

Gazette Date : 13.04.2022

Last Date : 18.05.2022

CATEGORY NO: 052/2022

Applications are invited online only through One Time Registration from qualified candidates for appointment in the undermentioned post .

- 1 Name of the firm : Kerala Minerals and Metals Ltd.(T.P Unit)
- 2 Name of Post : Junior Time Keeper
- 3 Scale of pay : ₹21580-55730
- 4 Number of vacancy : 02 (Two)

Note: (i) The above vacancies are now in existence. The Ranked list 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 vacancies reported to the Commission during the period of currency of the list.

(ii) 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.

- 5 Method of appointment : Direct Recruitment.
- 6 Age Limit 18-36; Only candidates born between 02.01.1986 and 01.01.2004 (both dates included) are eligible to apply for this post. 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 that 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), (iii), (iv), (vi),(vii) and (xii) of the General Conditions]

7 Qualifications

1. Bachelor's Degree from a recognized University. (Recognized by UGC or any agency)

2. One year experience in Time Keeping Functions such as maintenance of leave and attendance records etc in a reputed company.

- Note:
- 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.
 - 4 Appropriate disciplinary action as per Rule 22 of KPSC Rules of procedure 1976, will be initiated against those candidates who submit applications with bogus claims of qualification and submit confirmation for writing examination irrespective of whether they are present or absent for the examination

CERTIFICATE OF EXPERIENCE SHOULD BE IN THE FOLLOWING
FORMAT

CERTIFICATE OF EXPERIENCE

Name of the Firm (Reputed Company) :

Registration Number (SSI Registration
or any other Registration Number) :

Date of Registration :

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) and has experience in Time Keeping Functions such as maintenance
of leave and attendance records as Regular worker/ Temporary
worker/Apprentice/Trainee/Casual Laborer (strike off whichever is not
applicable) on ₹.....as per day/ per mensem for a period
of..... yearsmonths.....days from..... to.....

Signature with date
Place : Name and Designation of the Issuing
Date : 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 name of the post and 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 theState /Central
Government.

Signature with date
Place: 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 Experience Certificates should be countersigned by an Authorized
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.**

Note: 1. Specify the post held and nature of assignment –Casual laborer,
paid/unpaid, Apprentice/Regular worker or Temporary worker.

2. The Experience Certificate should be one acquired after obtaining the academic

in their profile. They must quote the User- ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. Candidates are advised to keep a print out or soft copy of the online application for future reference. Candidates can take the print out of the application by clicking the link “My Application” in their profile. All correspondences with commission regarding the application should be accompanied with the print out of the application. The application will be summarily rejected if non compliance with the notification is found in due course of processing. Documents to prove qualification, age, community etc. have to be produced as and when called for .

(b) If a written/OMR/On-line Test is conducted as part of this selection, candidates shall submit a confirmation for writing the examination through their One Time Registration profiles. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The application 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 given to the candidates in their respective profiles and in the mobile phones registered in it.

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

9. Last date for submission of application: 18.05.2022 Wednesday upto 12 midnight.

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

11. (a) Sub Paras ii,v,viii,ix,x,xi,xiii and xiv in Para 2 and Paras 5(a)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

(Candidates must see the General Conditions in Part II of the Gazette Notification for instructions regarding Photo, ID Card etc.)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION