Extraordinary Gazette Date:- 10.04.2019
Last Date:- 15.05.2019
Category No: 40/2019

FIRST NCA NOTIFICATION

Applications are invited online only through One Time Registration from qualified candidates for appointment in the undermentioned post in Kerala Government Service.

1	**Department**	:	**Health Services**
2	**Name of Post**	:	**Medical Records Librarian Grade II**
3	**Scale of pay**	:	**Rs. 22200-48000/-**
4	**Number of vacancy**	:	**Viswakarma -01**

The above vacancy is now in existence. The Ranked list published by the Commission in response to this notification will be valid until a candidate is advised and appointed against the vacancy earmarked for the above mentioned community but remain unfilled and also against the vacancies that may arise due to the paucity of candidates during the currency of the Ranked List published on **21.07.2015** for the post **(Category No.102/2011)**

Note:- As per GO(P) No.01/13/SJD dt.03/01/13 differently abled candidates with Locomotor disability/Cerebral palsy, Hearing impairment are identified as suitable for appointment to this post. Hence Differently Abled Candidates with Blindness/Low Vision are not eligible to apply for this post.

5	**Method of appointment**	Direct Recruitment (From candidates belonging to Viswakarma community)
		Note: Applications submitted by candidates other than the community mentioned above will be rejected. Individual rejection memo will not be issued to such applications.

6	**Age limit**	:	**18**-**39;** [Only candidates born between **02.01.1980** and **01.01.2001**(both dates included) are eligible to apply for this post. (including the relaxation in Para 2(i)of the General Conditions) [For other conditions regarding age relaxation please see Para 2 of the General condition]

7	**Qualifications**	**(I)** Bachelor's Degree in Medical Documentation from a recognized University (Those who have Post Graduation in Medical Documentation will have preference)

<p align="center">OR</p>

(II) Diploma in Medical Records Science awarded by Sree Chitra Thirunal Institute for Medical Science and Technology, Thiruvananthapuram.

In the absence of (I) and (III) above, candidates with Pre-Degree/Higher Secondary/Plus Two or equivalent qualification with training in Medical Records keeping for one year from a recognized Medical College.

Note I : Candidates who claim equivalent qualifications instead of qualification mentioned in the Notification shall produce the relevant government Order to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification.

Note II: In the case of difference in original Caste/Community claimed in the application and that entered in S.S.L.C book, the candidate shall produce a Gazette Notification in this regard, along with Non Creamy Layer Certificate/Community Certificate at the time of Certificate Verification.

Note III: Rule 10a(ii)of part II KS & SSR is applicable.

8. Mode of submitting Application:-

(a) 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. The Photograph uploaded should be taken after 31.12.2010. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of uploading. There is no change in other instructions regarding the uploading of photographs. 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 in 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, age, Community etc. have to be produced as and when called for.

(b) If written OMR/Online is conducted as part of this selection candidates shall submit a confirmation for writing the examination through their One Time Registration Profile. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The applications of candidates who do not submit conformation within the stipulated period, will be rejected absolutely. The periods regarding the submission of confirmation and the availability of Admission Tickets will be published in the Examination Calendar itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phones registered in it.

(c) Candidates who have AADHAAR card should add AADHAAR Card as I.D Proof in their profile.

9. **Last date for submission of application**:- 15/05/**2019, Wednesday upto 12.00 midnight.**

10. **Address to which applications are to be sent** : www.keralapsc.gov.in
    (Candidates must see the General Conditions in Part II of the Gazette Notification for instructions regarding Photo, ID Card etc.)

SAJU GEORGE

SECRETARY
KERALA PUBLIC SERVICE COMMISSION