

CATEGORY NO: 161/2022

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

1	Name of the firm	Kerala State Palmyrah Products Development and Worker's Welfare Corporation Limited (Kelpalm)
2	Name of Post	Finance Manager
3	Scale of pay	Scale of pay as prescribed for the post by Kerala State Palmyrah Products Development and Worker's Welfare Corporation Limited (Kelpalm)
4	Number of vacancy	01 (One)

Note: (i) The above vacancy is now in existence. The Ranked list 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 a 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 vacancies reported to the Commission during the period of currency of the 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 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 :	of Direct Recruitment.
6	Age Limit	18-41; Only candidates born between 02.01.1981 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 that 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), (iii), (iv), (vi),(vii) and (xii) of the General Conditions]

7 Qualifications

ACA / ICWAI.

Preference will be given to those who having ACS Qualification with two years experience in a reputed firm.

- 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 In the case of difference in original caste/community claimed in the application and that entered in SSLC book, the candidate shall produce a Gazette notification in this regard, along with Non Creamy Layer Certificate/ Community Certificate at the time of certificate verification.
 - 4 Appropriate disciplinary action as per Rule 22 of KPSC Rules of procedure 1976, will be initiated against those candidates who submit applications with bogus claims of qualification and submit confirmation for writing examination irrespective of whether they are present or absent for the examination

CERTIFICATE OF EXPERIENCE should be in the following format.

CERTIFICATE OF EXPERIENCE FOR ASSOCIATE COMPANY SECRETARY

Name of the Reputed Firm :

Register Number (Registration Number) :

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/ is working in this firm as...../company secretary(here enter the name of the post holding/ held or the nature of assignment holding/ held in the reputed firm) and has experience in Time Keeping Functions such as maintenance of leave and attendance records 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 : Signature with date
Name and Designation of the Issuing
Authority with Name of the Institution

Date :

(Office Seal)

DECLARATION

Certified that Sri./Smt..... mentioned in the above Experience Certificate has actually worked/ is working as/company secretary.(Specify the name of the post and nature of employment) in the above firm 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
Name of Attesting Officer
with Designation and Name of Office who is
Date: the notified enforcement officer as per Act and Rules.

(Office Seal)

NB:The Experience Certificates should be countersigned 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.

Note: 1. Specify the post held and nature of assignment –Casual laborer, paid/unpaid, Apprentice/Regular worker or Temporary worker.
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. For further details regarding experience, please see para 19, 20 & 21 of Part II of the General Conditions.

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 in..... (here enter name of
Reputed firm) holding or held ie. Regular worker/ Temporary/ worker/Paid
Apprentice/ Trainee/ Casual Labourer etc.) on Rs.....per day/ per
mensem for a period ofyears.....months.....days
from.....to.....I will produce the prescribed experience
certificate as and when called for by the Commission.

Signature of Candidate

Place :

Date :

NB:The scanned image of experience certificate, or Declaration who could not obtain experience certificate should be uploaded of as per the format mentioned above, for the successful submission of application.

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 the candidate who have already registered should be taken after 31.12.2012. But while creating new profile the photograph uploaded should be taken within 6(six) months. Name of the candidate and 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 are responsible for the correctness of the personal information and secrecy of the 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 print out or soft copy of the online application for future reference. Candidates can take the print out of the application by clicking the link “My Application” in their profile. All correspondences with 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. Documents to prove qualification, age, community etc. have to be produced as and when called for .

(b) If a written/OMR/On-line 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 phones registered in it.

(c) Candidates who have Aadhaar Card should add Aadhaar Card as ID proof in their profile.

9. Last date for submission of application:- 22.06.2022 Wednesday upto 12 midnight.

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

11. (a) Sub Paras ii,v,viii,ix,x,xi,xiii and xiv in 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

(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