

NOTIFICATION FOR THE RECRUITMENT OF ASSISTANT MANAGER (HR)

The Kerala Ceramics Limited (TKCL) is a State Government PSU under the Industries Department of State of Kerala. The Company is in the lookout for appointing Assistant Manager (HR) to look after the Personnel & Other allied functions of the Company. Selected Candidate will be under probation for a period of one year and after successful completion of Probation he/she will be appointed as AM(HR) in the HR Department of the Company in the scale of pay 7200-200-7800-225-11400(likely to be revised). DA and other allowances as applicable to other officers of the Company.

Those who possess the following requirements may submit their applications on or before 20/06/2018.

Requirements

1. Qualification: First class degree in MBA HR/Personnel Management or first class in MSW(should be Regular Full time Course)
2. Age: 18-39 years as on 1st January 2018 with usual relaxation to SC/ST/OBC Communities as per rules.
3. Experience: 2 years Managerial experience in HR department of a manufacturing industry.

Conditions

1. Application should be submitted only in prescribed format available in the web site of the Company. However Candidates can attach their resume/CV *along with* their application in the prescribed format if they wish so.
2. Application should be submitted by Post to the address THE MANAGING DIRECTOR;THE KERALA CERAMICS LIMITED; KUNDARA (PO); KOLLAM DISTRICT; PIN-691501 super scribing the envelope APPLICATION FOR THE POST OF ASSISTANT MANAGER(HR).
3. Candidates should attach self attested copies of testimonials to prove age, Educational Qualifications, Experience and caste certificate (if applicable). Applications without the copies of certificates will not be considered. Candidates belonging to SC/ST community are eligible for relaxation of upper age limit for which they have to upload necessary community certificate.
4. Management of TKCL reserves the right to accept or reject any application at any time during the course of selection process.



THE KERALA CERAMICS LIMITED

KUNDARA KOLLAM

APPLICATION FOR THE POST OF ASSISTANT MANAGER (HR)

Notification No. 01/MPA /2018-19

Dated

24/05/2018

1. Personal Details					
1.1 Name of the candidate (In Block Letters)		(Paste a copy of recent photo)			
1.2 Age & Date of Birth					
1.3 Mobile No.					
1.4 Land Phone Number					
1.5 E Mail id					
1.6 Religion					
1.7 Caste					
1.9 ADHAAR NUMBER					
1.10 Permanent Address					
1.11 Address for correspondence (if different from above)					
2. Details of educational Qualification (from UG level only)					
Course	Name of institution/University	year of passing	Class/% Marks		
3. Details of Work Experience					
Name of Organization	Post Held	Period			Nature of Duty (in Brief)
		From	To	Total Years	

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(.....)

Certified that information furnished by me is correct and I have carefully read and understood the instructions to the candidate (Signature of the candidate)

INSTRUCTIONS TO THE CANDIDATES

1. Candidate should send their application to THE MANAGING DIRECTOR;THE KERALA CERAMICS LIMITED; KUNDARA (PO); KOLLAM DISTRICT; PIN-691501.
2. Last date for receipt of application is 18/06/2018.
3. Candidate should attach copies of certificates in proof of Date of Birth; Educational Qualification; Work Experience etc mentioned in item no 1.2,2.0,3.0 above **absence of which the applications will not be considered.**
4. Candidate when called for Personal interview/Group Discussion should produce the **original certificates** in proof of Date of Birth; educational qualification; Work experience etc mentioned in item no 1.2,2.0,3.0 above absence of which they may not be considered for selection process.
5. Work experience in any organization as paid or unpaid apprentice /trainee will not be counted as an experience in item 3 and hence candidates are advised not to mention them.
6. Candidates belonging to SC/ST community are eligible for relaxation of upper age limit for which they have to attach necessary certificate of community and produce the original when called for interview.
7. Management of TKCL reserves the right to accept or reject any application at any time during the course of selection process.