

<b>Gazette Date: 31/12/2013</b> <b>Last Date: 05/02/2014</b>
<b>Category No: 608/2013</b>

### **I NCA NOTIFICATION**

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** : Various Departments.  
**2. Name of Post** : Confidential Assistant Gr.II  
**3. Scale of Pay** : Rs. 10,480-18,300/-  
**4. Number of Vacancies** : District Wise

Dhevara-Kasargod - 1

- Note:- (i) Applications submitted by candidates belonging to communities other than that notified will summarily be rejected. No rejection memo will be issued.  
(ii) Ranked List prepared and 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 Ranked List published for the post in following 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.422/80/GAD dated 26.09.1980.

Name of District	Date of publication of Ranked List	Category No.
Kasargod	03.02.2009	223/2005

- (iii) The selection in pursuance of this notification will be made on 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 02.01.1961. 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 candidates belonging to the above mentioned community.

6. **Age Limit:** 18-39. Candidates born between 02.01.1974 and 01.01.1995 (Both dates included) only are eligible to apply

7. **Qualifications:**

1. Pass in S.S.L.C or its equivalent
2. Lower Grade Certificate in English Typewriting (KGTE)and Computer Word Processing or its equivalent (G.O.(P)No.17/2005/P&ARD dated 09.05.2005).
3. Lower Grade Certificate in Malayalam Typewriting (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:- Those who have passed KGTE Typewriting before January 2002 should produce separate certificate in Computer Word Processing or its equivalent. 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. Certificates issued by typewriting Institutions and IMC Certificates will not be accepted.

**8. Method of Submitting Applications:-**

Before applying for the post, Candidates should register as per 'ONE TIME REGISTRATION ' scheme through the Official Website of Kerala Public Service Commission '[www.keralapsc.gov.in](http://www.keralapsc.gov.in)'. Those who have already registered can apply by logging in to their profile using his/her User- ID and password. No application fee is required. Candidates can view, rectify defects and print the details in 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 and they shall keep in mind the user Id for further communication with the Commission. Applications which are submitted not in accordance with the instructions given in the website

will be summarily rejected. Documents to prove qualification, age, community, etc. have to be produced as and when called for.

**9. Last date for receipt of Application:05/02/2014** Wednesday upto 12.00  
Midnight.

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

**11.** If a Written test/OMR test is conducted as part of the selection, Hall Ticket of eligible candidates will be made available in the Website of the Kerala Public Service Commission Candidates are instructed to download their Hall Ticket as per the instructions 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**