

Gazette Date: 31/12/2014

Last Date : 04/02/2015

Category No:631 /2014

Applications are invited Online only from qualified candidates for selection to the undermentioned post in Kerala Government Service. Before applying for the post candidates should register as per the One Time Registration through the official website of Kerala Public Service Commission.

- 1 Department : Technical Education**
2 Name of Post : Instructor in Secretarial Practice & Business Correspondence
3 Scale of pay : ₹ 16,180 – 29,180/-
4 Number of vacancies : 1 (One)

The above vacancy is now in existence. The list of selected candidates published by the Commission in response to 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 vacancy 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 : Direct Recruitment**
6 Age limit : Age 18-36. Only candidates born between 02.01.1978 and 01.01.1996 (both dates included) are eligible to apply for this post with usual relaxation to Scheduled Castes, Scheduled Tribes and Other Backward Communities. (for other conditions regarding the age relaxation please see paragraph 2 of the General Conditions.)

7 Qualifications :

- 1 First Class Bachelor's Degree in Commerce from any recognised university after undergoing regular institutional course of study.
- 2 Diploma in Commercial Practice awarded / recognised by Government of Kerala after three years of regular institutional course of study.

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

8. Mode 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. Those who have already registered can apply by logging into their profile using his/her user ID and password. No application fee is required. Candidates can view, rectify defects and print the details in the registration card after entering the home page. Candidates are responsible to ensure 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, experience, age, community etc have to be produced as and when called for by the Commission.

9. Last date of receipt of Applications: 04/02/2015 Wednesday up to 12.00 midnight

10. Website Address : www.keralapsc.gov.in

(For other applicable stipulations refer to the General Conditions given in part II of the notification.)

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