

Extraordinary Gazette Date : 30/10/2020
Last Date : 02/12/2020

CATEGORY NO: 147/2020

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

1	Department	The Kerala Minerals and Metals Ltd.
2	Name of Post	Junior Receptionist
3	Scale of pay	₹12,070-32,830
4	Number of vacancy	01(One)

(i)The number of candidates to be included in the Short List/Probability List of the above post will be decided as per the availability of admitted applications.

(ii)The above vacancy is 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 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 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 Limit 18-36; Only candidates born between 02.01.1984 and 01.01.2002 (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),(xii)&(xiv) of the General Conditions).

7 Qualifications

1. Graduate of a recognized University
 2. Minimum 2 (Two) years experience as a receptionist in a reputed organization.
- Preferential Qualification : Knowledge in Telephone/ Fax operation

- 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 If the caste of a candidate is wrongly mentioned in the SSLC book, the candidate should claim their original caste in the application and should produce the community certificate /Non - Creamy layer certificate issued from the revenue authority concerned along with the Gazette Notification of the same at the time of certificate verification.
 - 4 Appropriate disciplinary /penal actions as per Rule 22 of KPSC Rules of procedure, will be initiated against those candidates who give confirmation for writing the examination after providing false claim about their qualifications /experience irrespective of whether they have attended or abstained from the examination

CERTIFICATE OF EXPERIENCE Should be in the following format

CERTIFICATE OF EXPERIENCE
(With declaration attested by the labor officer)

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 Laborer (strike off whichever is not applicable)on.....as per day/per mensum 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 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 with
Date : Designation &Name of Office

(Office Seal)

NB : 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. 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 Authorized Officer of the State/Central Government.
3. For further details regarding experience, please see para 19,20,21 of Part II of the General Conditions.
4. Please specify the post held or nature of assignment –Casual laborer, paid/unpaid,Apprentice/Regular worker or Temporary workers.

8. Mode 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 31.12.2010. Name of the candidate and 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 shall take a print out of the application by clicking the link Registration Card in their profile. Candidates are responsible for the correctness of the personal information and secrecy of the 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. 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)Candidates who have Aadhaar Card should add Aadhaar Card as ID proof in their profile.

(C) If a written/OMR/Online Test is conducted as part of this selection, candidates who possess requisite qualification as per para 7 above only 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.

9. Last date for submission of application:- **02.12.2020** Wednesday upto 12 midnight.

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

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