CATEGORY NO: 283/2021
FIRST NCA NOTIFICATION

Applications are invited online only through One Time Registration facility, exclusively from qualified candidates belonging to the Ezhava reservation group of community of Kerala State for the under mentioned post in Kerala Government Service.

1. Department   : Judicial (Civil)

2. Name of Post   : Lower Division Typist (Kannada)

3. Scale of pay   : ₹ 19,000 – 43600/- (PR)

4. No. of vacancies   : <u>District wise</u>

    Kasaragod – Ezhava - 01 (One)

Note :

(i)   Applications submitted by candidates belonging to the community other than those notified will summarily be rejected. No rejection memo will be issued.

(ii)   The above vacancy is now in existence. The Ranked list published by the Commission in response to this notification will be valid until a candidate is advised and appointed against the vacancy earmarked for the above mentioned community, but remain unfilled and also against the vacancies that may arise due to the paucity of candidates during the currency of the Ranked list published on 13.10.2020 for the post (Category No.268/2017) or 3 years from the date of publication of NCA Rank List whichever is earlier.

Name of District	Date of publication of Ranked List	Category No.
Kasaragod	13.10.2020	268/2017

(iii)   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 and

G.O. (P) No.5/2013/P&ARD dtd. 06.02.2013 for inter departmental transfer. Candidates already in Government service holding this post in any one district are prohibited from applying again for this post.

(iv)   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 or as and when required by the Commission.

5.   Method of appointment :   Direct Recruitment
(From candidates belonging to Ezhava reservation group of community only)

6.   Age   :   18-39. Only candidates born between 02.01.1982 and 01.01.2003 (both dates included) are eligible to apply for this post (including the relaxation as per para 2(i) of the general conditions).

Note :- For conditions regarding other age relaxation, please see part II (para 2) of the General Conditions of this notification [except para 2 (i)]

7.   Qualifications :-

(1)   Pass in SSLC or its equivalent.

(2)   Lower Grade Certificate in English Typewriting conducted by the Government of Kerala/ Karnataka or its equivalent.

(3)   Lower Grade Certificate in Kannada Typewriting conducted by the Government of Kerala/Karnataka or its equivalent.

(4)   Lower Grade Certificate in Computer Word Processing (KGTE) or its equivalent.
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).
All the qualifications for the post must have acquired before the last date of receipt of application.

Note :-

(a)   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. The details of the qualification which had already been decided to be accepted as equivalent to Computer Word Processing in accordance with the

above conditions have been made available in the official website of Kerala Public Service Commission as well as in the PSC Bulletin. As regards the other qualifications claimed as equivalent to Computer Word Processing, the acceptability will be decided after detailed examination of the same. The candidates who claim such qualifications shall submit sufficient documents to prove that the qualifications agree with the above conditions, at the time of production of other documents proving qualifications.

(b) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification. (Certificates obtained from the Typewriting Institutes will not be accepted.)

(c) KS&SSR Part II Rule 10 a (ii) is applicable.

8. Address to which applications are to be sent:- 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** 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