

CATEGORY NO: 158/2022

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

- 1 Name of the firm : The Kerala Agro Industries Corporation Limited
- 2 Name of Post : Office Assistant
- 3 Scale of Pay : ₹6680-10790
- 4 Number of vacancies : 02 (Two)

- Note:-
- (i) 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 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 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) 3% vacancies of the post shall be reserved for the differently abled candidates belonging to Locomotor Disability/Cerebral Palsy , Hearing Impairment and Low Vision categories vide GO(P)No.1/13/SJD dated 03.01.2013.

- 5 Method of Appointment : Direct Recruitment

6 Age : 18-39, Only candidates born between 02.01.1983 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:

1. B. Com. degree from any recognized University
2. Diploma in Computer Application.
3. Certificate in computerized system of Accounting.

- 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. If equivalent/higher qualification is permitted in the Gazette Notification, candidates who claim equivalent/higher qualification should produce equivalency certificate from the institution concerned or Government Order in proof of equivalency.
 - (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 penal actions as per Rule 22 of KPSC Rules of Procedure 1976, will be taken against those candidates who give confirmation for writing examination by making false claim about

their qualification and experience, regardless of attending or not attending the examination.

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 in the profile of candidates who have already registered should be taken after 31.12.2012 but while creating new profile, the photograph uploaded should be taken within 6 months. 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 shall take a printout 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 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 noncompliance 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 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 be 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 to which applications are to be sent: www.keralapsc.gov.in

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

(Candidate must see the General Conditions in Part II of Gazette Notification for instruction regarding Photo, ID Card etc.)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION