



## KERALA PUBLIC ENTERPRISES (SELECTION & RECRUITMENT) BOARD

Vellayambalam, VikasBhavan P.O, Thiruvananthapuram

E-mail : [kpesrb@gmail.com](mailto:kpesrb@gmail.com) Tel : 0471-2995042

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### NOTIFICATION

CATEGORY NO: **082/2024**

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Opening Date: 28-10-2024

Closing Date: 30-11-2024

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Name of the PSU : Kerala Electrical and Allied Engineering Company Limited

Name of the post : Executive(Personnel & Administration)

No. of Vacancy : 1

Post Type : Permanent

Pay Scale : 20,740 - 36,140

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#### I. COMPANY PROFILE:

A Multi-Product Engineering Company with 50 plus years of Experience in Engineering Industry. The Company is a Public Sector Undertaking fully owned by Government of Kerala.

#### II. JOB DESCRIPTION AND RESPONSIBILITIES:

Ensure compliance with all employment laws and rules, maintain HR records, managing recruitment process, handle employee relations and workplace conflict, Grievance handling, negotiations, collaboration with other external agencies, correspondence with Government, stay updated in current HR trends, handling disciplinary procedure, Administration and supervision of HR activities.

### **III. ELIGIBILITY:**

#### **1. QUALIFICATION:**

(a) A degree from a recognized University with MSW/MBA/MA with specialisation in Personnel (HR) Management/Industrial Relations in Regular course. (b) Ability to read and write Malayalam

#### **2. AGE LIMIT:**

Not more than 32 years as on the date of Notification

#### **3. EXPERIENCE:**

Post qualification experience not less than 3 years in the Personnel Department of a Company/Industrial Undertaking preferably PSUs. Should be fully conversant with collective bargaining, disciplinary procedures, Government correspondence, Grievance handling, Labour Welfare, Administrative and Human Resource Activities.

#### **4. SKILLS:**

Negotiation skills, communication skill, counselling, problem solving skill, Interpersonal skill, team work.

#### **5. DESIRABLES:**

Additional qualification of Degree in Law is desirable

#### **6. APPLICATION FEE:**

Rs.600/- ; for SC/ST candidates – Rs.150/-

### **IV. NOTE TO APPLICANTS:**

1. The applicants are required to go through the notification carefully and satisfy themselves about their eligibility for this recruitment before applying
2. Admittance to the interview will be provisional only. The Interview Board will have the right not to evaluate the performance of the candidate if material discrepancy is found regarding the applications/credentials at the interview stage. The candidature of such candidate will be rejected.
3. Candidates shall submit their applications via online mode only. Applications submitted via any other medium will be summarily rejected.
4. Candidates must upload their essential qualification and essential experience certificates while applying. Those who fail to upload the certificates shall be summarily rejected.
5. Candidate should provide a valid email ID and mobile number as all correspondence pertaining to recruitment will be communicated by the email address and mobile number provided at the

time of filling online application.

6. Relaxation in upper age limit is applicable to the eligible candidates as per rules.

**Secretary**  
**Kerala Public Enterprises**  
**(Selection & Recruitment) Board**