

**Extra Ordinary Gazette Date : 31/12/2020**

**Last Date : 03/02/2021**

**CATEGORY NO: 503/2020**

**FIRST NCA NOTIFICATION**

Applications are invited Online only exclusively from qualified candidates belonging to the OBC reservation group of communities of Kerala State viz Other Backward Community for selection to the following post. Applications shall be submitted through the official website of the Commission after ONE TIME REGISTRATION. Candidates who have registered can apply through their profile.

**Candidates who have AADHAAR Card should add AADHAAR as I.D proof in their profile**

- 1 Name of firm** : Kerala State Coir Corporation Limited
- 2 Name of Post** : Lower Division Clerk
- 3 Scale of pay** : ₹1680-4180/- (PR)
- 4 No of Vacancies** : **OBC - 1 (One)**

**Note:**

i) The above vacancy is now in existence. The Ranked list published as per this notification will be valid until candidates are advised and appointed against the vacancy earmarked for above community during the currency of the Ranked List published on 07/08/2018 (Category No. 665/2014) or three years from the date of Publication of this NCA ranked list whichever is earlier.

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 advice was made under some mistake. On such cancellation the appointing authority shall terminate the service of the candidates, 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 belonging to Other Backward Community only).
- 6 Age** : 18-39, Only candidates born between 02.01.1981 and 01.01.2002 (both dates included) are eligible to apply for this post. (Including age relaxation to the community mentioned above).

**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) and (xii) of the General Conditions)

**7 Qualifications :** (a) SSLC or its equivalent.  
(b) Experience for atleast two years in Coir Industry

**Note:** 1) Experience prescribed shall be one gained after acquiring the Academic and other qualifications

2) Rule 10(a)ii of Part II KS&SSR regarding qualification is applicable for this selection.

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/Non Creamy Layer certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.

***The Certificate to be produced in proof of experience shall be in the form given below(including the declaration):-***

#### **CERTIFICATE OF EXPERIENCE**

Name of the Firm (Company/Corporation/  
Govt.Department /Co-operative institutions etc) :

Registration Number(SSSI Registration  
or Any other Registration No.) :

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 nature of assignment holding or held in the institution) as Regular Worker/ Temporary Worker/ Apprentice/ Trainee/ Casual Labourer (Strike off whichever is not applicable) on R..... as per day/ per mensem for a period of .....years ..... months ..... days from ..... to.....

Signature with Date,  
Name and Designation  
of the Issuing Authority with name  
of the Institution.

Place : (Office Seal)  
Date :

**DECLARATION**

Certified that Sri./Smt. .... mentioned in the above experience certificate has actually worked/is working as ... (Specify the nature of employment) of 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/Rule to be specified).

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

Signature with Date,  
Name of the Attesting Officer  
with Designation and Name of Office

Place:  
Date :  
(Office Seal)

**Note :-**

- 1) Only those candidates who have made entries regarding details of experience and uploaded scanned documents in the above prescribed format can apply for the post.
- 2) 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.

- 3) The Experience Certificate 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.
- 4) For further details regarding experience, please see Para 19, 20 & 21 of the General Conditions.
- 5) Please specify the post held or nature of assignment – Casual Labourer, Paid/ Unpaid Apprentice /Regular Worker or Temporary Worker.

## 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](http://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 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 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. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

9 **Last date of receipt of applications : 03.02.2021 Wednesday upto 12.00**

**Midnight.**

- 10 (a) Sub Paras (v), (viii), (ix), (x), (xi) and (xiii) in para 2 and para 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.

**As per Rule 22 of the KPSC Rules of Procedure, 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 whether they have appeared for the examination or not.**

*(For details please see the General conditions given in part II )*

**Saju George**

**Secretary**

**Kerala Public Service Commission**