



**KERALA STATE DEVELOPMENT CORPORATION FOR CHRISTIAN
CONVERTS FROM SCHEDULED CASTES AND THE RECOMMENDED
COMMUNITIES LTD., KOTTAYAM**

(A Government of Kerala Undertaking)

Near Railway Station, Nagampadom, Kottayam

Ph. 0481 - 2564304, e-mail: ksdcccandrc@gmail.com

No.E1/2455/2022-23/CCDC/KTM/716

12.09.2023

Notification for the post of Administrative Officer (On deputation).

Ref: Resolution No.245.20.1.A of the 245th Meeting of Board of Directors held on 22.08.2023.

As per reference cited above, Kerala State Development Corporation For Christian Converts From Scheduled Castes and the Recommended Communities Ltd., Kottayam has decided to appoint an Administrative Officer (One post) on deputation basis, with the manpower specifications and other conditions as given here under. Applications are invited in the prescribed proforma from the eligible and interested Officers of Government service/Public sector Undertakings.

1. The applicant shall be an officer in Govt. departments /PSUs, not below the rank of Junior Superintendent/ JS (HG)/equivalent posts, in the scale of pay of Rs.43400-91200/Rs. 45600-95600/ Rs. 50200-105300(2019 PR) or its equivalent pre revised SOPs.
2. Shall have experience in Administration /Establishment/Personnel/HR portfolios.
3. Application shall be submitted in the prescribed form for deputation, along with the statement as per Rule 144 Part I KSR, detailed biodata and No Objection Certificate from the parent department/organization. Those who are unable to submit NOC along with application shall submit the same at the time of interview; failing which they will not be considered for selection process.
4. Appointment of Administrative Officer will be on deputation basis for a period of one year, subject to the approval of government and as per the usual terms and conditions of deputation.
5. The Administrative Officer shall be abide by the rules and regulations as applicable to the employees of the corporation and shall perform duties and responsibilities entrusted to that post.

6. The Administrative Officer shall not use/publish any/confidential information obtained during the service period, in any manner which is prejudicial to the Corporation and without its consent.



7. The Corporation shall be at the liberty to terminate the services of Administrative Officer by giving one month notice, if his/her services are not found satisfactory to the management. The Administrative Officer shall give one month notice to the corporation for early repatriation to his/her parent department.

Filled in applications should reach the **Administrative Officer, Kerala State Development Corporation For Christian Converts from Scheduled Castes and the Recommended Communities Ltd., Nagampadom, Kottayam, Kerala, Pin- 686001** on or before 5 PM, 30.09.2023.



Sd/-
MANAGING DIRECTOR

[Handwritten signature]
12/09/2023

**APPLICATION FOR REGISTRATION IN THE PANEL FOR THE POST OF ADMINISTRATIVE OFFICER ON
DEPUTATION BASIS**

1. Name of Dept. / Board to which deputation is desired : KSDC FOR CC & RC LTD.
2. District to which request is being made : KOTTAYAM
3. Category of post to which the request is being made : ADMINISTRATIVE OFFICER
ON DEPUTATION BASIS
4. Name (In block letters) :
5. Present designation and office Address :

6. Date of Birth :
7. Qualifications :
 - a. General :
 - b. Special if any :
8. Date of Entry :
9. Experience :

10. Pay and scale of pay :

Place:

Date:

Signature of applicant

Counter signature of the Head of Office

BIO-DATA

1. Name :
2. Post held and name of office :
3. Present pay and scale of pay :
4. Age and date of birth :
5. Qualifications :
 - a) General :
 - b) Special :
6. Experience :
7. Permanent Residential Address :
8. Remarks :

Place:

Date:

Signature of Applicant

DECLARATION

I,..... declare that I am willing to serve the entire period of deputation as (name of post) under the..... and will not required for revision before the tenure of present deputation expires.

Name:

Designation:

Place:

Date:

Signature

STATEMENT UNDER THE RULES 144 (KSR PART I)

Vide Circular Memorandum No. 42765/Rule-3/62/Fin. Dated 15-6-1962

1. Name of the Government Servant :
2. Date of birth :
3. To whom lent :
4. Official Designation (post held
Substantively before transfer) :
5. Scale of pay of the post in government
service held substantively by the officer :
6. Head of account to which pay was
debitable before transfer :
7. Monthly rate of pay sanctioned in
Foreign service :
8. Service rules applicable :
9. Rate of monthly contributions
provisionally fixed under rule
 a) Leave salary :
 b) Pension :
10. When lent :
11. Where to be recovered :
12. Whether creditable to state or central :
13. Date of termination of Foreign Service :

Signature

Head of Office | Department