

No.DIC/4666/2021-TC-T5

18/06/2022

NOTIFICATION

The Directorate of Industries and Commerce, invites applications from retired Govt. Employees, retired from the post of Joint Director and above from the Department of Industries and Commerce for recruiting as **Expert in the Appraisal Desk to assist the State Level Committee in connection with the Grievance Redressal System set up in the state as per the Ordinance No. 137 of 2021** on Amendment of the Kerala Industrial Single Window Clearance Boards and Industrial Township Area Development Act 1999 and the Rules framed as per G.O(P) No.8/2022/ID dated:13.04.2022, **on contract basis up to 31/03/2023**. Interested applicants may apply through the prescribed application form to the Director of Industries and Commerce, Vikasbhavan, Thiruvananthapuram-695033. The application submission will be opened on **20/06/2022 (09:00 A.M.)**. The last date for submitting online application is **25/06/2022 (05:00 P.M.)**.

DETAILS OF POST

The details regarding the qualification and experience required, number of vacancies, age limit and remuneration are given in the table below.

Sl. No.	Post	No. of Vacancies	Qualification and Work Experience	Age as on 01.04.2022	Maximum monthly honorarium/pay *
1	Expert in the Appraisal Desk	1	Retired Govt. Employee, retired from the post of Joint Director and above from the Department of Industries and Commerce	Not Greater than 62 years	Rs 25,000

*subject to the approval of the Government

Nature of Work

The Expert in Appraisal Desk shall thoroughly examine Grievances and appeals received via online / offline at the State Level Grievance Redressal Committee and the same shall be forwarded to the department(s) concerned based on the nature of Grievances and appeals. The Expert shall also prepare a detailed remarks / notes based on the prevailing acts and rules on the the report submitted by the department(s) concerned on the Grievances / appeals so as to assist the State Level Grievance Redressal Committee to arrive at final decision

on the Grievances / appeals within a time bound manner.

The Expert shall also assist the Level Grievance Redressal Committee to discharge its functions under the Acts and rules. The Expert shall attend the Directorate of Industries and Commerce, Vikasbhavan, Thiruvananthapuram during office hours on all working days.

General Instructions

1. Candidates should apply through the prescribed application format attached.
2. Please note that no change of application data will be permitted.
3. Educational qualifications, if any, should be from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
4. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id.
5. If the applicant possesses an equivalent qualification, he/she should also upload the equivalency certificate along with the qualification certificate or else the application will not be considered.
6. Applicants need to submit a valid certificate for every experience he/she mentioned. In the case of the latest/current experience an affidavit bearing all details (name of organization, designation, period, task and duties) shall be submitted. The copy of appointment letters, salary certificates, pay slips etc. will not be accepted in lieu of work experience certificate.
7. Decision of the concerned authority in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal inquiries shall be entertained in this regard.
8. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process in the future. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective affect.
9. While applying for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
10. Director of Industries and Commerce reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experiences/other notified eligibility requirements.
11. Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form. CMD shall not be responsible if the information/ intimations does not reach candidates in case of change in the mobile number, email address, technical fault or

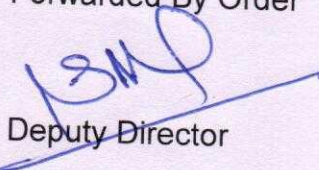
otherwise, beyond the control of CMD and candidates are advised to check their registered e-mail account from time to time during the recruitment process.

12. Canvassing in any form will be a disqualification.
13. The selection of the Appraisal Desk will be based on the Govt. Approval of the proposal which was already sent to Govt. for the same.

APPLICATION FOR THE SELECTION OF EXPERT IN THE APPRAISAL DESK TO ASSIST THE STATE LEVEL GRIEVANCE REDRESSAL COMMITTEE	
1	Name of Applicant
2	Contact Address
3	Mobile Phone No.
4	Email Address
5	Age and Date of Birth
6	Date of retirement from Service
7	Post from which Retired
8	Office Address at the time of Retirement
9	Qualification
10	Experience
11	Signature

sd/-
S. HARIKISHORE IAS
DIRECTOR

Forwarded By Order


 Deputy Director