

GAZETTE DATE : 30.09.2009

LAST DATE : 04.11.2009

CATEGORY No : 347/2009

1. Name of the firm : The Kerala Agro Industries Corporation Limited

2. Name of firm : Office Assistant

3. Scale of pay : Rs. 1400-2600 (Pre revised)

4. No. of vacancies : 10 (Ten)

Note: (i) The number of candidates to be included in the Short list/Probability list are to be decided on the basis of the availability of qualified candidates.

(ii) The above vacancy is 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 that the list will not continue to be in force if a new Ranked List after the 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.

(iii) The Kerala Public Service Commission shall have the power to cancel the advise for appointment of any candidates 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 with in the period of probation or 240 days from the date of joining duty whichever is earlier.

5. Method of appointment : Direct Recruitment

6. Age limit : Must have completed 18 (Eighteen) years and must not have completed 38 (Thirty eight) years of age as on 01.01.2009 with usual relaxation to SC/ST/OBC

Note: (i) 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), & (xii) of the General Conditions).

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

8. The applications can be submitted only by on-line facility provided in the website of the Kerala Public Service Commission. Detailed instructions regarding the submission of applications are available in the website of the Kerala Public Service Commission viz. www.keralapsc.org. No application fee is required. The barcode number in the application form shall be quoted in all further enquiries/correspondence. Documents to prove qualifications, age and community have to be produced as and when called for. Applications which are submitted not in accordance with the instructions given in the website will be summarily rejected

9. Last Date for receipt of applications : 04/11/2009 Wednesday upto 5.00 p.m.

10. Address to which applications are to be sent :- www.keralapsc.org

11. (a) Sub Paras v, 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 post will be subject to the rules and regulations made by the concerned firm from time to time.

(For further details see the general conditions)

P. C.BINOY,
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION.