

CATEGORY NO:147/2022

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

- 1 Firm : Kerala Tourism Development Corporation Limited
- 2 Name of Post : Personnel Officer
- 3 Scale of Pay : ₹42500-87000/-
- 4 Number of vacancies : 01 (One)

- Note:-
- (i) 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 the list will not continue to be in force if a new Ranked List is published after the minimum period of expiry of one year or till the expiry of three years whichever is earlier. Candidates will be advised against the vacancy shown above and for all the vacancies reported during the period of pendency of the Ranked list.
 - (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.
 - (iii) The Candidate selected for the post shall be on probation for a period of two years on duty within a continuous period of three years from their date of appointment to the post.

- 5 Method of Appointment : Direct Recruitment

6 Age : 18-36, Only candidates born between 02.01.1986 and 01.01.2004 (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)and xiv of the General Conditions]

7 Qualification:

- i) MBA (Personnel Management) / MBA (HR) obtained from a UGC recognised University / Institution established by state or central government.
- ii) Three years experience in a supervisor cadre in the Personnel / Administrative wing in Central / State Government / Public Sector Undertaking.

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 KPSC Rules of Procedure 1976 Rule 22, will be taken against those candidates, who give confirmation for writing the examination after

		making false claim about their qualification and experience regardless of whether they attend the examination or not.
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Certificate of experience should be in the following format(including the declaration)

CERTIFICATE OF EXPERIENCE

Name of the firm (Company / Corporation/Govt/Department/ PSU Co-operative Institution etc) :
 Registration Number (SSI Registration or any other Registration Number) and Date of Registration :
 Authority issued Registration :

Issued to (here enter Name and Address). This is to certify that the Sri/Smt..... has worked/has been working/ is working in this institution as in the supervisor cadre in thewing (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 mensem for a period of..... yearsmonths.....days from..... to.....

Place :
 Date :
 Signature with 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 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 the State /Central Government.

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

(Office Seal)

- Note: 1. The Candidate who upload the scanned image of the experience certificate mentioned in the above format can alone 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 Counter Signed by an Authorized 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. Please specify the post held or nature of assignment casual laborers paid/unpaid Apprentice/ Regular worker or Temporary worker.
5. For further details regarding experience, please see para 19 ,20,21 of Part II of the General Conditions.
6. The Candidates who possess the required experience on the date of application but not able to obtain experience certificate in the COVID-19 situation should upload a self declaration in the format given below.

**DECLARATION FOR THOSE WHO COULD NOT OBTAIN
EXPERIENCE CERTIFICATE**

I Sri/Smt (here enter name and address) certify that I have worked / have been working / is working (here enter name of institution / company / corporation / Govt. Department / Co-operative institution etc.) as in a supervisor cadre inwing (here enter name of post holding or held ie. Regular worker / paid / Apprentice / Trainee / Casual Labourer etc.) on Rs. per day / per mensum for a period of years months days from to I will produce the prescribed experience certificate as and when called for by the Commission.

Place :
Date:

Signature of the Candidate

8 Method 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 31.12.2012. 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. The Candidates who are newly creating their profile should upload a photograph taken within 6 months. 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) "Candidates who have Aadhaar Card should add Aadhaar Card as ID proof in their profiles".

(c) "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 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 phone number registered in it."

9 Last date of receipt of applications: **22.06.2022** Wednesday up to 12 midnight

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

11 (a) Sub Paras v, viii, ix,x, xi and xiii of para 2 and paras 5(a), 6 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