

Gazette Date: 30/04/2013

Last Date: 05/06/2013

Category No: 74/2013

Applications must be submitted online through the official website of the Commission after 'ONE TIME REGISTRATION'. Candidates who have already registered can apply through their profile.

1. Name of Firm : United Electrical Industries Limited
2. Name of Post : Personnel Officer
3. Scale of Pay : ₹ 11070 – 18450
4. No. of vacancies : 1 (One)

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 vacancy is now in existence. The list of selected candidates published by the Commission in pursuance of 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 expiry of one year is published. Candidate will be advised against the vacancy shown above and also 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 the 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 02/01/1978 and 01/01/1995 (both dates included) are eligible to apply for this post. Other Backward Communities and SC/ST candidates are eligible for usual age relaxation.

Note:-1. 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.

2. **Bond:-** Persons appointed as officers shall execute a Bond at the time of joining duty to serve the company for a minimum period of three years in the case of 3rd Grade Officers and five years in the case of other category of officers and they shall also furnish a surety Bond to the satisfaction of the company for a sum not exceeding Rs. 5000/- as liquidated damages in the event of their violating the terms of the agreement executed by the personnel.

(for other conditions regarding the age relaxations please see para 2 (i), (iii), (iv), (vi) and (vii) of the General conditions)

7. Qualifications:

1. M.S.W. or equivalent from a recognised University
2. One year experience in Personnel or Welfare department in a Government Company or Private Limited Company.

Note:- Experience should be one acquired after obtaining the basic or other Academic qualifications.

Form of Experience Certificate

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

Registration Number :
(SSI Registration or any other Registration
Number and Date of Registration)

Date of Registration :

Authority issued Registration :

CERTIFICATE OF EXPERIENCE

Issued to (here enter Name and Address)

..... This is to certify that the above mentioned person has worked/has been working in this institution as (here enter the name of the post held and or the nature of assignment held in the capacity) on Rs. per day/per mensem for a period of years months days from to

Signature,
Name and Designation of the issuing
Authority with Name of the Institution

Place :

Date :

(Office Seal)
CERTIFICATE

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 there in as per the entry in the above register maintained by the employer as per the provision of Act (Name of the Act/Rules to be specified).

I am the authorized 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
who is the notified Enforcement
Officer as per the Act/Rules

Place :
Date :

(Office Seal)

- Note:-**1. Please specify the post held or nature of assignment as Casual Labourer, Paid/Unpaid Apprentice/Regular Worker or Temporary Worker.
2. All Experience Certificate shall be duly certified by the concerned Controlling Officer/Head of Office of the Government. The genuineness of the Certificate shall be subjected to verification and legal action will be taken against those who issue and produce bogus certificate.

8. Mode of submitting applications:-

Candidates shall register as per “ONE TIME REGISTRATION” system on the official website of Kerala Public Service Commission ‘www.keralapsc.gov.in” for applying for the post. Candidates who have registered shall apply by logging in to their profile using their User ID and password. Candidates shall click on the ‘Apply Now’ button of the respective posts in the Notification link for applying for a post. No application fee is required. Candidates can view and have a print-out of the details in the profile by clicking the link Registration Card, if required. Candidates are responsible for the correctness of the personal information and secrecy of the password. Before applying for a post, candidates must ensure the correctness of the information in their profile. They shall quote the User-ID for further communication with the Commission. Applications once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove Qualification, Experience, Community, Age, etc. have to be produced as and when called for.

9. Last date for receipt of application : 05.06.2013, Wednesday upto 12.00 midnight.

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

11. (a) Sub paras ii, v, viii, ix, x, xi, xii & xiii in para 2 and paras 5, 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 further details see the general conditions given in Part II)

P C BINOY
SECRETARY
KERALA PUBLIC SERVICE COMMISSION