

EXTRA ORDINARY GAZETTE DATE : 30.11.2020

LAST DATE : 30.12.2020

CATEGORY NO: 273/2020

Applications are invited Online only from qualified candidates for appointment in the under mentioned 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. Candidates who have already registered can apply through their profile.

1. **Department** : Women and Child Development
2. **Name of Post** : Caretaker (Female)
3. **Scale of pay** : ₹ 20000-45800/-
4. **Number of vacancy** : 9 (Nine)

The above vacancies are 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 during the currency of the list.

5. **Method of appointment** : Direct Recruitment. (From Female candidates only.)
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 with usual relaxation to Scheduled Castes, Scheduled Tribes and other Backward Communities. (For conditions regarding the age relaxation please see Part II Para 2 of the General Condition.)
7. **Qualifications** : I. (1) PDC or Plus Two or equivalent and one year experience as a care giver in any of the child care institution recognized by the Kerala State Orphanage Control Board under Social welfare Department.
(2) Should possess good physique.

- Note I:-**
1. (i) Care Taker (Female) appointed by direct recruitment shall undergo an in-service training for a period of 3 months under the supervision and guidance of the Probation Officer of the District in which he is appointed as per the detailed programme determined by the Director of Social Justice.
(ii) The training period shall be treated as duty for all service benefits.

2. Every person appointed to the category shall from the date on which he joins duty be on probation for a period of two years on duty within a continuous period of three years.
3. (i) Candidates should obtain experience certificate in the following format with Declaration part signed by the Director Kerala State Orphanage Control Board.
 (ii) Candidates should enter the details regarding experience in their profile and upload scanned image of the same before submitting application. Candidates should produce the certificate as and when asked for the same.
 (iii) The Experience Certificate obtained from private institutions shall be attested by the Social Welfare Officer.

Note II:-

- 1 Rule 10 a (ii) of part II of KS&SSR is applicable.
- 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 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.

FORM OF CERTIFICATE OF EXPERIENCE

(Experience as Caregiver from any of the Child Care Institutions recognised by Kerala State Orphanage Control Board under Social Justice Department)

Name of firm (Company/Corporation/Govt. Dept./
 Co-operative Institution etc). :
 Register No. (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 post held and or the nature of assignment held in the capacity) on Rupees per day/per mensem for a period of years months days fromto

Signature: Place:
 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 nature of employment)in the above institution during the period from.....to.....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 to inspect the registers kept by the employer as per the provisions of theAct/Rules of the State/Central Government and this child care institution recognised by Kerala State Orphanage Control Board under Social Justice Department.

Place: Signature with date Name of Attesting Officer
Date: with Designation and Name of Office who is
the notified enforcement officer as per Act and Rules.

(Office Seal)

NB:-The veracity of Experience Certificate will be subjected to scrutiny and Legal action will be taken against those who issue or produce bogus certificate.

8 Method 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 log in on 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 the post. The photograph uploaded should be one taken after 31.12.2010. Name of the candidate and the date of photograph taken should be printed at the bottom portion of the photograph. 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 candidates must ensure correctness of the information in their profile. They must quote the User-ID for further communication with the Commission. Application once 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. Original Documents to prove qualification, age, Community etc. have to be produced as and when called for.

- (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 Calender itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phone number registered in it.
- (c) Appropriate disciplinary action as per Rules of Procedure Rule 22 shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc. and submit confirmation for writing the examination, irrespective of whether they are present or absent for the examination.
- (d) “Candidates who have AADHAR Card should add AADHAR as ID Proof in their profile.”

9. Last date for receipt of applications :- 30.12.2020 Wednesday up to 12 Midnight.

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

(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