

<b>Extraordinary Gazette Date:- 29.12.2018</b>
<b>Last Date:- 30.01.2019</b>
<b>Category No: 252/2018</b>

NOTIFICATION

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.

**Candidates who have Aadhaar Card should add Aadhaar Card as ID proof in their profile.**

- 1 Name of the firm : Handicrafts Development Corporation of Kerala Limited
- 2 Name of Post : Stores Manager / Manager Grade II
- 3 Scale of Pay : ₹ 10790-18000
- 4 Number of vacancies : 02 (Two)

- Note :
- (i) The above vacancies are now in existence. The list of selected candidates published by the Commission in pursuance to this Notification shall remain in force for a minimum period of One year and a maximum period of three years provided that list will not continue to be in force if a new Ranked List after the minimum period of expiry one year is published. Candidates will be advised against the vacancy shown above and for all the vacancies reported during the period of pendency of the Ranked 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 advise 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	:	18-36. Only candidates born between 02.01.1982 and 01.01.2000 (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 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),(ii), (iii),(iv), (vi), (vii),(x) and (xii) of the General Conditions]

#### 7 Qualifications:

1. Degree from a recognised University.
2. Post Graduate Degree / Diploma in Business Management / Business Administration / Marketing Management.
3. Three years experience in the Supervisory Capacity in a Govt. or quasi govt. institution or a registered 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 Creamylayer 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 mensum for a period.....of..... years .....months.....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 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/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.

Signature with date,  
Name of Attesting Officer with  
Designation &Name of Office

Place :  
Date :

(Office Seal)

NB Only those candidates who have made entries regarding details of experience and uploaded scanned documents on the above prescribed format can apply for the post.

- Note:-
- 1) 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.
  - 2) The Experience Certificates 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.
  - 3) For further details regarding experience, please see paras 19 , 20 & 21 of Part II of

the General Conditions.

- 4) Please specify the post held or nature of assignment – Casual labourer, paid/unpaid, Apprentice/Regular worker or Temporary workers.

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) 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.

9 Last date of receipt of applications: .30.01.2019 Wednesday up to

12 midnight

10 Website Address: [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

11 (a) Sub Paras v, viii, ix,x, xi and xiii in para 2 and paras 5a, 6 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.

(for details including Photo, ID Card etc. please see the general conditions given in Part II)

SAJU GEORGE

SECRETARY

KERALA PUBLIC SERVICE COMMISSION