



# KERALA BOOKS AND PUBLICATIONS SOCIETY

(An undertaking of the Government of Kerala)  
Kakkanad P.O. Kochi-682 030, Kerala



No. P&A2/447/2023/ 4381

Date : 02 /11/2023

## NOTIFICATION

Applications are invited from Indian Nationals, eligible for the following posts to be filled in Kerala Books and Publications Society, Kakkanad, as per eligibility criteria given below.

Sl No	Name of the post and Pay Scale	No. of vacancies	Prescribed Eligibility Conditions
1	Assistant Manager (Reproduction)  51400-1300-56500-1400- 60700-1500-65200-1600- 70000-1800-79000-2000- 89000-2200-97800-110300	1	<ol style="list-style-type: none"><li>1. Pass in XII<sup>th</sup> Standard</li><li>2. B. Tech/BE in Printing Technology with first class</li><li>3. Five years experience in a Printing establishment of repute of which 3 years should be in Supervisory Cadre.</li></ol> <p>(Preference will be given to those who have experience in modern equipments like CTP, Processor and Graphic designing Software.)</p> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"><li>1. Pass in X<sup>th</sup> Standard</li><li>2. Three year Diploma in Printing Technology with first class</li><li>3. Eight years experience in a Printing establishment of repute of which 5 years should be in Supervisory Cadre.</li></ol> <p>(Preference will be given to those who have experience in modern equipments like CTP, Processor and Graphic designing Software.)</p> <p><i>Age- Not to exceed 36 years with usual relaxation to SC/ST/OBC/Ex-Servicemen etc as in Kerala Government Service</i></p>

2	<p>Assistant Manager (Personnel, Administration &amp; Purchase)</p> <p>51400-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000-2000-89000-2200-97800-110300</p>	1	<ol style="list-style-type: none"> <li>1. Graduate with first class</li> <li>2. MBA(HR) with first class(full time regular course)</li> <li>3. Five years experience in handling Labour/HR matters of which 3 years should be in Supervisory Cadre. ( Experience in purchase of materials desirable)</li> </ol> <p><i>Age- Not to exceed 36 years with usual relaxation to SC/ST/OBC/Ex-Servicemen etc as in Kerala Government Service</i></p>
3	<p>Assistant Manager (Binding)</p> <p>51400-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000-2000-89000-2200-97800-110300</p>	1	<ol style="list-style-type: none"> <li>1. Pass in XII<sup>th</sup> Standard</li> <li>2. B. Tech/BE in Printing Technology with first class</li> <li>3. Five years experience in a Printing establishment of repute of which 3 years should be in Supervisory Cadre.</li> </ol> <p>(Preference will be given to those who have experience in Binding.)</p> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>1. Pass in X<sup>th</sup> Standard</li> <li>2. Three year Diploma in Printing Technology with first class</li> <li>3. Eight years experience in a Printing establishment of repute of which 5 years should be in Supervisory Cadre.</li> </ol> <p>(Preference will be given to those who have experience in Binding.)</p> <p><i>Age- Not to exceed 36 years with usual relaxation to SC/ST/OBC/Ex-Servicemen etc as in Kerala Government Service</i></p>
4	<p>Security Officer</p> <p>50200-1200-52600-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000-2000-89000-2200-97800-2500-105300</p>	1	<ol style="list-style-type: none"> <li>1. Graduate in any discipline</li> <li>2. Retired military personnel from a rank not below Naib Subedar or similar ranks of other armed forces with 15 years military experience.</li> </ol> <p><i>Age- Not to exceed 36 years with usual relaxation to SC/ST/OBC/Ex-Servicemen etc as in Kerala Government Service</i></p>



### General Conditions

- 1) The candidate should submit duly completed and signed application, in plain paper along with latest photograph giving full details regarding Educational and other qualifications, Date of Birth, period and nature of experience, proof of identity etc., accompanied with attested copies of each documents/certificates in a closed envelope superscribing “ **the post applied for.....**” so as to reach the office of Kerala Books and Publications Society, Kakkanad, Kochi-682030 on or before 29/11/2023.
- 2) Please ensure your eligibility for the post before submission of application. In case the candidate is found to be ineligible on any ground, his/her candidature will be cancelled immediately and no correspondence will be entertained in this connection.
- 3) The application received with requisite documents and within stipulated time as stated above shall only be taken into consideration, no correspondence will be entertained as regards incomplete/time barred application.
- 4) Candidates who do not possess the prescribed essential educational qualifications and experience of prescribed nature and duration as on the date of notification will not be eligible and will not be considered.
- 5) In case Universities award letter grades/CGPA/OGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by that University. In the absence of the same, the candidature will not be considered for the recruitment process.
- 6) The experience of prescribed nature and duration should have been acquired after acquiring the prescribed educational qualifications for each post notified.
- 7) The applications/CV not accompanied by supporting certificate/documents in support of prescribed Qualification and Experience of prescribed nature and duration, claimed by the candidates, would not be processed for determining the eligibility of the candidates for the selection.
- 8) The Management reserves the right to call only those candidates who according to its decision rank high in term of eligibility criteria among the applications received and mere eligibility will not entitle any candidates for being called for test/interview.
- 9) The Management also reserves the right to restrict the number of applicants for test/interview depending upon the level of response for each post.

- 10) The Management also reserves the right to reject any application, cancel the post or candidature without assigning any reason thereof.
- 11) The Management reserves the right to withdraw the said notification at any time.
- 12) The prescribed essential qualifications are the minimum and mere possession of the same/fulfilling of eligibility criteria does not entitle candidates to be called for the test/interview.
- 13) The eligibility criteria for determination of age will be calculated as on 01/01/2023.
- 14) If the post applied for is not indicated on the top of the envelope, the same will not be considered.
- 15) Applicants currently working under the Government Departments/ Government Organisations should submit their application routed through proper channel, along with the "No Objection Certificate" from the employer in original.
- 16) Applications received after expiry of the prescribed period and/or found to be incomplete in any manner/without signature will be rejected without any notice.
- 17) Incomplete applications in any respect shall be summarily rejected without any reference.
- 18) Regarding the interpretation of this notification, the decision of Management will be final and binding on all concerned.
- 19) The recruitment process can be cancelled/suspended/terminated without assigning any reasons. The decision of management will be final and no appeal in this regard will be entertained.
- 20) The decision of the management in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
- 21) No travelling allowance will be admissible for the recruitment process.

  
Managing Director

Cc to : IT Consultant/IT Team – to upload the same in the official website of KBPS /  
Finance