

Extraordinary Gazette Date : 29.12.2018
Last Date : 30.01.2019
Category No : 240/2018

KERALA PUBLIC SERVICE COMMISSION
NOTIFICATION

Applications are invited online only through One Time Registration from qualified candidates for appointment in the undermentioned post in Kerala Government Service.

1.	Department	:	Health Services
2.	Name of Post	:	Medical Records Librarian Gr II
3.	Scale of pay	:	Rs.22200-48000/-
4.	Number of vacancy	:	01(One)

The above vacancy is now in existence. The Ranked list 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 reported to the Commission in writing during the period of currency of the list.

Note:3% of the vacancies for the post shall be reserved for differently abled candidates with Locomotor disability/Cerebral palsy, Hearing impairment as per G.O.(P) No.1/13/SJD dt.03.01.2013. Differently abled candidates with Blindness/Low Vision are not earmarked for appointment to the 3 % of the vacancies for the post as per the above mentioned Government Order and hence they are not eligible to apply for this post.

5.Method of appointment:Direct Recruitment

6.Age limit:18-36; Only candidates born between **02.01.1982** and **01.01.2000** (both dates included) are eligible to apply for this post with usual age relaxation to Other Backward Communities and Scheduled Caste/Scheduled Tribe candidates.

[For other conditions regarding age relaxation please see para 2 of the General Conditions]

7.Qualifications:

1) Bachelor's Degree in Medical Documentation from a recognized University.(Those who have Post Graduation in Medical Documentation will have preference).

OR

2) Diploma in Medical Records Science awarded by Sree Chitra Thirunal Institute for Medical Science and technology, Thiruvananthapuram.

In the absence of (1) and (2) above, candidates with Pre-Degree / Higher Secondary / Plus Two or equivalent qualification with training in Medical records Keeping for one year from a recognized Medical College.

Note I:-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 qualifications shall be treated as equivalent to the prescribed qualification.

Note II:-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.

Note III:-Rule 10 a (ii) of Part II KS & SSR is applicable.

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 on 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 31.12.2010. 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 shall take a printout of the application by clicking the link Registration Card in their profile. 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. The application will be summarily rejected if noncompliance with the notification is found in due course of processing. Documents to prove qualification, 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 on writing the examination through profiles for One Time Registration. Such candidates alone can generate and download the Admission Ticket 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 period regarding submission of confirmation and the availability of Admission Tickets will be published in the Examination Calender itself. Information in this regard will be given to the candidates in their respective profiles and in the Mobilephones registered in it.

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

9.Last date for submission of application:- **30.01.2019** Wednesday upto 12.00 midnight.

10.Address to which applications are to be sent : 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**