

Extra ordinary gazette date : 15.10.2019

Last date : 20.11.2019

Category No. :156/2019

Applications are invited from qualified Scheduled Caste/Scheduled Tribe candidates of Kerala State for selection to the following post. Applications must be submitted online through the official website of the Commission after One Time Registration. Candidates who have already registered can apply through their profile.

- 1 Name of Department** : Various
- 2 Name of post** : Clerk-Typist
(Special Recruitment from among SC/ST)
- 3 Scale of pay** : Rs. 19000-43600/-
- 4 No. of Vacancy** : **Districtwise**
Alappuzha -1 (One), Thrissur – 01 (One),
Kannur – 01 (One)

- Note: i)** Separate Ranked List will be prepared for this district in pursuance of this notification. The Ranked Lists thus prepared and published by the Commission, shall remain in force for a minimum period of one year, and a maximum period of three years 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 the aforesaid vacancies and also against the vacancies, if any, reported for Special Recruitment from Scheduled Tribes during the currency of the lists. Candidates against vacancies reported exclusively for ST will also be advised from this list and only in the absence of ST candidates in this list that fresh notification for vacancies reserved exclusively for ST will be issued. 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 this notification will be made on a revenue district basis subject to the special conditions laid down in G.O.(MS) 154/71/PD dated 27/05/1971. A candidate advised for appointment in one revenue district from the Ranked List so 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. 4/61/PD dated 02.01.1961. Candidates already in Government service holding this post in any one district are prohibited from applying again for this post. But they can apply for higher posts when notified.
- iii)** As per G.O.(P) 12/96/P&ARD dated 16/03/1996 candidates recruited in other Districts will be permitted to be transferred to the Districts of Idukki, Wayanad and Kasaragod without insisting on completion of 5 years service in the original districts of recruitment. This concession will be available for getting transfer into these Districts, but not for getting transfer out of these districts. And this concession will be granted only once in the career of a Government Servant.

- iv) Candidates will be advised from the ranked list for appointment against the Headquarters vacancies also. Vacancies arising in the Head Quarters will be filled up according to the terms and conditions of G.O.(MS)No. 154/71/PD dated 27/05/1971 commencing from Thiruvananthapuram District. Separate option need not be given for this.
- v) Advice will be made to the posts of Clerk-Typist in the Kerala Municipal Common Service also, from the Ranked List prepared in pursuance of this notification.

5 Method of Appointment : Direct Recruitment (Special Recruitment from among Scheduled Castes/Scheduled Tribes).

Note : Applications received from candidates other than Scheduled Caste/Scheduled Tribe candidates will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

6 Age : 18 – 41. Only Candidates born between 02.01.1978 and 01.01.2001 (both dates included) are eligible to apply for this post.

Note : For concessions allowed in upper age limit, subject to the condition that the maximum age limit shall in no case exceed 50 years, please see para (2) of the General Conditions under Part II of this Notification.

7 Qualifications

- (1) A pass in SSLC or its equivalent qualification.
- (2) Lower Grade Certificate in KGTE Malayalam Typewriting or its equivalent.
- (3) Lower Grade Certificate in KGTE English Typewriting and Computer Word Processing 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).

Note : 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) Malayalam Typewriting lower is not compulsory for the Ex-Servicemen who have completed normal tenure of service 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.

- (c) Service as Clerk/Writer in the defence forces 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.
- (d) 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 possess 15 years service 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). The service period of 15 years which makes one qualified for the post, will not be considered for the award of weightage marks.
- (e) 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.
- (f) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification. (Certificates obtained from the Typewriting Institutes will not be accepted.)
- (g) KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post.
- (h) Those candidates who have claimed equivalency for qualifications should produce the Government order proving the same at the time of certificate verification in order to consider as equivalent.
- (i) If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce community certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.

8 Mode 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 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 one taken after 31/12/2010. Name of the candidate and the date of taking photograph should be printed 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 on 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, experience, community, age etc. have to be produced as and when called for. ***Candidates who have Aadhaar Card should add Aadhaar Card as ID proof in their profile.***

9 Last Date for receipt of applications : **20.11.2019** Wednesday upto 12 Midnight.

10 Website Address : www.keralapsc.gov.in

- 11** 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. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.
- 12** Paragraphs two, three and twenty five (except the conditions laid down in the Rule 3 (C) of Part II of the kerala State and Subordinate Service Rules) are not applicable to this selection.
- 13** Appointment are made on the basis of the rank secured in the ranked list of candidates prepared in pursuance of this notification subject to the conditions laid down in G.O.(MS) No.142/72/PD dated 13.04.1972, G.O.(MS) No. 309/73/PD dated 29.11.1973, G.O.(P) No. 21/76/PD dated, 17.01.1976 and G.O.(P) No.25/94/GAD dated, 22.01.1994 allowing special reservations to Scheduled Castes and Scheduled Tribes in accordance with the procedures made for this purpose from time to time and subject to the rules under sections 3(c), 17(a), 17(b) of Part II of Kerala State and Subordinate Service Rules, 1958.

(For details including photo and ID card etc. refer to the General Conditions at the end of the notification).

SAJU GEORGE,
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION