

**ICAR – KRISHI VIGYAN KENDRA  
CARD, PATHANAMTHITTA DISTRICT**

KOLABHAGOM P.O.,  
THADIYOOR, TIRUVALLA,  
PATHANAMTHITTA DISTRICT – 689 545

**VACANCY**

Applications are invited for the post of **Skilled Support Staff** - 1 No.

Pay band : Rs.5200-20200 + GP 1800 plus usual allowances as admissible under rules.

Qualification : Matriculation or equivalent pass (or) ITI pass.

Age : 18 - 25 years

1. **The last date for receipt of application will be 23<sup>rd</sup> July 2018, 4.30 pm.** If the last date happens to be a Sunday or closed holiday, the next working day will be taken as crucial date. The crucial date for determining the age limit shall be the closing date for receipt of application from candidates.
2. Maximum Age limit: 18-25 years. Should not exceed more than 25 years as on closing date of application.
3. Age relaxation to SC/ST/OBC and PwD Candidates as per Government of India rules.
4. Duly filled application along with DD for ₹.300/- as processing fee (SC/ST/Woman candidates are exempted from application fee) drawn in favour of ICAR-Krishi Vigyan Kendra payable at SBI, Kumbanad with attested copies of testimonials in proof of age, date of birth, community, qualifications, experience, etc. should be sent to “The Senior Scientist and Head, ICAR-Krishi Vigyan Kendra, CARD, Kolabhagom P.O., Thadiyoor, Tiruvalla – 689 545 by post only. The envelope should be superscribed as “Application for the post of SKILLED SUPPORT STAFF”.
5. KVK, its management or funding agency will not be responsible for any postal delay.
6. Only Screened candidate will be called for interview. No TA/DA will be provided to attend the interview.
7. Employed applicants should send the application through their employer with No Objection Certificate.
8. Incomplete application(s) in any form & the application(s) received after due date will not be considered.

9. The candidates himself / herself should confirm his / her eligibility for the post applied for, before submission of application. No correspondence, whatever, in this regard shall be made / entertained.
10. CARD reserves the right to fill the post or cancel the advertisement.
11. Incomplete applications, applications without supporting documents viz., proof for date of birth, proof for claiming age relaxation, proof of minimum/essential qualifications and /or DD and applications received after due date will be summarily rejected without any notice and no correspondence in this regard will be entertained.

Sd/-  
Director  
CARD

## ***DUTIES OF SKILLED SUPPORT STAFF***

The duties would broadly include:

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section/Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/Unit.
- f) Assisting in routine office work like diary, despatch etc. including on computer.
- g) Delivering of dak (outside the building).
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualification, if it exists.
- n) Driving of vehicles, if in possession of valid driving license.
- o) Upkeep of parks, lawns, potted plants etc.
- p) Supporting farm, demonstration and production unit activities.
- q) Day /night security duty of campus.
- r) Any other work assigned by the superior authority

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APPLICATION FORM

Recent  
passport size  
photograph of  
the candidate  
self attested

Application for the post of .....

1. Name in Full (in block letters) :
2. Address :
3. Address to which communication may be sent :
4. Contact telephone No. :
5. Nationality :
6. State of domicile :
7. Marital Status :
8. Age and date of birth :
- i in figures & words :
- ii Age as on closing date of application : Year Month days
9. Gender (Male/Female) :
10. Whether belongs to SC/ST/OBC/ PH :  
(attach proof)
11. Educational/Technical Qualifications :

Sl.No.	Name of Examination	Year of passing	University / Board or institution	Subject passed	Grade /Division & percentage of marks in aggregate

12. Experience (Particulars of previous and present employment)

Sl.No.	Name of Employer (Indicate Private/Autonomous Body/Government)	Designation	Pay scale/ Salary	Period		Remarks
				From	To	

13. Whether convicted by court, if so  
Furnish details) :

14. Details of fee remitted (DD No., date & amount:

**DECLARATION**

I, ..... do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and I shall bound by the decision of the employer.

Signature of candidate

Place :  
Date :

*Enclosures:*  
1  
2  
3

**FOR OFFICE USE.**

Inward No.

Date of receipt.....

Remarks:

*Authorized Signatory*