

Gazette Date: 15/11/2014 Last Date: 17/12/2014
Category No: 439/2014

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 : NCC
2. Name of Post : Confidential Assistant GR-II (Ex-Servicemen only)
3. Scale of pay : ₹ 10,480 – 18,300/-
4. No. of vacancies : District wise
Thiruvananthapuram – 2
Kollam – 1
Kottayam – 1
Ernakulam - 1
Kozhikkode – 1

Notes :

- (i) Conventional type applications for the post will be summarily rejected. Candidates shall apply only through online facility available in the Kerala Public Service Commission website viz www.keralapsc.gov.in.
- (ii) Separate Ranked Lists will be prepared for each district in pursuance of this notification. The ranked list thus prepared and published by the commission in pursuance of this notification shall remain in force for a minimum period of one year, subject to the condition that the said list will continue to be in force till the publication of 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 for appointment against the aforesaid vacancies and also against the vacancies, if any, reported during the currency of the list.
- (iii) The selection in pursuance of the notification will be made on a revenue district basis subject to the special conditions laid down in G.O (MS) No 154/71/PD dt 27-5-71 . A candidate advised for appointment in one revenue district from the Ranked List prepared is not eligible for transfer to another district unless he/she completes five years continuous service from the date of commencement of service in the former district. Even if transfer is allowed after five years, it will be subject to the rules in G.O. (P) No. 36/91/P&ARD, dated 02.12.1991.

- (iv) Candidates will be advised from the Ranked list for appointment against the Head Quarters vacancies also. Such candidates will be eligible for transfer to another district as per the terms and conditions in G.O.(Ms)442/80/GAD dated 26/09/1980. As selection to this post is exclusively made for Ex-Servicemen, candidates advised subsequently for appointment from a particular district will not be eligible for Inter-departmental transfer as per G.O. (P)51/90/P&ARD,dated 22/11/1990.
- (v) Applications should not be submitted to more than one district in response to this notification. If applications are submitted contrary to the above direction, and if he/she is selected, his/her name will be removed from the Ranked List and disciplinary action will be taken against him/her. Candidates should submit the application for this post to the concerned district office and should note the name of the concerned District against the relevant column of the online application.
- (vi) 3% of the vacancies reported to the Commission for the above post shall be reserved for appointment of physically disabled persons, limited to the categories of Locomotor Disability/Cerebral Palsy, as per G.O (P) No. 1/13/SJD dtd 3.1.13. A separate list of such candidates shall be prepared alongwith the Ranked List (Physically disabled candidates must specify the details in the relevant column of application). They shall be advised against Sl. Nos 33,66,99 in a cycle of 100 vacancies as per rules. Physically disabled candidates included in the Main list/supplementary lists for reservation communities shall also be included in the list prepared exclusively for them on the basis of merit. If candidates in the list (Main list/Supplementary list/list for PH) is advised from any one of the above list on Open/Reservation/PH quota, the name of the candidate shall be deleted from other list (s) as per Rule 18(iii), Kerala Public Service Commission Rule of procedure. Relaxation in age and award of grace marks will be given to the Physically disabled candidates as stipulated in the existing Acts & Rules.

- 5. Method of appointment : Direct Recruitment
- 6. Age : 18-50. Candidates born between 2.1.1964 and 1.1.1996 (both dates included) only are eligible to apply for this post. ((including the period of Military Service).

Note :- For conditions regarding other age relaxation, please see para (2) of the General Conditions under Part II of this Notification except para 2(i) and(vi).

Notes:-

- (i) Relaxation in upper age limit will not be allowed to this post.
- (ii) Attested true copies of the military Discharge certificates should be produced as and when called by the Commission.
- (iii) Candidates who are selected for appointment as per this notification should not

have completed 56 years of age while joining duty.

7. Qualifications :-

- (1) Pass in Plus 2 or its equivalent.
- (2) Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent (IMC certificate in Typewriting will not be accepted). Those who have passed KGTE Typewriting English Lower before January 2002 should produce separate certificate in Computer Word Processing or its equivalent.
(G.O(MS) No. 21/2011/P&ARD dated 01.07.2011).
- (3) Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.
- (4) Lower Grade Certificate in Short Hand English (KGTE) or its equivalent.
- (5) Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent.

Note :-

- (a) Certificate in Computer Word Processing issued by Central/State Govt. department, Agencies, Societies, Universities after successfully completing a course of study of not less than three months duration are considered as equivalent to KGTE Computer Word Processing.
- (b) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification (Certificates obtained from Typewriting Institute will not be accepted).
- (c) KS&SSR Part II Rule 10(a) (ii) is applicable for selection to the post.

8. Mode of submitting applications:-

Candidates must register as per “ ONE TIME REGISTRATION” with the Official Website of Kerala Public Service Commission viz 'www.keralapsc.gov.in' before applying for the post. Candidates who have registered shall apply by logging in 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 to apply for a post. No application fee is required. Candidates can view and have a printout 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 the post, candidates must ensure the correctness of the information in their profile. They must quote their User Id for further communication with the Commission. Application 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 the notification will be summarily rejected. Documents to prove Qualification, experience, Community, age etc. have to be produced as and when called for.

9. Address to which applications are to be sent : www.keralapsc.gov.in.
10. Last date of receipt of applications : **17.12.2014** Wednesday up to 12 midnight.
11. If a Written Test/OMR Test is conducted as a part of the selection Admission Tickets of eligible candidates will be made available in the website of Kerala Public Service Commission. Candidates are instructed to download their Admission tickets as per the instructions given in the website.
(For details please see the General Conditions given below as Part II of this Notification).

P.C.BINOY
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION.