Extraordinary Gazette Date:- 29.12.2018
Last Date:- 30.01.2019
Category No: 311/2018

<u>NOTIFICATION</u>

Applications are invited from qualified **Scheduled Caste/Scheduled Tribe** candidates of Kerala State for selection to the following post. Applications must be submitted online through the official website of the Commission after **ONE TIME REGISTRATION.** Candidates who have already registered can apply through their profile. The photo uploaded through One Time Registration should be the one taken after 31.12.2010. Name of the candidate and the date of the photograph taken should be printed at the bottom portion. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of photograph taken. There is no change in other instructions regarding the uploading of photograph.

1 Name of Department   : Various

2 Name of post   : **Lower Division Typist**
                                (Special Recruitment from Scheduled Castes & Scheduled Tribes only)

3 Scale of pay   : ` 19000-43600/-

4 No. of Vacancy   : <u>District wise</u>
                                Kozhikkode   ‒ 01 (One)(SR for SC/ST only)
                                Pathanamthitta ‒ 01 (One)(SR for SC/ST only)

<u>Note:(i)</u> The above vacancy is now in existence. The list of selected candidates published by the Commission shall remain in force for a minimum period of one year and a maximum period of three years provided that the said list will not continue to be in force if a new list after the expiry of the minimum period of one year is published. Recruitment will be made for the above vacancies and also for the vacancies reported for Special Recruitment from Scheduled Castes/ Scheduled Tribes during the pendency of the list. Candidates against vacancies reported exclusively for Scheduled Tribes will also be advised from this list and only in the absence of Scheduled Tribe candidates in this list fresh notification for vacancies reserved exclusively for scheduled Tribes will be issued.

<u>Note:(ii)</u> The selection in pursuance of this notification will be made on a Revenue District basis subject to the Special conditions laid down in G.O (MS)No.154/71/PD dated 27.05.1971. A candidate advised for appointment in one Revenue District from the Ranked List so prepared is not eligible for transfer to another District unless he/she completes five (5) years continuous service from the date of commencement of service in the former District. Even if, transfer is allowed after five (5) years, it will be subject to the orders contained in G.O(Ms)No.4/61/PD dated 2.1.1961. Candidates already in Government service, holding the post in any one District are restricted from applying for the same post in another District. But they can apply for higher posts when notified.

<u>Note:</u>
<u>(iii)</u> Candidates from the Ranked List for districtwise selection will be advised for appointment against the Head Quarters vacancies also. As per the provision in G.O.(MS)154/71/PD dated 27/05/1971 appointment against the Headquarters vacancies will be started from Thiruvananthapuram District.

Separate option need not be given for this.

5 Method of Appointment   : Direct Recruitment

(Special Recruitment from among Scheduled Castes/ Scheduled Tribes only).

Note:- Applications received from candidates other than Scheduled Caste / Scheduled Tribe will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

6 Age   : 18 − 41

Only Candidates born between 02.01.1977 and 01.01.2000 (both dates included) are eligible to apply for this post.

Note : In the absence of qualified candidates within the age limit upper age limit shall be relaxed upto 50 years. But in no case the maximum age limit shall exceed 50 (Fifty) years.

7   Qualifications:

1. Pass in SSLC or equivalent qualification.
2. Lower Grade Certificate in Malayalam Typewriting (KGTE) or its equivalent.
3. Lower Grade Certificate in English Typewriting (KGTE) and Computer Word Processing or its equivalent. Those who have passed KGTE Typewriting English (Lower) before January 2002 should produce separate certificate in Computer Word Processing or its equivalent.

Note:-
(a) Certificate in Computer Word Processing issued by Central/State Government Departments, Agencies, Societies, Universities after successfully completing course of study not less than three months duration are considered as equivalent to KGTE Computer Word Processing.

(b) Malayalam Typewriting lower is not compulsory for the Ex-servicemen who have completed normal tenure of service for applying to the post of Typist in the Government Service. But if they are selected the above qualification should be acquired before completing probation.

(c) Service as Clerk/Writer in the defence forces as detailed in notes below for not less than 15 years will be deemed as sufficient qualification for the post. If selected, they have to pass Malayalam Typewriting Lower before completing probation.

(d) Ex-servicemen with service as Clerk (General duties) Clerk (Staff duties) Clerk (A.O.C) and personal Assistants in the Army, Writers in the Navy and Clerks (General duties) in the Air Force, who were under the Category "Class 1" or those who possess 15 years service in the Clerical cadre in the Defence Forces will be treated as eligible to apply for this post. G.O.(P) 143/77/GAD dated 18/05/1977, G.O.(P) 35/79/GAD dated 06/01/1979, G.O.(P) No. 143/86/GAD dated 30/04/1986). If selected they have to pass Malayalam Typewriting Lower before completing probation. The service period of 15 years which makes one qualified for the post, will not be considered for the

award of weightage marks.

(e) Ex-servicemen with 15 years service as Clerk Store Control (AOC) are also eligible to apply for the post.

(f) Subject to the conditions laid down in G.O.(P) No. 139/77/GAD dated 11/05/1977, linguistic minority candidates whose first language for SSLC Examination is a language other than Malayalam, may apply to this post even if they do not possess Malayalam Typewriting (Lower) qualification. If selected, they have to acquire Malayalam Typewriting (Lower) qualification before completing probation.

(g) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification. (Certificates obtained from the Typewriting Institutes will not be accepted).

(h) KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post.

(i) Those candidates who have claimed equivalency for qualifications should produce the Government order proving the same at the time of certificate verification in order to consider as equivalent.

(j) If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce community certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.

8 Mode of Submitting application:

Candidates must register as per 'ONE TIME REGISTRATION' with the official website of Kerala Public Service Commission www.keralapsc.gov.in before applying for the post. Candidates who have registered can apply by logging on to their profile using their User-ID and password. Candidates must click on the 'Apply Now' button of the respective posts in the Notification Link to apply for a post. No application fee is required. Candidates shall take a printout of the application by clicking the link Registration Card in their profile. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application on the profile candidates must ensure correctness of the information on their profile. They must quote the User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. The application will be summarily rejected if noncompliance with the notification is found in due course of processing. Documents to prove qualification, experience, community, age etc. have to be produced as and when called for. **"Candidates who have AADHAAR Card should add AADHAAR Card as I.D proof in their profile".**

9 Last Date for receipt of applications :   30.01.2019 Wednesday upto 12 Midnight.

**10   Address to which applications are to be sent
:**   www.keralapsc.gov.in

11 If a Written / OMR Test is conducted as part of this selection, Admission Ticket for eligible candidates will be made available in their Profile for One Time Registration and   the date of downloading will be in- cluded in the Examination Calendar.   Candidates can download   Admission Ticket for 15 days from

this date. Candidates who have downloaded the Admission Ticket 15 days prior to the examination will alone be permitted to attend the examination.

12 Paragraphs two, three and twenty five (except the conditions laid down in the Rule 3 (C) of Part II of the kerala State and Subordinate Service Rules) are not applicable to this selection.

13 Appointments are made on the basis of the rank secured in the ranked list of candidates prepared in pursuance of this notification subject to the conditions laid down in G.O.(MS) No.142/72/PD dated 13.04.1972, G.O.(MS) No. 309/73/PD dated 29.11.1973, G.O.(P) No. 21/76/PD dated, 17.01.1976 and G.O.(P) No.25/94/GAD dated, 22.01.1994 allowing special reservations to Scheduled Castes and Scheduled Tribes in accordance with the procedures made for this purpose from time to time and subject to the rules under sections 3(c), 17(a), 17(b) of Part II of Kerala State and Subordinate Service Rules, 1958.

(For details including Photo and ID card etc. refer to the General Conditions at the end of the notification).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION