

Extraordinary Gazette Date : 30/10/2020

Last Date : 02/12/2020

CATEGORY NO: 144/2020

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

- 1 Department** : Kerala Livestock Development Board Limited
2 Name of Post : Confidential Assistant.
3 Scale of pay : ₹ 20,000-45800/-
4 Number of vacancy : Anticipated Vacancy

- (1) The above vacancy is now in existence. Advice of candidates will be made from the ranked list that shall be prepared for By Transfer Recruitment. A ranked list for Direct Recruitment will be prepared and candidates will be advised from that list only if vacancies remain after advising all the candidates included in the Ranked List for By Transfer Recruitment. The list of selected candidates published by the Commission in response to this notification shall remain in force for a minimum period of one year provided that the said list will continue to be in force till the publication of new list after the expiry of the minimum period of one year or till the expiry of three years whichever is earlier. Candidates will be advised from the said list against the vacancy noted above and those that may be reported to the Commission in writing during the currency of the list.
- (2) 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:- **By transfer Recruitment (From among lower grade employees working in Kerala Livestock Development Board).**

Note : (i) The rules relating to reservation of appointment ie., general rules 14 to 17 of KS&SSR , 1958 shall be applicable to by transfer recruitment of this post.

(ii) If qualified officers for by transfer method are not available those vacancies shall also be filled up by direct recruitment method.

6. Age limit:- 18-50 (Candidates born between 02.01.1970 and 01.01.2002 both dates are included)

7. Qualifications :-

1. BA/BSc/ BCom Degree of a recognized university or its equivalent qualification. (for those persons who were appointed prior to 02.09.1991, SSLC will be sufficient.)
2. A Pass in Type Writing and Short hand (English & Malayalam) Lower(KGTE / MGTE) or any other qualifications recognized by Government as equivalent.

Note:-

- (a) For recruitment by transfer, the rules of reservation are not applicable, and those candidates shall be advised on the basis of strict seniority assigned in the ranked list.
- (b) The candidates who apply for by transfer recruitment should produce Service Certificate in original obtained from the Head Office/Department showing service particulars in the format given below as and when called for by the Commission.

SERVICE CERTIFICATES

Name of the Employee :
Name of the Post now held :
Name of the Department :
Scale of Pay, Present Salary :
Date of Birth :
Name of Service :
Date of Joining Service :
Date of Declaration as an :
Approved Probationer

Certified that the above details in respect of Sri./Smt.....
.....Who is a probationer/ approved Probationer / Full Member of
..... Subordinate/Last Grade Service have been verified with his/her
service particulars and that they are found correct.

Place:
Date:

Signature
Name & Designation
of the Head of Office

(Office Seal)

(c) The commission will conduct a competitive test for direct recruitment and by transfer candidates. Candidates who secure not less than 40% marks in the test are eligible to be included in the Rank list for recruitment by transfer. 25% of the vacancies arising in the Cadre will be reserved for the regular employees holding low

paid posts, the recruitment of which are under the preview of the commission.

(d) Appointment by transfer and by direct recruitment will be made in the ratio 1:3, The rules regarding the reservation of appointment contemplated in the rules 14 to 17 of part II of the Kerala State and Subordinate Service Rules, 1958 are not applicable to appointment by transfer. In the absence of qualified hands for appointment by transfer, those vacancies will also be filled up by candidates from the Rank list for Direct recruitment.

Note:-

1. KS & SSR Rule 10 a (ii) is applicable

2. 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), (vii), & (xii) of the General Conditions]

3. 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.

4. 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 this same at the time of certificate verification.

5. Appropriate Disciplinary Actions as per Rules of Procedure Rule 22 will be taken against those candidates who give confirmation for writing examination by making false claims about qualifications such as Education, 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 should be taken after 31.12.2010. 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) "If a 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. Then 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 phones registered in it."

(c) Candidates who have AADHAAR card should add AADHAAR Card as I.D Proof in their profile.

- 9** Last date for submission of application:- **02.12.2020**, Wednesday upto 12.00 midnight.
- 10** Address to which applications are to be sent : www.keralapsc.gov.in
- 11.** (a) Sub paras (v),(viii),(ix),(xi) and xiii in para 2 and paras 5,6 and 7 of the general conditions are not applicable for this post.
- (b) the selection to the above concern will be subject to the rules and regulation made by them from time to time.
- (Candidates must see the General Conditions in Part II of the Gazette Notification for instructions regarding Photo, ID Card etc.)

SAJU GEORGE

SECRETARY

KERALA PUBLIC SERVICE COMMISSION