

GAZETTE DATE : 15.11.2021

LAST DATE : 22.12.2021

CATEGORY NO: 512/2021

Applications are invited Online only by“**One Time Registration**” scheme from qualified candidates for selection to the undermentioned post in Kerala Government Service.

- 1 Department** : **Medical Education**
- 2 Name of Post** : **Telephone Operator**
- 3 Scale of pay** : **₹ 23,700 – 52,600/-**
- 4 Number of vacancies** : **04(Four)**

The above vacancies are now in existence. The Ranked 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 above mentioned vacancies and also against the vacancies that may be reported to the Commission during the period of the currency of the list.

Note: As per GO(P)No. 19/2020/SJD dated 25.08.2020, 4% of the vacancies are reserved for the below mentioned categories.

1. Visually impaired.
2. Deaf and Hard of Hearing
3. Locomotor Disability
4. Multiple Disability (including the above identified combinations)
5. Mental Illness and Intellectual Disability

Differently Abled candidates should possess Functional Classification and Physical Requirements as stipulated in the above Government Order. (Please click the link to see the Government Order and Medical Certificate in this regard)
https://www.keralapsc.gov.in/sites/default/files/inline-files/da_reservation_august_2020_2_.pdf

5 Method of appointment : Direct Recruitment

6 Age limit : **18-36;** [Only candidates born between **02.01.1985** and **01.01.2003** (both dates included) are eligible to apply for this post with usual relaxation to SC, ST and Other Backward Communities. The concession in upper age limit are available subject to the condition that the maximum age limit shall in no case exceed 50 (Fifty) years.

(For conditions regarding the age relaxation please see Part II, Para 2 of the General Conditions of the Gazette Notification.)

- 7 Qualifications**
1. S.S.L.C. or its equivalent.
 2. 6 months experience in handling PBX System. The experience shall be one gained after acquiring the qualification specified in item (1) above.

Note(a) Candidates who claim equivalent qualifications instead of qualification mentioned in the Notification shall produce the relevant Government Order to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.

(b) In the case of difference in original Caste/Community claimed in the application and that entered in SSLC book, the candidates shall produce a Gazette notification in this regard, along with Non Creamy Layer Certificate/Community Certificate at the time of certificate verification.

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

Experience Certificate:- The Certificate to be produced in proof of experience shall be in the Form given below and should contain name with Registration Number, Date of Registration of the Institution/Firm. The employer shall certify the name of post or nature of assignment held or holding by the employee to whom the certificate is issued.

CERTIFICATE OF EXPERIENCE

Name of Institution/ Firm :

Register Number (SSI Registration or any other Registration number):

Date of Registration :

Authority issued Registration:

Issued to (here enter Name and Address)

.....
.....This is to certify that the above mentioned person has worked / has been working in this Institution as a.....
(here enter the name of the post)as a casual labourer/ paid /unpaid apprentice/
regular worker or any other capacity on
.....per day/ per mensum for a period of
years.....months.....days.....from.....to
.....

He/she has.....
years months days experience in this
Institution /Firm in handling PBX System.

Signature, Name
Place: Designation of the Issuing Authority
Date:
(Office Seal)

CERTIFICATE

Certified that Sri/Smt.....mentioned in the
above Experience Certificate has actually worked / is working as
..... (Specify the name of
employment) in the above Institution during the period mentioned therein as per
the entry in the Register maintained by the employer as per the provision of the
.....Act .
(Name of Act/ Rules to be specified)

Signature with date,
Name of the Attesting Officer with
designation and name of officer, who is
Place: notified enforcement officer as per the Act/Rules
Date:

(Office Seal)

Note

- 1** In the case of Experience Certificate from Private Institutions/Firms, the same shall be attested by an Officer who is authorised to inspect the firm as provided in the relevant Act or Rules enacted by the Government of Kerala/Government of India. The declaration in the Experience Certificate from Government/Public Sector Institutions/Firms, may be attested by the head of the Institution.
- 2** Experience Certificate should be got attested by the concerned Controlling Authority/Administrative Authority of Government. The genuineness of the certificates will be subjected to verification and if found bogus, legal action will be taken against the authorities who issue and the candidates who produce bogus certificate.
- 3** Candidates who claim experience qualification should obtain experience certificate in the format given in Annexure itself and enter details regarding experience (certificate number, date, name of post, period, issuing authority, name of institution etc) and upload scanned image of the same or declaration (In the case of candidates who possess the required experience but have not obtained the experience certificate due to prevailing pandemic situation restrictions) in the following format in the profile to make submission of application possible. Candidates should produce the experience certificate as and when called for by the Commission.

**DECLARATION FOR THOSE WHO COULD NOT OBTAIN
EXPERIENCE CERTIFICATE**

I Sri/Smt (here enter name and address)

.....
certify that I have worked/have been working/is working in (here enter name of institution / company / corporation / Govt. Department/ Co-operative institution etc.) as(here enter the name of post holding or held ie. Regular worker/ Temporary worker/paid/Apprentice/Trainee/Casual Labourer etc.) on Rs.....per day/ per mensem for a period ofyears.....months.....days from.....toI will produce the prescribed experience certificate as and when called for by the Commission.

Place :

Date :

Signature of Candidate

8. Mode of submitting Application:-

- (a) 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 the post. The photograph uploaded should be one 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 uploading. 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 print out of the application by clicking on the link 'My applications' in their profile. All correspondence 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.

- (b) If Written/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 phone number registered in it.
- (c) Appropriate disciplinary action as per **KPSC 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.
- (d) Candidates who have AADHAAR card should add AADHAAR Card as I.D Proof in their profile.

9. Last date for receipt of applications:- 22.12.2021, Wednesday upto 12.00 midnight.

10. Address to which applications are to be submitted : www.keralapsc.gov.in

(Candidates must see the General Conditions in Part II of the Gazette Notification for instructions regarding Photo, ID Card etc.)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION