

CATEGORY NO: 438/2023

Applications are invited online only from qualified candidates for appointment in the under mentioned post. Before applying for the post 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. Candidates who have AADHAR CARD should add AADHAR CARD as I.D. Proof in their Profile.

- 1 Name of Firm** : **Steel and Industrial Forgings Limited**
- 2 Name of post** : **Stenographer Grade IV**
- 3 Scale of pay** : **₹ 8,935-11,795/-**
- 4 No. of Vacancies** : **Anticipated Vacancies**

Note:-

- i) 01 (One) vacancy of the above post of Stenographer Grade IV is set apart owing to the absence of Differently Abled (DA) candidates belonging to Locomotor Disability / Cerebral Palsy category and as per PWD Act 2016, for advising candidates belonging to the same DA candidates of Locomotor Disability / Cerebral Palsy category and in their absence from General Category, from the ranked list published in response to this notification.
- ii) 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 and a maximum period of three years 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 noted above and that may be reported to the Commission in writing during the period of currency of the list.
- 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 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.
- iv) 3% of vacancies shall be reserved for appointment of Differently Abled Persons with Locomotor disability/ Cerebral Palsy as per G.O.(P) No.01/2013/SJD dated 03.01.2013.
- 5 Method of Appointment** : Direct Recruitment
- 6 Age** : 18 - 36. Only candidates born between 02.01.1987 and 01.01.2005 (both dates included) are eligible to apply for this post. Candidates belonging to OBC, and SC/ST 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 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 conditions regarding the age relaxations, please see para 2 (i),(ii),(iii),(iv),(vi), (vii) and (xii) of the General Conditions.)

7 Qualifications

- (1) Graduation from a recognized University or equivalent qualification.
- (2) Typewriting English (Higher) K.G.T.E / M.G.T.E. or equivalent qualification.
- (3) Typewriting Malalyalam (Lower) K.G.T.E. or equivalent qualification.
- (4) Shorthand English (Lower) K.G.T.E. / M.G.T.E. or equivalent qualification.
- (5) Shorthand Malalyalam (Lower) K.G.T.E.

Link:

[Equivalent qualifications admitted in the previous selection](#)

Note :

- (1) KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post.
- (2) In addition to the qualifications prescribed in the notification, the qualifications recognized by Executive Orders or Standing Orders of Government as equivalent to a qualification specified for a post in the Special Rules or found acceptable by the Commission in cases where acceptance of equivalent qualifications is provided for in the rules and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post, shall also be sufficient for the post. The copy of the Government orders declaring equivalent / higher qualification shall be produced as and when required by the Commission.

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 logging 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 a post. The Photograph uploaded should be taken after 31.12.2013. Candidates who are creating profile from 01.01.2023 onwards, must upload photograph which is taken within 6 months. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion. 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 are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application on the profile candidates must ensure correctness of the information 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 printout or soft copy of the online application for future reference. Candidates can take the printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the 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. Original documents to prove qualification, experience, 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 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 phone number registered in it.

9 **Last Date for receipt of applications :** **29.11. 2023** Wednesday upto 12.00 Midnight.

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

11 a) Sub Paras (v),(viii),(ix),(x),(xi),(xiii) and (xiv) in para 2 and Paragraphs 6, 7 of the General Conditions are not applicable to this post.

b) The selection to the above concern will be subjected to the rules and regulations made by them from time to time.

12 Special instructions to candidates

(a) In the case of difference in 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.

(b) Candidates are required to acquaint themselves with the instructions given in the notification as Part II, General Conditions before submitting application for the post. Applications which are not submitted in accordance with the terms and conditions laid down in the General Conditions are liable to be rejected.

(c) Appropriate disciplinary action as per Rule 22 of Kerala Public Service Commission Rules Of Procedure shall be initiated against those candidates who submit applications with bogus claims of qualifications regarding education, experience etc and are liable to be disqualified for being considered for a particular post or debarment from applying to the Commission either permanently or for any period or the invalidation of their answer scripts or products in a written/practical test or the initiation of criminal or other proceedings against them or their removal or dismissal from the office or the ordering of any other disciplinary action against them if they have already been appointed, or any one or more of the above.

**SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION**