

**CATEGORY NO: 617/2022**  
**SECOND NCA NOTIFICATION**

Applications are invited Online only exclusively from qualified candidates belonging to the OBC reservation group of communities of Kerala State viz. Other Backward Communities for selection to the following post. Applications shall be submitted through the official website of the Commission after ONE TIME REGISTRATION. Candidates who have already registered can apply through their profile. **Candidates who have AADHAR CARD should add AADHAR Card as ID Proof in their Profile.**

- 1 **Name of firm** : **Kerala State Coir Corporation Limited**
- 2 **Name of Post** : **Lower Division Clerk (SECOND NCA-OBC)**
- 3 **Scale of Pay** : **₹1680-4180/- (P.R)**
- 4 **Number of vacancy** : **01 (One) (NCA-OBC)**

Note 1. The above vacancy is now in existence. The Ranked list published as per this notification will be valid until candidates are advised and appointed against the vacancy earmarked to the above community but remain unfilled due to the paucity of candidates during the currency of the Ranked list published on 07.08.2018 (Category Number: 665/2014) for the post. This is the Second NCA Notification issued due to the non-availability of qualified candidates belonging to the above community after the issuance of the first NCA Notification vide Category No. 503/2020 published in the Gazette dated 31.12.2020.

2. The Kerala Public Service Commission shall have the power to cancel the advice 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 within the period of his/ her probation or 240 days from the date of his /her joining duty whichever is earlier.

5. **Method of Appointment** : **Direct Recruitment** (From candidates belonging to Other Backward Communities Only).

Note:- Applications of candidates belonging to communities other than the above will be summarily rejected. Individual rejection memo will not be sent to them.

6. **Age Limit** : **18-39**. Only candidates born between **02.01.1983** and **01.01.2004** (both dates included) are eligible to apply for this post. (including age relaxation to the community mentioned above.)

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 relaxations please para 2 (i), (ii), (iii), (iv), (vi),(vii) and (xii) of the General Conditions)

7. **Qualifications** : **1) SSLC or its equivalent.**  
**2) Experience for at least two years in Coir Industry.**

**Note :** (1) Experience prescribed shall be one gained after acquiring the Academic and other qualifications and prior to the last date fixed for submitting application in response to this Notification.

(2) **Rule 10(a) ii of Part II of KS&SSR** regarding qualification is applicable to this selection.

(3) In addition to the qualifications prescribed in this notification, the qualifications recognized by Executive Orders or Standing Orders of Government as equivalent to a qualification specified for a post in the Special Rules or found acceptable by the Commission in cases where acceptance of equivalent qualification is provided for in the rules and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post, shall also be sufficient for the post. The copy of the Government orders declaring equivalent / higher qualifications shall be produced as and when required by the Commission.

(4) The genuineness of the experience certificate shall be subjected to verification and legal action will be taken against those candidates who produce bogus experience certificates.

***The Certificate to be produced in proof of experience shall be in the form given below(including the declaration):-***

**CERTIFICATE OF EXPERIENCE**

Name of the Firm (Company/Corporation/  
Govt. Department /Co-operative institutions etc) :

Registration Number (SSI Registration  
or Any other Registration No.) :

Date of Registration and 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 Institution  
as .....  
.....(Here enter the name of the post held or  
holding or the nature of assignment holding or held in the institution) as Regular Worker/ Temporary  
Worker/ Apprentice/ Trainee/ Casual Labourer (Strike off whichever is not applicable) on  
Rs. .... as per day/ per mensem for a period of ..... years ..... months .....  
days from ..... to .....

Signature with Date,  
Name and Designation  
of the Issuing Authority with name  
of the Institution.

Place:

Date :

(Office Seal)

**DECLARATION**

Certified that Sri./Smt. .... mentioned in the above  
experience certificate, has actually worked/is working as ..... (Specify the  
nature of employment) of the above institution during the period mentioned therein as per the entry in  
the ..... Register  
(mention the name of Register) maintained by the employer as per the provision  
of ..... Act (Name of the Act/Rule to be specified).

Also certified that I am the authorised person to inspect the Registers kept by the employer as  
per the provision of the Act/Rules of the ..... State/Central Act.

Signature with Date,  
Name of the Attesting Officer  
with Designation and Name of Office

Place:

Date :

(Office Seal)

***NB:-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) Only those candidates who have made entries regarding details of experience and uploaded scanned documents in the above prescribed format can apply for the post.
- 2) The Experience Certificate should be one acquired after obtaining the academic or other basic qualifications and prior to the Last date fixed for the receipt of application for the post.
- 3) The Experience Certificate should be countersigned by an Authorised 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.
- 4) For further details regarding experience, please see Para 19, 20 & 21 of the General Conditions.
- 5) Please specify the post held or nature of assignment – Casual Labourer, Paid/ Unpaid Apprentice /Regular Worker or Temporary Worker.

## **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](http://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 31.12.2012.** Candidates who are creating profile from 01.01.2022 onwards, must upload photograph which is taken within 6 months. 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 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. **Candidates are advised to keep a printout or soft copy of the online application for future reference. Candidates can take the printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the 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. Original documents to prove qualification, experience, 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, candidate shall submit a confirmation for writing the examination through their One Time Registration Profile. 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 be given to the candidates in their respective profiles and in the mobile phones registered in it. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination”.

## **9 Last date of receipt of applications: 01.02.2023 Wednesday up to 12 midnight**

## **10 Website address for submitting applications: [www.keralapsc.gov.in](http://www.keralapsc.gov.in)**

**11** (a) Sub paras (v), (viii), (ix), (x), (xi) & (xiii) of para 2 and para 5a , 7 of the General Conditions are not applicable to this selection.

(b) The selection to the above post in the above concern will be subject to the rules and regulations made by them from time to time.

**Special Instructions to Candidates**

a) In the case of difference in 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.

(b) Candidates are required to acquaint themselves with the instructions given in the Notification as Part II, General Conditions before submitting application for the post. Applications which are not submitted in accordance with the terms and conditions laid down in the General Conditions are liable to be rejected.

(c) Appropriate disciplinary action as per Rule 22 of Kerala Public Service Commission Rules Of Procedure shall be initiated against those candidates who submit application bogus claims of qualification regarding education, experience etc. and are liable to be disqualified for being considered for a particular post or debarment from applying to the Commission either permanently or for any period or the invalidation of their answer scripts or products in a written / practical test or the initiation of criminal or other proceedings against them or their removal or dismissal from office or the ordering of any other disciplinary action against them if they have already been appointed, or any one or more of the above.

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION