

**GAZETTE DATE : 31/12/2022**

**LAST DATE : 01/02/2023**

**CATEGORY No. 689/2022**

Applications are invited online only through One Time Registration from qualified candidates for appointment in the under mentioned post in Kerala Government Service. Before applying for the post the candidates should register as per One Time Registration through official website of Kerala Public Service Commission. Candidates who have already registered can apply through their profile.

1. **Department** : Industrial Training
2. **Name of Post** : Junior Instructor (Secretarial Practice - English)
3. **Scale of pay** : ₹ 37400 - 79000/-
4. **Number of vacancies** : 01 (One)

The above vacancy is now in existence. 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 and a maximum period of three years, 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 vacancy noted above and also against the vacancies if any reported to the Commission during the currency of the list.

Note:- 4 % of the total vacancies reported shall be reserved for eligible Differently Abled Candidates with disabilities as specified in GO (P) No. 7/2022/SJD dated 28/10/2022.

(Please click the link below to see the Government Order and Medical Certificate in this regard)

Link

[https://www.keralapsc.gov.in/sites/default/files/inline-files/g\\_o\\_p\\_7\\_2022\\_sjd\\_dtd\\_28\\_10\\_2022.pdf](https://www.keralapsc.gov.in/sites/default/files/inline-files/g_o_p_7_2022_sjd_dtd_28_10_2022.pdf)

5. **Method of appointment** : Direct Recruitment
6. **Age limit** : 19 - 44. Only candidates born between 2.1.1978 and 1.1.2003 (both dates are included) are eligible to apply for this post with usual relaxation to Scheduled Castes, Scheduled Tribes and other Backward Communities. (For other conditions regarding the age relaxation, please see Para 2 Part II of the General Conditions).
7. **Qualifications** :
  1. S.S.L.C or its equivalent qualification.
  2. (a) National Trade Certificate in the appropriate trade with three years experience in the trade after obtaining the certificate.  
OR
  - (b) National Apprenticeship Certificate in the appropriate trade with one year experience after obtaining the certificate.  
OR
  - (c) Diploma in the appropriate branch of Engineering from a Government or Government Recognized polytechnic or its equivalent qualification.

**Note:I** (i) The experience gained by a Workshop Attender in the trade can also be deemed to be qualifying experience in the trade for selection to this post.

(ii) Candidates belonging to SC/ST shall be exempted from the qualification of Experience prescribed for the post.

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

- (ii) In addition to the qualifications prescribed in the notification, the qualifications recognized by executive orders, or standing orders of Government as equivalent to the qualifications specified for the post, in the Special Rules or qualifications found acceptable by the Commission in cases where acceptance of equivalent qualifications 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.
- (iii) Candidates who claim experience qualification 2 (a) or (b) should obtain experience certificate in the format given in Annexure itself and enter details regarding experience (certificate number ,date,name of post,period ,issuing authority,name of institution etc)and upload scanned image of the same in the profile to make submission of application possible.

**ANNEXURE**

**CERTIFICATE OF EXPERIENCE**

Name of firm (Company/Corporation/Govt. Dept./ :  
Co-operative Institution etc).

Registration No. (SSI Registration or any other :  
Registration Number) With date of Registration

Authority from where Registration obtained :

Issued to (here enter name and address of the candidate ) Sri/ Smt .....

.....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 post holding or held and the nature of assignment ie. Regular worker/ Temporary worker/Paid Apprentice/Trainee/Casual Labourer etc. [Strike off whichever is not applicable]) on Rs.....per day / per mensem for a period of .....years.....months.....days from.....to .....

**Dated Signature, Name and  
Designation of the issuing Authority  
with Name of Institution**

**Place :  
Date of Issue :**

**(Office Seal)**

**DECLARATION**

Certified that Sri./Smt.....mentioned in the above Experience Certificate has actually worked/is working as.....(Specify nature of employment)in the above institution during the period from.....to.....as per the entry in the Register.....(Name of Register to be specified) mentioned by the employer as per the

provision of the .....Act (Name of the Act/Rules to be specified).

Also certified that I am the Authorised Officer to inspect the registers kept by the employer as per the provisions of the .....Act/Rules of the State/Central Government.

**Dated Signature, Name  
Designation & Name of Office of Attesting  
Officer The notified enforcement officer as  
per Act and Rules**

**Place:  
Date:**

(Office Seal)

**NB:** 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.

**8. Method 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 in 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 the post. The photograph uploaded in the profile should be one taken after 31.12.2012. The candidates who create new profile should upload photograph taken within six months. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion of the photograph. 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, candidates must ensure correctness of the information on 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 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 the due course of processing. Original documents to prove qualification, experience, age, Community etc. have to be produced as and when called for. The profile correction made by the candidates themselves or through the office of the KPSC on request after the last date fixed for the receipt of applications will not be reflected in the application. Such correction will come into effect only on the date on which correction have been made.
- (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 profile. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The applications 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 phone number registered in it.
- (c) Candidates who have AADHAAR card should add AADHAAR card as ID Proof in their profile.

**9. 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 the Kerala Public Service Commission Rules of Procedure shall be initiated against those candidates who submit applications with 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.

**10. Last date for receipt of applications :- 01-02-2023** Wednesday upto 12.00 midnight.

**11. Address to which applications are to be submitted: -** [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

(For details including Photo, ID proof etc., refer the General Conditions given in Part II of the Gazette Notification)

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION