

Gazette Date: 15/05/2013

Last Date: 19/06/2013

Category No: 123/2013

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.

- 1 Department** : Law Department (Govt. Secretariat)
- 2 Name of Post** : Legal Assistant Gr.II
- 3 Scale of pay** : Rs.14620-25280
- 4 Number of vacancies** : 5 (Five) (2 existing and 3 anticipated) [Reserved for appointment from any category in Kerala secretariat subordinate service.]

The above vacancies are now in existence. The Ranked list published by the Commission in pursuance of this notification shall remain in force for a minimum period of one year provided that the said list will continue to be in force till the publication of a new list after the expiry of the minimum period of one year or till the expiry of three years whichever is earlier. Candidates will be advised from the said list against the vacancies noted above and also against the vacancies if any reported to the Commission in writing during the currency of the list.

- 5 Method of appointment** : Appointment from any other category in Kerala secretariat subordinate service.
- 6 Age limit** : (18-50). Only candidates born between 02.01.1963 and 01.01.1995 (both dates are included) are eligible to apply for this post .

(Conditions regarding age relaxation are not applicable for this selection.)

7 Qualifications :

- 1 Degree in Law of any recognized University.
- 2 A minimum service of 3 years in Kerala secretariat subordinate service.
- 3 Must be below 50 years of age.

Note:-

- 1) All the employees of the Departments of the Secretariat who are qualified for appointment to this category shall be eligible for appointment under Secretariat quota along with other categories in the Kerala secretariat subordinate service.
- 2) In the absence of qualified persons, for appointment By transfer from any category in

Kerala secretariat subordinate service, the vacancies earmarked for that category shall be filled up from qualified persons for appointment by transfer from any category in any department under the Govt. or in the service of the High Court of Kerala and Vice-versa. If qualified persons are not available for appointment By transfer from the categories mentioned above, the vacancies earmarked for these categories shall be filled up by Direct Recruitment.

- 3) Persons appointed through employment exchange or otherwise and working on a temporary/ provisional basis are not eligible to apply as per this notification.
- 4) The rules regarding the reservation of appointment contemplated in the Rules 14 to 17 in Part II of Kerala State and Subordinate Service Rules 1958 are not applicable to this method of appointment.
- 5) Every person appointed as Legal Assistant GR II shall from the date on which he/she joins duty be on probation for a total period of two years within a continuous period of three years.
- 6) Every person appointed as Legal Assistant GR II shall within the prescribed period of probation, pass the Secretariat Manual Test conducted by Kerala Public Service Commission.
- 7) Applicants should produce a certificate obtained from the head of departments/Office showing the Service particulars in the form given below and produce it as and when required by the Commission.

SERVICE CERTIFICATE

1	Name of the Candidates	:	
2	Name of the Post now held by the applicant with Scale of pay	:	
3	Name of the Department in which now working	:	
4	Name of service to which the applicant belongs	:	
5	Date of commencement of Service and date of commencement of probation.	:	
6	Whether the applicant is probationer/approved probationer or Full member of the service	:	
7	Whether SC/ST/OBC	:	
8	Religion & Community	:	
9	Service particulars	:	

Sl. No	Name of Post held	Period		Length of Service			Date of declaration of probation
		From	To	Year	Month	Days	
Total Service							

Certified that the above details in respect of Sri./Smt. who is a probationer/ approved probationer/full member of the (Name of Service) have been verified by me with the service particulars as given in the service book of the candidate and that they are found correct.

Place:
Date:

(Office Seal)

Signature

Name and Designation of the
Head of Office

8. Mode of Submitting applications:

Candidates shall register by 'ONE TIME REGISTRATION' system with the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' before applying for the post. Candidates who have registered shall apply by logging on to their profile using their User- ID and password. Candidates shall click on the 'Apply Now' button of the respective posts in the Notification link for applying for a post. No application fee is required. Candidates can view and have a print-out of the details in the profile by clicking the link Registration Card, if required. Candidates are responsible for the correctness of the personal information and secrecy of password. Before applying for a post, candidates must ensure correctness of the information on their profile. They must quote the User- ID for further communication with the Commission. Applications once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of notification will be summarily rejected. Documents to prove Qualification, experience, community, age etc. have to be produced as and when called for.

9. **Last date for receipt of applications :-** 19.06..2013 Wednesday up to 12 midnight.

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

(For details including Photo ID Card, etc. refer the General Conditions given in Part II of the Gazette Notification.)

**P.C.BINOY
SECRETARY
KERALAPUBLIC SERVICE COMMISSION**