

EXTRA ORDINARY GAZETTE DATE : 30/12/2019

LAST DATE : 05/02/2020

CATEGORY NO: 408/2019

**Only for Last Grade Servants and Ministerial Employees working in
Kerala Water Authority**

Applications are invited online only from qualified candidates for appointment in the under mentioned post in Kerala Water Authority. Before applying for the post, candidates should register as per the One Time Registration through the official website of Kerala public Service Commission. The photograph uploaded through One Time Registration should be taken after 31.12.2010 and also bear the name of candidate and date of photo taken in the bottom of the photograph. The uploaded photo will be having a validity of ten years from the date of photograph taken. Candidates who have AADHAR CARD should add AADHAR Card as I.D. Proof in their Profile.

- 1 Department : Kerala Water Authority
- 2 Name of Post : Lower Division Typist(By transfer)
- 3 Scale of Pay : 10470 -26870/-(PR)
- 4 Number of vacancies : 02 (Two)

Note: (1) The number of candidates to be included in the shortlist/ probability list of the above post will be decided as per the availability of admitted applications.

(2) The Kerala Public Service Commission shall have the power to cancel the advice for appointment of any candidate if it is subsequently found that such advice was made under some mistake. On such cancellation the appointing authority shall terminate the service of candidate, provided that, the cancellation of advice for appointment by the commission and subsequent termination of service of the candidate by the appointing authority shall be made within the period of his/ her probation or 240 days from the date of his/ her joining duty whichever is earlier.

5 Method of Appointment:- By Transfer appointment from LGS and Ministerial Employees working in Kerala Water Authority.

Note:-10% of the Vacancies in the cadre of Lower Division Typist will be reserved for persons working in any of the lower categories included under the Kerala Water Authority (Administrative, Ministerial and Last Grade) Service Rules 2011 or Kerala Water Authority Public Health Engineering service Rules/Kerala Water Authority Technical Special Rules holding posts within the purview of the commission (employees should be approved probationer/full member in respective feeder Categories) who secure not less than 40% marks in the eligibility test conducted by Public Service Commission. The names of low paid employees who secure 40% marks and above in the selective test conducted by the Public Service Commission and thus became qualified for appointment as Lower Division Typist, but could not

secure appointment before expiry of the ranked list will be included at the top of the new separate ranked list of Low paid employees irrespective of their service and seniority and they will be given appointment accordingly.

6. Age Limit : Not Applicable

7. Qualifications:

1. Degree in any Discipline
2. Typewriting in (English) (KGTE) Lower or its equivalent
3. Typewriting in (Malayalam)(KGTE)Lower or its equivalent
4. Diploma in Computer Application (DCA) after undergoing a course of study of not less than 6 months from an institution run/ recognised by the Government of Kerala or quasi Government institution in Kerala.

Note:- 1. Candidates applying for this post are **not eligible** for benefit entitled to PH candidates.

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.

Probation : Every person appointed to this post shall from the date on which he/she joins duty ,be on probation for a total period of two years on duty within a continuous period of three years

Rule 10 (a)ii of part - II of KS & SSR is applicable

1. Applicant should obtain a Service Certificate in the format shown below from head of office/Department and should produce when asked by the Commission

SERVICE CERTIFICATE

- 1.Name of the Employee :
- 2.Name of Post now held
by the Applicant with :
scale of pay
- 3.Name of the Department in
Which now working :
- 4.Name of service to which
applicant belongs :
- 5.Date of Commencement of
Service and date of :
declaration of probation

6. **DETAILS OF SERVICE**

Name of the Post	Scale of pay	Department	Duration of Service	
			From	To

Certified that the above details in respect of Sri/Smt..... who is an approved probationer/full member of the Kerala Water Authority Subordinate Service have been verified by me with the service particulars given in the Service Book of the candidate and they are found correct.

Dated Signature of Head of Office/ Head of Department
with Name and Designation

Place:

Date:

(Office Seal)

9. **Mode of submitting applications:**

(a) Candidates must register as per 'ONE TIME REGISTRATION ' on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' before applying for the post. candidates who have already registered can apply by logging in to their profile using their User- ID and password. Candidates shall click on the 'Apply Now' button of the respective post in the Notification link to apply for a post. No application fee is required. Candidates can view and print the details in the profile by clicking the link Registration Card, if required. Candidates are responsible for the correctness of the personal information and secrecy of password. Before applying for a post, candidates must ensure correctness of the information in their profile. They must quote the User-ID for further communication with the commission. Applications submitted is provisional until absolute admission and cannot be deleted or altered after submission. The application will be summarily rejected if non-compliance with the notification is found in due course of processing. Documents to prove Qualification,experience , age 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 phones registered in it.

10. Last date of receipt of applications : **05.02.2020** Wednesday up to 12 midnight.

11. Address to which applications are to be sent: www.keralapsc.gov.in

12. The selection to the above concern will be subject to the rules and regulations made by them from time to time.

(for more details please see the general conditions given in part II of the Gazette Notification)

**SAJU GEORGE,
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION**