an industrial or commercial undertaking or limited company registered under the Companies Act or public sector undertakings or Registered Private Sector undertakings wherein Government have investments.

OR

Experience for not less than 2 years at the Bar as an Advocate.

Exposure to computer operations is essential

- 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.

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 Institution etc.):
Registration Number (SSI Registration
or any other Registration Number) :

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 holding/held or the nature of
assignment holding/held in the 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.....of.....
yearsmonths.....days
from..... to.....

Place : *Signature with date*
Date : *Name and Designation of the*
Issuing Authority with Name
of the Institution.

(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 theregister (mention the name of Register)
maintained by the employer as per the provision of
..... Act (Name of the Act/Rules to be specified)

Also certified that I am the authorized person to inspect
the Registers kept by the employer as per the provisions of the
Act/Rules of the State /Central
Government.

Place : *Signature with date,*
Date : *Name of Attesting Officer with*
Designation &Name of Office

(Office Seal)

NB : 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.

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.
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:

- (a) Candidates shall register as per 'ONE TIME REGISTRATION ' system on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' for applying for the post. Candidates who have registered shall apply by logging on 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 applying 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 if non compliance with the notification is found in due course of processing. Documents to prove qualification, community, age etc. have to be produced as and when called for .

(b) Candidates who have Aadhaar Card should add Aadhaar Card as ID proof in their profile

- (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.

As per Rule 22 of the Rules of Procedure, 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 the fact that they have appeared or not for the examination.

- 9 Last date of receipt of applications: 30.09.2020 Wednesday up to 12 midnight**
- 10 Sub Paras v, viii, ix, x, xi and xiii in para 2 and paras 5, 6 and 7 of the general conditions are not applicable to this post.
(for details including Photo, ID Card etc. please see the general conditions given in Part II)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION