

**KERALA STATE CIVIL SUPPLIES DEPARTMENT**  
**COMMISSIONERATE OF CIVIL SUPPLIES**

THIRUVANANTHAPURAM – 695033, Kerala, India:Phone: +91 88527312

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Notification No. CCS 2538/2022-S1

dated 02/02/2023

Sub: Contract Appointment to the post of Data Entry Operator (Malappuram District)– Notifications - issued Reg

Government of India has approved a Central Sector Scheme called“ Price Monitoring Cell” for States. Besides there is also a State viz “Centre for Price Research, Kerala”. The objectives of the scheme are as follow.

- i. Monitoring the fluctuation in the prices of essential commodities and to come up with strategies to control the hike in prices of essential commodities in the State of Kerala.
- ii. Working at the State level to monitor the prices of essential commodities and to assist the government in policy matter to control the prices.
- iii. Giving recommendation to the Government and other agencies concerned to frame rules and measures to control prices of essential commodities in the market for protecting the “Rights” of consumers.

Civil Supplies Department invites applications for the temporary posts of 01 Data Entry Operator (Malappuram District) on Contract basis for a period of 2 months. The tenure may be extended as per the performance of the candidate and requirements of the Government/Department. The details are given below.

**Data Entry Operators**

**Qualifications, Experience and Age:**

- i. Pass in Plus Two/PDC or equivalent qualification.
- ii. Lower Grade Certificate in Type writing English and Malayalam (KGTE or its equivalent).
- iii. Computer word processing or its equivalent.
- iv. Candidates must have the knowledge in MS Office especially in Excel formats.

Candidates who claim equivalent qualification instead of qualification mentioned in the notification shall produce the relevant Government

Order/document to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification concerned. The maximum age for the candidate should not be more than 40 years as on 01.01.2023

### **Skills**

- i. Should hold a two wheeler licence and owner of two wheeler
- ii. Ability to perform repetitive task with a high degree of accuracy.
- iii. Comfortable work independently with in minimum supervision.
- iv. Ability to multi task effectively
- v. Excellent attend to detail.

### **1. Roles and Responsibilities:**

- i. Collect the data from designated market places without any lapse on a daily or given intervals.
- ii. Mobile phones given shall be used only for the purpose of data collection and shall not download any app; or material which might descript the functioning of the phone
- iii. Shall undertake the instructions given form the CPRK from time to time

2. **Selection:** The candidates residing Malappuram District can only apply for this post. In order to prove the normal place of residence, candidates need to produce the address proof which indicates their place of residence as given in the application.

3. The rank list will be prepared based on marks of interview conducted by the Selection Committee and the list of selected candidates will be published in website [www.civilsupplieskerala.gov.in](http://www.civilsupplieskerala.gov.in). The selected candidate should sign a contract with the department in the prescribed format.

3. **Number of posts:** 01 Post ( in Malappuram District).

4. **Remuneration:** Consolidated pay of Rs. 16,500/-

5. **Place of work:** The applicant should be willing to work at District office or any other office of the department as directed by the competent authority.

- **Application Form:** Only physical application will be considered. The applicants should apply in the format given as Annexure 'A'. The application forms should be sent by registered post/speed post to "The Commissioner, Commissionerate of Civil Supplies and Consumer Affairs, Public Office Complex, Trivandrum - 695033, Kerala" super scribing the name of post on the envelope. The application should be complete in all aspects. Incomplete/ ineligible / Defective applications will be summarily rejected without any

notice to the applicant.

- Last date of receipt of application: The last date of receipt of application will be **13/02/2023**. Applications received after the last date will be summarily rejected without any notice to the applicant. The department reserves the right to reject any application without assigning any reason.
- Selection procedure: The selection will be done through interview by the Selection Committee constituted for the purpose.
- Date of Interview: Dates of interview will be published in our website [www.civilsupplieskerala.gov.in](http://www.civilsupplieskerala.gov.in) and also intimated through email address of the applicants. No TA/DA will be paid for attending the interview.
- Usual conditions of contract appointment shall apply: The Department reserves the right to reject any application. Department also reserves the right to terminate the service of the appointed candidates, by giving notice period of 15 days, without assigning any reason.
- Admit card for the short listed candidates appearing for interview will be sent through e-mail and the list of short listed candidates will be published in department website before the date of interview.
- GeneralConditions:
  - i. The applications should be submitted strictly in the format prescribed.
  - ii. The notification can be withdrawn any time by the competent authority without assigning any reason there of. Cancellation, if any, will be published in the website of the department.
  - iii. All other usual conditions of appointments shall apply

Sd/-

Commissioner of Civil Supplies and Consumer Affairs

Passport Size Photo (self attested over the photo)
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**KERALA CIVIL SUPPLIES AND CONSUMER AFFAIRS  
DEPARTMENT PUBLIC OFFICE COMPLEX,  
THIRUVANANTHAPURAM – 695033, Kerala, India**

**APPLICATION FOR THE POST OF DATA ENTRY OPERATOR**

**ON CONTRACT BASIS**

Notification No. CCS/2538/2022-S1

dated 02/02/2023

1	Name	
2	Age & Date of birth as on 01.01.2023 (age should not be more than 40 years as on 01.01.2023 )	
3	Sex	
4	Nationality	
5	Phone Number : Land Mobile	
6	Email ID (Shall be legible, all future correspondence will be through email ID only)	
7	Permanent Address	
8	Address for Communication	
9	District	

10	Academic Qualifications(SSLC onwards)(self-attested copies to be enclosed)				
	Qualification	Name of Institution	Name of University	Year of Passing	% of Marks
11	Post qualification experience (Attach separate sheets if required) (self-attested copies to be enclosed)				
	From	To	Name of Organization	Designation	Nature of work
12	Vigilance/criminal/departmental enquiry pending				
13	Any other information (Attach separate sheets if required)				

I/290539/2023

Self - Attested copies of academic qualifications, experience proof of age and residential to be enclosed along with the application. Incomplete/ ineligible/defective applications will be summarily rejected without giving any notice to the applicant.

DECLARATION

1. I hereby declare that all information furnished in the application form are true, complete and correct to the best of my knowledge and belief. I also agree that my candidature/appointment shall be cancelled at any stage/time if it is found that the information furnished is wrong.

2. I agree to receive all correspondence by email.

\* Strike out which is not applicable.

Place:

Date:

Signature of the candidate