

## Thenmala Ecotourism Promotion Society (TEPS)

(Under Department of Tourism, Government of Kerala)

Corporate Office: Vazhuthacaud, Thiruvananthapuram-695014 Ph: 0471-2329770

Destination Office: Thenmala, Kollam 691308 Ph: 0475-2344800

### Notification

**No: TEPS/1307/2020**

**Date: 30-10-2020**

Applications are invited from qualified candidates for the following sanctioned posts on permanent basis. The name of posts, the scale of pay, probable number of vacancies required qualifications and required experience are detailed below.

#### I. Vacancy

Category No	Name of post	Scale of pay	No. of vacancies	Qualifications	Experience
TEPS/1307-1/2020	Office Attendant	16,500-35,700	1 (One)	Should have passed VII and should not have acquired Graduation.  Ability to read and write Malayalam or Tamil or Kannada or English.  Ability to converse in Malayalam	
TEPS/1307-2/2020	Office Assistant cum Secretary to the Chief Executive	22,200-48,000	1 (One)	Degree with a certificate in MS Office, Fluency in English, Excellent communication skills.	One years experience in office assistance and secretarial jobs.

## **II. General Conditions regarding submission of applications.**

1. Application shall be submitted online in the format prescribed in the [www.thenmalaecotourism.com](http://www.thenmalaecotourism.com).
2. The last date of submission of online application is **12 midnight on 13/11/2020**.
3. The application fee shall be paid online through the link provided.  
The application fee for the post shall be Rs.1000/- for general/OBC candidates. The application fee for SC/ST candidates shall be Rs.500/-. The application fee once remitted will not be refunded under any circumstance.
4. Candidates claiming fee concession should attach a self attested copy of the SC/ST certificate from the Thasildar. If the certificate is not attached, the application will be rejected for want of sufficient amount of application fee.
5. Applications without attaching required certificates, prescribed fee or documents will not be considered and will be rejected.
6. Selection will be based on qualification, experience, performance in the Multiple Choice/Written/Skill tests and interview. Claims in respect of qualifications, experience etc should be supported by copies of relevant documents. The candidates should produce the originals at the time of interview.
7. No TA/DA will be paid for the Multiple Choice/Written/Skill tests and interview.
8. All communications including that of Multiple Choice/Written/Skill tests and interview, call letters etc issued by the Chief Executive, TEPS will be through email only. Candidates are advised to check their emails and the web site [www.thenmalaecotourism.com](http://www.thenmalaecotourism.com) regularly for updates/notices and announcements.
9. Candidates employed in central Government / State Government /Public Undertakings /Autonomous bodies etc shall upload a copy No Objection Certificate issued by the Head of the Institution.
10. Qualification, experience prescribed, will be strictly followed and applications submitted without attaching self attested copies of it will be rejected.
11. Physical hardcopy submission at any time and applications if received late will not be considered after the prescribed date and time of submission.
12. Request for change/correction in the application form shall not be entertained under any circumstances.
13. Candidates are advised to submit the applications duly completed online much in advance before the closing date to avoid the possibility of late receipt or non acceptance by server.
14. Server error caused on the final day and inability of submission will not be considered.
15. The extension of the last date of submission rests with the Chief Executive, TEPS.
16. The Chief Executive TEPS will hold the right to reject any application without any reason, intimation or information.

17. Checklist (mandatory) uploading of
  - i. Photograph. (With date and name printed below)
  - ii. Payment of fee through online.
  - iii. Xerox copies of the following certificates self attested with blue ink shall be attached.
    - a) Proof of age
    - b) Aadhar/Election ID/Passport/PAN
    - c) Qualification
    - d) Experience (For the post of office Assistant)
    - e) Community certificate from Tahsildar (For candidates claiming reservation status)
    - f) Non creamy layer certificate from Village Officer (For candidates claiming reservation status)
    - g) Annexure A duly signed as a proof of acceptance of the conditions there in.
18. The incomplete application will be rejected.
19. The print out received on completion of the application, from online, along with the certificates mentioned and attached online, duly attested in blue ink, should be kept by the candidate and shall be produced at the time of certificate verification before the interview along with the original documents.

Note: The registration ID obtained after submitting the online application through the website shall be quoted for all future correspondence/enquiries.

Note: The applications submitted, in the absence of any of the documents mentioned above, will be summarily rejected and no intimation will be sent to the candidates.
20. Candidates shall attach the duly signed copy of the affidavit/certificate in the prescribed format (Annexure A), while making the application to the effect that documents in original in proof of qualifications, experience, age, community shall be produced on demand as and when required. The candidates shall submit the appropriate certificate applicable to them provided as Annexure B.
21. Hall ticket for examinations and interview can be downloaded from [www.thenmalaecotourism.com](http://www.thenmalaecotourism.com). The non receipt of the hall tickets is not the responsibility of Chief Executive, TEPS. Please keep monitoring the website regularly.
22. Applicants without hall tickets will not be allowed to write the test.
23. Decision whether to admit the candidates for the interview in case he or she fail to bring any required document rests entirely at the discretion of Chief Executive, TEPS, depending on the importance of the document.
24. A candidate's admission to the test/interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Chief Executive, TEPS.
25. Pass in the written test alone will not be criteria for selection as the qualification prescribed for the post will scrupulously scrutinised before, during or after the interview. Even if a candidate is permitted to appear for written test and qualified for interview, later found to be

not meeting the qualification or criteria mentioned, he or she will not be called for the interview.

26. In case if it is detected at any stage that a candidate does not full fill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents 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 service is liable to be terminated. The decision of Chief Executive, TEPS will be final in this regard.

### **III. General Conditions of Appointment**

1. All candidates shall submit an undertaking in the prescribed format provided as Annexure A to this notification, which they shall agree to be transferred and posted at any of TEPS offices at any point of time during their service period.
2. Candidates shall be within the age of 36 years for general candidates, 39 for OBC candidates and 41 for SC/ST candidates as on 01/01/2020.
3. Candidates applying for the post shall have attained the qualification/experience prescribed on or before the date of this notification.
4. The notified designation, scale of pay and other benefits are liable to be modified/enhanced as and when decided to be allowed by the Government/Executive Committee of TEPS.
5. The name of the post for which the selection is contemplated shall be subject to renaming by the TEPS/Government from time to time as found suitable.
6. The Chief Executive, TEPS will intimate the list of mandatory departmental tests to be passed after the appointment.
7. Appointment will be after the production of all the certificates by the candidate duly attested by TEPS/Government.
8. The confirmation of appointment shall be based on police verification and further to the confirmation of appointment by Government.
9. Departmental tests prescribed by the Chief Executive shall be completed for the declaration of probation once appointed.

### **IV. Method of selection**

The selection criteria will be decided by the Chief Executive, TEPS based on the number of applications received. The Selection shall be made from the rank lists prepared undergoing a three tier selection process. The three tier are (1) Preliminary objective test, (2) Skill test and (3) Interview.

The maximum marks for each test is listed below.

<b>Stage</b>	<b>Selection Process</b>	<b>Max Marks</b>
1	Preliminary objective test	40
2	Skill test	40
3	Interview	20

A selection list of candidates on the basis of a cut-off mark prescribed by the Chief Executive, TEPS after the evaluation of the test will be published. The selected candidates only will be permitted to appear for the next round/tier of selection.

The final rank list prepared shall consider the scores obtained in the objective test, Skill test and the interview with a total of 100 marks of which 40 marks shall be from objective test, 40 marks from skill test and 20 marks from interview. The total marks gained in each by adding the marks obtained in each test.

#### **V. Validity of rank lists**

The rank list shall be valid for a minimum period of 2 (Two) year and maximum period of 3 (Three) years from the date of publication of the respective list.

#### **VI. Exam conditions**

This is a direct recruitment based selection process based on the number of applications received with two tiers of tests and an interview. The tests will be conducted by Chief Executive TEPS or its designated agency.

The tier I i.e. objective test will be evaluated initially and a rank list will be formed.

The evaluation/answer sheets of the tier II i.e. skill test of the shortlisted number of candidates from the part I (objective test) will only be evaluated and a new rank list will be prepared.

Shortlisted number of candidates from the rank list based on the marks obtained both in objective test and skill test will be invited for an interview.

The Chief Executive, TEPS or his authorised representatives shall verify the certificates produced by the candidates before conducting the interview. The candidates should submit the self attested copies of the certificates and photo identity uploaded along with the application online to the verification officers. The candidates shall also produce the original certificates to the verification officers for verification. Such verification shall be conducted before the interview. The candidates meeting the required qualifications and experience will only be considered for the interview.

The interview committee shall conduct the interview and a rank list will be prepared. Considering the performance of candidates in each of the tiers of selection described above a final rank list will be prepared by adding up the scores for the objective test, Skill test and Interview.

#### **A. Conditions for Objective Test (Multiple choice questions for maximum 100 marks)**

1. Time/Duration: The tests will be of 90 minutes duration with 100 questions.
2. Syllabus:

## **Office Attendant**

Part I: Reasoning (8 Marks)

Part II: Numerical Aptitude (8 Marks)

Part III: General Knowledge (8 Marks)

Part VI: English/Malayalam/Kannada/Tamil Language (8 Marks)

Part VII: Arithmetic & Mental ability (8 Marks)

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.

## **Office Assistant cum Secretary to the Chief Executive**

### **Part I: General Knowledge, Current Affairs & Renaissance in Kerala**

#### **Salient Features of Indian Constitution (4 Marks)**

Salient features of the Constitution - Preamble- Its significance and its place in the interpretation of the Constitution.

Fundamental Rights - Directive Principles of State Policy - Relation between Fundamental Rights and Directive Principles - Fundamental Duties.

Executive - Legislature - Judiciary - Both at Union and State Level. - Other Constitutional Authorities.

Centre-State Relations - Legislative - Administrative and Financial.

Services under the Union and the States.

Emergency Provisions. Amendment Provisions of the Constitution.

#### **Social Welfare Legislations and Programmes**

Social Service Legislations like Right to Information Act, Prevention of atrocities against Women & Children, Food Security Act, Environmental Acts etc. and Social Welfare Programmes like Employment Guarantee Programme, Organ and Blood Donation etc.

#### **RENAISSANCE IN KERALA**

##### **Towards A New Society**

Introduction to English education - various missionary organisations and their functioning/founding of educational institutions, factories, printing press etc.

##### **Efforts To Reform The Society**

(A) Socio-Religious reform Movements SNDP Yogam, Nair Service Society, Yogakshema Sabha, Sadhu Jana Paripalana Sangham, Vaala Samudaya Parishkarani Sabha, Samathwa

Samajam, Islam Dharma Paripalana Sangham, Prathyaksha Raksha Daiva Sabha, Sahodara Prasthanam etc.

(B) Struggles and Social Revolts Upper cloth revolts.Channar agitation, Vaikom Sathyagraha, Guruvayoor Sathyagraha, Paliyam Sathyagraha. Kuttamkulam Sathyagraha, Temple Entry Proclamation, Temple Entry Act .Malyalee Memorial, Ezhava Memorial etc. Malabar riots, Civil Disobedience Movement, Abstention movement etc.

#### Role Of Press In Renaissance

Malayalee, Swadeshabhimani, Vivekodayam, Mithavadi, Swaraj, Malayala Manorama, Bhashaposhini, Mathnubhoomi, Kerala Kaumudi, Samadarsi, Kesari, AI-Ameen, Prabhatham, Yukthivadi, etc

#### Awakening Through Literature

Novel, Drama, Poetry, Purogamana Sahithya Prasthanam, Nataka Prashtanam, Library movement etc

#### Women And Social Change

Parvathi Nenmenimangalam, Arya Pallam, A V Kuttimalu Amma, Lalitha Prabhu.Akkamma Cheriyan, Anna Chandi, Lalithambika Antharjanam and others

#### Leaders Of Renaissance

Thycaud Ayya Vaikundar, Sree Narayana Guru, Ayyan Kali.Chattampi Swamikal, Brahmananda Sivayogi, Vagbhadananda, Poikayil Yohannan(Kumara Guru) Dr Palpu, Palakkunnath Abraham Malpan, Mampuram Thangal, Sahodaran Ayyappan, Pandit K P Karuppan, Pampadi John Joseph, Mannathu Padmanabhan, V T Bhattathirippad, Vakkom Abdul Khadar Maulavi, Makthi Thangal, Blessed Elias Kuriakose Chaavra, Barrister G P Pillai, TK Madhavan, Moorkoth Kumaran, C. Krishnan, K P Kesava Menon, Dr.Ayyathan Gopalan, C V Kunjuraman, Kuroor Neelakantan Namboothiripad, Velukkutty Arayan, K P Vellon, P K Chathan Master, K Kelappan, P. Krishna Pillai, A K Gopalan, T R Krishnaswami Iyer, C Kesavan. Swami Ananda Theerthan , M C Joseph, Kuttippuzha Krishnapillai and others

#### Literary Figures

Kodungallur Kunhikkuttan Thampuran, KeralaVarma Valiyakoyi Thampuran, Kandathil Varghese Mappila. Kumaran Asan, Vallathol Narayana Menon, Ulloor S Parameswara Iyer, G Sankara Kurup, Changampuzha Krishna Pillai, Chandu Menon, Vaikom Muhammad Basheer. Kesav Dev, Thakazhi Sivasankara Pillai, Ponkunnam Varky, S K Pottakkad and others

## GENERAL KNOWLEDGE AND CURRENT AFFAIRS (4 Marks)

### General Knowledge and Current Affairs

#### Part II – Office Management (4 Marks)

- Fundamentals of Computer
- Operating Systems
- Internet, E-mail, Social media sites.
- MS Office (Word, Excel, Power point, Access)
- DTP (Pagemaker, Corel Draw, Photoshop)
- C Language

#### Part III: Biodiversity of Kerala (4 marks)

#### Part IV: General Science (4 Marks)

#### Part V: Simple Arithmetic and Mental ability (4 marks)

#### Part VI: English Language (4 marks)

#### Part VII: Malayalam language (4 marks)

#### Part VIII: Tourism Studies (4 marks)

#### Part IX: Ecotourism (4 marks)

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.

3. For the objective test, for each correct response, the candidate will be awarded 0.4 mark. More than one response or wrong method of marking for a question shall be deemed to be incorrect answer.

### **B. Conditions for Skill Test**

1. Shortlisted candidates based on the cut-off mark fixed by the Chief Executive after the evaluation of the objective test shall be invited to appear for the Skill test.
2. Time/Duration: The tests for 40 marks will be of 90 minutes duration with maximum 15 questions.
3. Syllabus:

#### **Office Attendant**

1. Practical test on riding bicycle and verification of Two wheeler /Car with licence (Any two among cycle/Two wheeler/Car) (10 Marks)
2. Group discussion in English/Malayalam/Kannada/Tamil Language on a given topic. (10 Marks)



3. Essay writing on English/Malayalam/Kannada/Tamil Language on a given topic. **(10 Marks)**
4. Questions from paragraph English/Malayalam/Kannada/Tamil Language. **(10 Marks)**

### **Office Assistant cum Secretary to the Chief Executive**

1. Practical test on MS Word & Similar in Open Software **(4 Marks)** (Draft a letter, Agenda of Meeting, Minutes of meeting, Report writing. Medium-English/Malayalam. Format-Class 10 syllabus SERT.)
2. Practical test on MS Excel & Similar in Open Software **(2 Marks)**
3. Calculation in Excel & Similar in Open Software **(1 Marks)**
4. Practical test on MS Power point & Similar in Open Software **(2 Marks)**
5. Practical test on Access & Similar in Open Software **(1 Marks)**
6. Group Discussion in English on a given topic. **(3 Marks)**
7. Group Discussion in Malayalam on a given topic. **(3 Marks)**
8. Essay writing on English on a given topic. **(3 Marks)**
9. Essay writing on Malayalam on a given topic. **(3 Marks)**
10. Questions from paragraph English. **(3 Marks)**
11. Questions from paragraph Malayalam. **(3 Marks)**
12. Typewriting skill English, (Time for typing one A4 page times new roman font size 12) **(5 Marks)**
13. Typewriting skill Malayalam (Time for typing one A4 page times Malayalam font in size 12) **(5 Marks)**
14. Website, Online video conference apps, Social media apps practical questions. **(2 Marks)**

### **C. General Conditions**

#### **1 Examinations.**

- a) The language of the test will be in English for the post of Office Assistant cum secretary to the Chief Executive and English/Malayalam for Office Attendant. The questions that require answers in other languages shall be in the respective languages.
- b) The candidates will not be permitted to use calculator, logarithm table, mobile phone, Smart watches or any other electronic equipment in the examination hall.
- c) The answer key of objective test shall be published in [www.thenmalaecotourism.com](http://www.thenmalaecotourism.com) within 2 days of the date of the test.
- d) Complaints, if any from the candidates regarding the answer keys may be sent to the Chief Executive, TEPS, in writing, within five calendar days from the date of publication of the answer key. Complaints not substantiated with supporting

documents will not be entertained. Complaints received after five calendar days from the date of publication of answer keys will not be entertained. Complaints entertained will be placed before a panel of experts.

- e) The Chief Executive, TEPS, shall examine the complaints and the decision there on shall be final.
- f) Test center for preliminary objective test will be at Thiruvananthapuram if the total application is limited to less than 200 nos. Examination centres will be set in every district which has more than 200 applicants. If intended to arrange for regional examination with more than 200 applicants in each region the centres will be at Ernakulam and Kozhikode. The second tier test and the interview shall be in Thiruvananthapuram only.

## **2 Interview**

- a) Shortlisted candidates after conducting the skill test based on the cut off fixed by the Chief Executive will have to appear before a selection interview board, along with the hall ticket of the earlier tests.
- b) All candidates selected for the interview will be made to sit in a separate area once they submit their certificates and documentation for verification. They should not carry any other belongings apart from their certificates to the waiting room. If any candidate is found to have violated the rule, he or she will be disqualified.
- c) No accompanying person is allowed to come near the vicinity of the interview hall or waiting room.
- d) Each candidate will be separately called for the interview and examined in detail.
- e) After the interview each candidate should leave the hall immediately.
- f) Any attempt to disrupt or interfere with the proceeding or any misconduct towards assisting staff or interview board members will disqualify the candidate without further explanation.
- g) Interview may include questions related to attitude assessment (3 Marks), aptitude assessment (3 Marks), Personality assessment (3 Marks), Communication skill English (4 Marks) Communication skill Malayalam (4 Marks) General (3 Marks).
- h) If candidates fail to complete the process of interview, he/she will not be ranked.
- i) All procedures adopted for the selection shall be adhering to the guidelines issued by Government to prevent the spread of the pandemic.

Sd/-  
Chief Executive  
Thenmala Ecotourism Promotion Society

**Annexure A**

### **Undertaking**

(For the post of Office Assistant cum Secretary to the Chief Executive)

I have read carefully and understood the notification No: TEPS/1307/2020 dated 21-10-2020 downloaded from the [www.thenmalaecotourism.com](http://www.thenmalaecotourism.com) and I hereby agree that I am agreeable to be transferred and posted at any of the TEPS offices at any point of time during my service period.

I shall produce documents in original in proof of qualification, experience, age community etc on demand as and when required.

The data furnished by me are correct and complete to the best of my knowledge and belief: nothing has been concealed/distorted. If i am found to have concealed/distorted any material information, I understand that my appointment shall liable to be summarily terminated.

Place:

Date:

Signature of the applicant.

### **Undertaking**

(For the post of Office Attendant)

I have read carefully and understood the notification No: TEPS/1307/2020 dated 21-10-2020 downloaded from the [www.thenmalaecotourism.com](http://www.thenmalaecotourism.com) and I hereby agree that I am agreeable to be transferred and posted at any of the TEPS offices at any point of time during my service period.

I shall produce documents in original in proof of qualification, experience, age community etc on demand as and when required.

The data furnished by me are correct and complete to the best of my knowledge and belief: nothing has been concealed/distorted. If i am found to have concealed/distorted any material information, I understand that my appointment shall liable to be summarily terminated.

I hereby certify that I have passed class VII and have not acquired Graduation.

Place:

Date:

Signature of the applicant.