



THE KERALA CERAMICS LIMITED

KUNDARA KOLLAM

APPLICATION FOR THE POST OF OFFICER (PERSONNEL & ADMINISTRATION), DY. MANAGER (FINANCE) & ENGINEER (SALES/ MARKETING) ON CONTRACT BASIS

Notification No: MPA/Notification/843 A/24-25

dated 21.11.2024

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|---|--------------------------------|--------------------------------|---------------|-------------|------------------------------|
| Name of the Post | | | | | |
| 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 Whats app No | | | | | |
| 1.5 Land Phone Number | | | | | |
| 1.6 E Mail id | | | | | |
| 1.7 Religion | | | | | |
| 1.8 Caste | | | | | |
| 1.9 ADHAAR NUMBER | | | | | |
| 1.10 Permanent Address | | | | | |
| 1.11 Address for correspondence (if different from above) | | | | | |
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| 2. Details of educational Qualification (from UG level only) | | | | | |
| Course | Name of institution/University | year of passing | Class/% Marks | | |
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| 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 31.12.2024
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 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/OBC 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.