

GAZETTE DATE : 31.12.2021
LAST DATE 02.02.2022

CATEGORY NO: 747/2021

Applications are invited online only through One Time Registration Scheme from qualified candidates for selection to the undermentioned post in Kerala Government Service. Before applying for the post, the candidates shall register as per One Time Registration Scheme through the official website of Kerala Public Service Commission. Candidates who have already registered can apply through their profile.

- 1 Department : Medical Education
- 2 Name of Post : Data Entry Operator
- 3 Scale of pay : ₹19,000-43,600/-(PR)
- 4 Number of vacancies : 05 (Five)

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 vacancies that may be reported to the Commission during the period of currency of the list.

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

1. Visual Impairment
2. Hearing Impairment
3. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
4. Autism, specific learning disability, Intellectual disability, Mental illness.
5. Multiple 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 Scheduled castes, Scheduled Tribes and Other Backward Communities (for other conditions regarding age relaxations please see Para 2 of the General conditions in the Gazette Notification). The concession in upper age limit is available subject to the condition that the maximum age limit shall in no case exceed 50 (Fifty) years.

- 7 Qualifications** : (i) Pass in Plus two / PDC or equivalent qualification.
(ii) Pass in 6 months Data Entry Operator Course from an institution recognized by State/Government of India Authorities.

- Note :
1. Rule 10 a(ii) of part II of KS&SSR is applicable.
 2. Candidates who claim equivalent qualification 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.
 3. In the case of difference in original Caste/Community claimed in the application and that entered in SSLC book, the candidate shall produce a Gazette notification in this regard, along with Non Creamy Layer Certificate / Community Certificate at the time of certificate verification.

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 a 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:- 02 February 2022, Wednesday up to 12.00 Midnight.
- 10** **Address to which applications are to be sent :** www.keralapsc.gov.in
(For details including Photo, ID card etc refer the General conditions given in Part II of the Gazette Notification).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION