

**CATEGORY NO: 257/2021**

Applications are invited online only by **One Time Registration** system exclusively from qualified candidates for selection to the under mentioned post. Applications must be submitted online through the official website of the Kerala Public Service Commission after One Time Registration. Candidates who have already registered shall apply through their profile.

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|------------------------|---|---|--------------|
| 1. Department          | : | <b>NCC/SAINIK WELFARE</b>   |              |
| 2. Name of post        | : | <b>LD Typist/Clerk Typist/Typist Clerk<br/>(Ex-Servicemen Only)</b> |              |
| 3. Scale of pay        | : | Rs.19,000- 43600/- (PR)   |              |
| 4. Number of vacancies | : | <b><u>District wise</u></b>   |              |
|                        |   | <b>Ernakulam - 02 (Two)</b>   |              |
|                        |   | <b>Thrissur - 01 (One)</b>  |              |
|                        |   | <b>Pathanamthitta - 02 (Two)</b>                                    |              |
|                        |   | <b>Kollam - 02 (Two)</b>  |              |
|                        |   | <b>Wayanad</b>  | } <b>Not</b> |
|                        |   | <b>Malappuram</b>   |              |
|                        |   | <b>Kannur</b>   |              |
|                        |   | <b>estimated</b>  |              |
|                        |   | <b>Thiruvananthapuram</b>   |              |

**Note:-**

- (i) Separate Ranked list will be prepared for each district in pursuance of this notification. The vacancies in the NCC and Sainik Welfare Department in each district will be filled up from the common Ranked Lists prepared for that district as per this notification [G.O(P)No.210/01/GAD dated 23.05.2001]. The Ranked lists thus prepared and published by the Commission, 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 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 for appointment against aforesaid vacancies and also against the vacancies, if any, reported during the currency of the lists. In case no candidate is advised from the ranked list till the expiry of the period of three years, the duration of the Ranked list shall be extended for a further period of one year or till at least one candidate is advised from the list whichever is earlier.
- (ii) The selection in pursuance of the notification will be made on a revenue district basis. 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 for inter district transfers in same department. Candidates already in Government service holding this post in any one district are prohibited from applying again for this post.

- (iii) Candidates will be advised from the ranked lists for appointment against the Headquarters vacancies also without their consent. Such candidates will be eligible for transfer to another district as per the terms and conditions in GO (MS) No.442/80/GAD dated 26/9/1980. 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.
- (iv) More than one application shall not be submitted 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.
- (v) 4% of the vacancies of the above post shall be reserved for Differently Abled candidates, belonging to Visually Impaired , Deaf and Hard of Hearing ,Locomotor Disability, Autism etc. , candidates having multiple disabilities of the above identified combinations can also apply for the post .(For more details please refer G.O (P) No. 19/2020/SJD dtd 25.08.2020. Differently abled 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 DA) is advised from any one of the above lists on Open/Reservation/DA quota, the name of the candidate shall be deleted from other list (s) as per Rule 18(iii), Kerala Public Service Commission Rules of procedure. Relaxation in age will be given to the Differently abled candidates as stipulated in the existing Acts & Rules
- (vi) If there is any change in caste with respect to the entries in SSLC, then such changes is to be published in the gazette notification and the same along with the Community Certificate/Non Creamy Layer certificate issued by the Revenue authorities, is to be produced to prove their claim in application, at the time of One Time Verification.

5. Method of appointment : Direct Recruitment (from Ex-servicemen only)
6. Age : 18-36. Candidates born between 02.01.1985 and 01.01.2003 (both dates included) only are eligible to apply for this post. For concessions allowed in upper age limit, subject to the condition that the maximum age limit in no case exceed 50 (Fifty) years (including all concessions). Please see para 2 of the General Conditions under Part II of this notification.

7. Qualifications:

- (1) Pass in SSLC or its 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 (English) Lower before January 2002 must have acquired separate certificate in Computer Word Processing or its equivalent before the last date for receipt of application for the post fixed by the Commission. (G.O(MS) No. 21/2011/P&ARD dated 01.07.2011).

**All the Qualifications must be acquired on or before the last date of receipt of application.**

Discharge Certificate to prove as ex-servicemen to be produced as and when called by the Commission.

Note:-

- (i) Certificates in Computer Word Processing issued by Central, State Government Departments / Agencies / Societies / Universities after successfully completing course of study not less than 3 months duration are considered as equivalent to KGTE Computer Word Processing.
- (ii) Malayalam Typewriting lower is not compulsory for the Ex-servicemen 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.
- (iii) Service as Clerk/Writer in the Defence forces as detailed in notes below 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.
- (iv) 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 served 15 years in the

Clerical cadre in the Defence Forces will be treated as eligible to apply for this post. (G.O(P) 143/77/GAD dated 18.5.1977, G.O(P) No. 35/79/GAD dated 6.1.1979, G.O. (P)No.143/86/GAD dated 30/04/1986). If selected, they have to pass Malayalam Typewriting (Lower) before completing probation. The service period of 15 years which makes one qualified for the post, will not be considered for the award of weightage.

- (v) 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.
- (vi) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification(Certificates obtained from the Typewriting Institute will not be accepted)
- (vii) Those who claim equivalent qualification shall produce the respective Government Order to prove the claim at the time of One Time Verification or as required by the Commission.

(viii) KS&SSR Part II Rule 10 a (ii) is applicable.  
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8. Address to which applications are to be sent:- [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

9. **Method of submitting applications:-**

Candidates must register as per ONE TIME REGISTRATION with the official Website of Kerala Public Service Commission [www.keralapsc.gov.in](http://www.keralapsc.gov.in) before applying for the post. Candidates who have registered can apply by logging in 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 31.12.2011. 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 taking photograph. There is no change in other instructions regarding the uploading of photographs. No application fee is required. 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.

**Candidates are advised to keep a printout or soft copy of the online application for future reference. Candidates can take the printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the Commission, regarding the application should be accompanied with the print out of the application.** The application will be summarily rejected if non-compliance with the notification is found in due course of processing. Original documents to prove qualification, experience, age, community etc. have to be produced as and when called for.

**Candidates who have AADHAAR card should add AADHAAR card as I.D. Proof in their profile.**

10. Last date of receipt of applications **08.09.2021** Wednesday upto 12 midnight.
11. If Written Test/OMR/Online Test 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 confirmation 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. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination. Appropriate disciplinary action as per Kerala Public Service Commission Rules of Procedure Rule 22 shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc and submit confirmation for writing the examination, irrespective of whether they are present or absent for the examination.

(For details, please see the General Conditions given below as Part II of the notification).

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION