

Extraordinary Gazette Date:- 31-10-2017

Last Date:- 06-12-2017

Category No: 441/2017

Ist NCA NOTIFICATION

Applications are invited from qualified candidates belonging to Muslim community of Kerala State 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.

"If a Written/OMR/Online Test is conducted as part of this selection, Admission Ticket for eligible candidates will be made available in their Profile for One Time Registration and the date of downloading will be included in the Examination Calendar. Candidates can download Admission Ticket for 15 days from this date. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination. **"Candidates who have Aadhaar Card should add Aadhaar Card as ID proof in their profile"**.

- 1 Name of the firm : Kerala Minerals & Metals Ltd. (TP Unit)
- 2 Name of Post : Junior Time Keeper
- 3 Scale of Pay : ₹ 8210 – 17520/-
- 4 Number of vacancies : 01 (One) [NCA - Muslim]

Note:- (i) The above vacancy is existing at present. The Ranked List published as per this notification will be valid until candidates are advised and appointed against the vacancies earmarked to the Muslim community but remain unfilled due to the paucity of candidates during the currency of the Ranked List published on 11.03.2014 for the post. This is the Ist NCA Notification published due to the non availability of candidates as per the notifications in the Gazette dt: 30.12.2010 (Category No: 407/10) for the post.

- (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 from candidates of Muslim Community only.
- 6 Age : 18-39. Only candidates born between 02.01.1978 and 01.01.1999 (both dates included) are eligible to apply for this post. Para 2(i) of Part II of General Conditions also included.

Note :-

- 1) 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.
- 2) Application submitted by candidates other than Muslim Community will be summarily rejected. No rejection memo will be issued to these candidates.

[for other conditions regarding the age relaxation please see Para 2 (vi), (vii) & (xii) of the General Conditions]

7 Qualifications:

1. Bachelor's Degree from a recognized University.
2. One year experience in Time Keeping Functions such as maintenance of leave and attendance records etc in a reputed company.

Note :- Rule 10 (a) ii of Part II of KS&SSR is applicable.

The Certificate to be produced in proof of experience shall 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
held or holding or the the nature of assignment holding or held in the institution) on
₹..... per day/per mensum for a period of
years months.....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 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 authorised person to inspect the Registers kept by
the employer as per the provisions of the Act/Rules of the
State /Central Act.

Place : Signature with date,
Date : Name of Attesting Officer with
Designation &Name of Office,
who is the notified Enforcement
Officer as per the Act/Rules.

(Office Seal)

- 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 para 19 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:

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.

9 Last date of receipt of applications:-06-12-2017 Wednesday up to 12 midnight

10 Website Address: www.keralapsc.gov.in

11 (a) Sub Paras ii, iii, iv, v, viii, ix, x, xi and xiii 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.

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

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION