

Gazette Date: 15/11/2013 Last Date: 18/12/2013
Category No: 398//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 : Kerala State Road Transport Corporation
2. Name of Post : Administrative Officer
3. Scale of Pay : ₹ 12060 - 22810 (Pre-Revised scale)
4. No. of vacancies : 07 (Seven)

Note:-

- (1)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.
- (2)The above vacancies are now in existence. The list of selected candidates published by the Commission pursuant to this notification shall remain in force for a minimum period of one year and a maximum period of three years provided that the said list will not continue to be in force if a new Ranked List after the expiry of 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.
- (3)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

Note: The Administrative Officer selected through Direct Recruitment shall undergo in-service training for one year. The trainee officer will be eligible for consolidated amount fixed by the Corporation as remuneration.

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 relaxations.

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 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 relaxations please see para 2 (i), (ii), (iii), (iv) (vi), (vii) & (xiii) of the General conditions)

7. Qualifications:

1. Post Graduate in any discipline
2. Five years of experience in Administrative Cadre in a Government owned Company/Corporation.

Note I: The experience should be one acquired after the acquisition of the basic qualification.

- II. The Administrative Officer selected directly shall execute a BOND with corporation in stamp paper valued 100/- (Rs. One hundred only) that they will serve the corporation for a period of five years and an undertaking to refund the entire remuneration received during training in the event of resignation /relinquishing from the

post before the end of agreement period.

CERTIFICATE OF EXPERINCE

Name of the Institution :
(Company/Corporation)
Registration No. :
Date of Registration :
Authority issued Registration :

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 or the nature of assignment held in the capacity) on ₹..... per day/per mensum for a period of yearsmonths.....days fromto

Place : Signature with date,
Date : Name and Designation of the Issuing Authority with Name of the Institution.

(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 therein as per the entry in the..... 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 provisions of the Act/Rules of the State /Central Act.

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

(Office Seal)

- Note:-
1. Please specify the post held or nature of assignment , 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 sending application:-

Candidates shall register as per “ONE TIME REGISTRATION” system on the official website of Kerala Public Service Commission ‘www.keralapsc.gov.in’ before applying for the post. Candidates who have registered shall apply by logging on 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. 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 must quote the User-ID for any further communication with the Commission. The application once submitted will be received as provisional and particulars shall not be deleted or altered after submission. The application will be summarily rejected if non compliance with the notification is found in due course. Documents to prove Qualification, Experience, Community, Age, etc. have to be produced as and when called for.

9. Last date for receipt of application : 18/12/2013, Wednesday upto
12.00 midnight.

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

11 (a) Sub paras v, vii, viii, ix, x, xi and 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