

<b>Gazette Date: 25/11/2014</b> <b>Last Date: 31/12/2014</b>
<b>Category No: 508/2014</b>

**FIRST NCA NOTIFICATION**

Applications are invited through one time registration scheme exclusively from qualified Exservicemen belonging to Muslim reservation group of communities of Kerala State for NCA recruitment for the under mentioned post in Kerala Government Service.

1. Department : NCC/Sainik Welfare Department
2. Name of post : Clerk – Typist/LD Typist/Typist Clerk(Exservicemen only)
3. Scale of pay : ₹ 9,940 - 16,580/-
4. Number of vacancies : District wise  
Kollam – Muslim - 1 (One)

**Note:-** (i) Applications submitted by candidates other than those belonging to the above mentioned community will summarily be rejected. No rejection memo will be issued to these candidates.

- (ii) Ranked List published in pursuance of this notification shall remain in force until candidates are advised and appointed against the NCA turns identified as unfilled during the currency of the following Ranked List published for the post in the Kollam district. Candidates will be advised from the Ranked List for appointment against the head quarters vacancies also. Such candidates will be eligible for transfer as per the terms and conditions in G.O (MS) No 442/80/GAD dt 26.09.1980. As selections 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 GO (P) 51/90/P&ARD dtd 22.11.1990.

Name of District	Date of Publication of Ranked List	Category No.
Kollam	24.02.2010	180/08

- (iii) 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 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 (MS) No.4/61/PD, dated 2.1.1961. Candidates already in Government Service holding the same post in any one district are prohibited from applying again for this post, but they can apply to higher posts when notified.

5. Method of appointment :- Direct Recruitment from Exservicemen of Muslim reservation group of communities only).
6. Age Limit :- 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 and also subject to the eligibility of age relaxation to the Exservicemen.

[For conditions regarding age relaxation, please see para 2 of the general conditions except para 2 (i) and (vi)].

Note:-

1. Relaxation in upper age limit will not be allowed for this post.
2. True copy of Military Discharge Certificate should be produced as and when called for by the Commission.
3. 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 SSLC or equivalent .
2. Lower Grade Certificate in Typewriting Malayalam (KGTE).
3. 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 before January 2002 should produce separate certificate in Computer Word Processing or its equivalent. Certificates 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).

Note :-

- (i) 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.
- (ii) Service as Clerk/Writer in the defence forces as detailed in notes below (item iv) 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.
- (iii) 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 I" 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) No.143/86/GAD dated 30/04/1986). If selected, they have to acquire Malayalam Typewriting (Lower) qualification before completing probation (G.O (P) No 143/86/GAD dated 30.4.1986).
- (iv) Subject to the conditions laid down in GO(P) No.139/77/GAD dated 11/05/77, 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.
- (v) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification. (Certificates obtained from the Typewriting Institute will not be accepted.)

(vi) KS&SSR Part II Rule 10 a (ii) is applicable for the post.

8 Mode of submitting Applications :-

Candidates must register as per “ ONE TIME REGISTRATION” on the Official Website of Kerala Public Service Commission '[www.keralapsc.gov.in](http://www.keralapsc.gov.in)' . Those who have registered shall apply by logging 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 on the registration card by clicking the link **Registration Card** after entering the home page. 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 in their profile and they shall keep in mind the User Id for further communication with the Commission. Application once submitted will be received as provisional and cannot be deleted or altered on after submission. Applications once 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. Last date of receipt of applications : **31.12.2014** Wednesday upto 12 midnight.

10. Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in).

11. If 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.