

Gazette Date: 29/12/2015 Last Date: 03/02/2016
Category No: 513/2015

Applications are invited from qualified candidates for selection to the following post. Applications shall be submitted online only on the official website of the Commission after "ONE TIME REGISTRATION". Candidates who have already registered can apply through their profile. The photo uploaded through One Time Registration should be taken after 31.12.2010 and also bear the name of candidate and date of photo taken should in the bottom of the photograph. The uploaded photo will be having a validity of ten years from the date of photograph taken.

- 1 Name of the firm : **Forest Industries (Travancore) Limited**
- 2 Name of Post : **Personal Assistant to Managing Director**
- 3 Scale of Pay : **₹ 1650-4800/-**
- 4 Number 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 to this Notification shall remain in force for a minimum period of One year and a maximum period of three years provided that list will not continue to be in force if a new Ranked List after the minimum period of expiry one year is published. Candidates will be advised against the vacancy 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 advice for appointment of any candidate to the above post, if it is subsequently found that such advise 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 : **Direct Recruitment**

6 Age : 18-36 Only candidates born between 02.01.1979 and 01.01.1997 (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 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), (vi), (vii) and (xii) of the General Conditions]

7)Qualification:1)Graduate with Shorthand and Typewriting (Higher)
KGTE/MGTE English.

Note: Rule 10(a)ii of Part II of KS&SSR is applicable.

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 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, if required. Candidates are responsible for the correctness of the personal information and secrecy of password. Before applying for a post, candidates must ensure correctness of the information in their profile. They must 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 if non compliance with the notification is found in due course of processing. Documents to prove qualification, community, age etc. have to be produced as and when called for .

9 Last date of receipt of applications: **03.02.2016 Wednesday up to 12 midnight**

- 10 Address of which applications are to be sent: www.keralapsc.gov.in
- 11 (a) Sub Paras v, viii, ix, x, xi and xiii in para 2 and paras 5a, 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 details including Photo, ID Card etc. please see the general conditions given in Part II)

SECRETARY
KERALA PUBLIC SERVICE COMMISSION