

EXTRA ORDINARY GAZETTE DATE : 15/09/2020

LAST DATE : 21/10/2020

**CATEGORY NO: 109/2020**

Applications are invited from qualified Scheduled Tribe candidates of Kerala State for selection to the following post. Applications must be submitted online through 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 the one taken after 31.12.2010 and also bear the name of candidate and the date of photo taken should be recorded in the bottom of the photograph. The uploaded photo will be having a validity of ten years from the date of photograph taken.

**1 Name of Department** : National Employment Service (Kerala)

**2 Name of post** : Employment Officer  
(Special Recruitment from ST only)

**3 Scale of pay** : ₹ 36,600-79,200

**4 No. of vacancy** : 01

**Note:-** The above vacancy is now in existence. The Ranked list of selected candidates published by the Commission shall remain in force for a minimum period of one year and a maximum period of three years provided that the said list will not continue to be in force if a new list after the expiry of the minimum period of one year is published. Recruitment will be made for the above vacancies and also for the vacancies reported for special recruitment for ST only during pendency of the list.

**5 Method of Appointment** : Direct Recruitment (Special Recruitment from Scheduled Tribes only).

**Note:-** Applications received from candidates other than Scheduled Tribe candidates will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

**6 Age** : 25-46  
Only Candidates born between 02.01.1974 and 01.01.1995 (both dates included) are eligible to apply for this post. No other age relaxation will be allowed.

**Note:-** In the absence of qualified candidates within the age limit the upper age limit shall be relaxed up to 50 years. But in no case the maximum age limit shall exceed 50 (Fifty) years.

**7 Qualifications:**

- 1) Masters Degree in Psychology or Education with not less than 50% marks from a recognized University.
- 2) (a) Specialization in Vocational guidance OR  
 (b) Diploma in Vocational guidance granted by a State Vocational Guidance Bureau or a recognized Teachers Training College in the State OR Masters Degree in any subject from a recognized University.
- 3) Experience in the field of educational or vocational guidance work for a period of not less than five years of which at least three years should be in a supervisory capacity from any organization of Government/Quasi Government or from any institution recognized with or recognized by Government.

The experience should be one gained or acquired after the academic qualification.

**The certificate to prove experience shall be uploaded at the time of submitting application. Otherwise, the application will not be accepted.**

Certificate to be produced in proof of experience shall be in the form given below:

Name of the firm :  
 (Company/Corporation/Government  
 Department/ Co-operative Institution  
 etc)  
 Register Number :  
 (SSI Registration or any other  
 Registration Number) and 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 the post held and or the nature of assignment held in the capacity) on Rs..... per day/per mensum for a period of ..... years ..... months ..... days from ..... to .....

Place:  
 Date:

Signature with date  
 Name and Designation of the  
 Issuing Authority with name of  
 the Institution

(Office Seal)

**CERTIFICATE**

Certified that 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 there in as per the entry in the .....  
Register (mention the name of Register) maintained by the employer as per  
the provision of ..... Act (Name of Act/Rules to  
be specified).

I am the authorized person to inspect the Registers kept by the  
employer as per the provision of the Act/Rules of the .....  
State /Central Act.

Place: Signature with Date  
Date: Name of the Attesting Officer with  
(Office Seal) Designation and Name of Office,  
who is the notified Enforcement Officer  
as per Act/Rules

- Note: (i) Please specify the post held or nature of assignment, Casual  
Labourer, Paid/Unpaid apprentice/ Regular worker or Temporary  
worker.
- (ii) All Experience Certificate shall be duly certified by the  
concerned Controlling Officer / Head of Office of the  
Government. The genuineness of the Certificate shall be  
subjected to verification and legal action will be taken against  
those who issue and produce bogus certificate.

- Note** : 1. In the case of Ex-Servicemen, in addition to the above qualification,  
experience in HRD or Military Recruitment for 10 years shall be  
insisted for direct recruitment
2. Rule 10(a)(ii) of part II of KS&SSR is applicable
3. 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.
4. If the caste of candidates is wrongly mentioned in their SSLC  
book, they should claim their original caste in their applications  
and should produce community certificate issued from the revenue

authority concerned and the Gazette Notification for the same at the time of certificate verification.

**Probation :** Every person appointed to this post shall from the date on which he joins duty be on probation for a total period of two years on duty, within a continuous period of three years.

**Test :** Every person appointed by direct recruitment to this post shall within the period of probation.

- 1) Pass the Department Test on Employment Exchange procedure
- 2) Account Test (Lower)
- 3) Test in the Manual of Office Procedure if he/she has not already passed the test.

## **8 Mode of Submitting application:**

Candidates must register as per 'ONE TIME REGISTRATION' with the official website of Kerala Public Service Commission [www.keralapsc.gov.in](http://www.keralapsc.gov.in) before applying for the post. Candidates who have already 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 one taken on or after 31.12.2010. No application fee is required. Candidates can view and have a printout of the details in the profile by clicking the link Registration Card. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of each application, the candidates must ensure correctness of the information on their profile. They must quote the User-ID for further communication with the Commission. Application once submitted is treated as provisional and cannot be deleted or altered after the last date of receipt of application. The application will be summarily rejected if noncompliance with the notification is found in due course of processing. Documents to prove qualification, experience, community, age etc. have to be produced as and when called for. The profile correction made by the candidate or in the office of the Kerala Public Service Commission on request after the last date fixed for receipt of application will not be reflected in the application. Such corrections will be in effect on the date on which corrections have been made. **Those who have Aadhar Card should add Aadhaar card as ID Proof in their profile.**

**9 Last Date for receipt of applications :** 21/10/2020 Wednesday upto 12 Midnight.

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

**11** Paragraphs two, three and twenty five (except the conditions laid down in the Rule 3 (c) of Part II of the Kerala State and Subordinate Service Rules) of General conditions are not applicable to this selection.

- 12** Appointment are made on the basis of the rank secured in the ranked list of candidates prepared in pursuance of this notification subject to the conditions laid down in G.O.(P) No. 21/76/PD dated 17.01.1976 and G.O.(P) No.25/94/GAD dated 22.01.1994 allowing special reservations to Scheduled Tribes in accordance with the procedures made for this purpose from time to time and subject to the rules under sections 3(c), 17(a), 17(b) of Part II of Kerala State and Subordinate Service Rules, 1958.
- 13** 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 Calendar itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phone number registered in it.
- 14** As per Rule 22 of the Rules of Procedure Kerala Public Service Commission 1976, appropriate disciplinary action will be taken against those candidates who submit application for the post with false claims of possession of prescribed qualification,experience etc and give confirmation for examination, irrespective of the fact that they have appeared or not for the examination.

(For details including photo and ID card etc. refer to the General Conditions at the end of the notification).

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION