

Gazette Date : 30.12.2010
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Category No: 407/2010

Applications are invited Online only from qualified candidates for selection to the following post.

1. Name of the firm : Kerala Minerals and Metals Ltd.
2. Name of Post : Junior Time Keeper
3. Scale of pay : ₹ 8210-17520
4. Number of vacancy : 2 (Two)

Note: (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 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 the list will not continue to be in force if a new Ranked List after the minimum period of one year is published. Candidates will be advised against the vacancies shown above and for all the vacancies reported during the period of pendency of the Ranked 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 advice 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 – 35. “Only candidates born between 2.1.1975 and 1.1.1992 (both dates included) are eligible to apply for this post. OBC 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 the 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) of the General Conditions).

7. Qualifications:1) Bachelors 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.

Experience certificate shall be in the form given below:

EXPERIENCE CERTIFICATE

Date of Registration
Registration Number
Name of the Institutions
(Company/Corporation/Govt.Department etc.)

This is to certify that Sri/Smt.....

.....
(Name and address of the Candidate) has worked/has been working in this institution as
.....(Here enter the name of post holding or held or the nature of assignment holding or held in the institution) on
Rs.....per day/per mensum for the period
of.....years.....months.....days
.....to.....

Place :
Date:

Dated Signature,
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 worked/is working as.....(specify nature of employment) in the above Institution during the period mentioned therein as per the entry in the Register (Name of Register to be specified) mentioned by the employer as per the provisions of theAct (Name of 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.

Place:
Date:

Signature with date
Name of the Attesting Officer with
Designation and Name of Office.

(Office Seal)

Note: 1. The Experience Certificate should be one acquired after obtaining the academic or other basic qualifications.

2. The veracity of the experience certificate will be subjected to scrutiny and action will be taken against those who issue or produce bogus certificate. The Experience Certificate should be countersigned by an Authorised Officer of the State/Central Government.

3. For further details regarding experience, please see para 21 of Part II of the General Conditions.

8. Mode of sending applications:

The applications shall be submitted On-line only. Detailed instructions regarding the submission of applications are available in the website of the Kerala Public Service Commission viz. www.keralapsc.org. No application fee is required. The barcode number in the application form shall be quoted in all further enquiries/correspondence. Documents to prove qualification, age, community and experience have to be produced as and when called for. Applications which are not submitted in accordance with the instructions given in the website will be summarily rejected.

9. Last date of receipt of applications: 02.02.2011 Wednesday up to 5 p.m.

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

11. (a) Sub para V,VIII,IX,X,XI and XIII in paras 2 and paras 5 and 7 of the general conditions are not applicable to the post.

(b) The selection to the post will be subject to the rules and regulations made by them from time to time.

(for further details see the general conditions given)

**P.C.BINOY
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION.**