

Extra Ordinary Gazette Date : 31.12.2019

Last Date : 05.02.2020

Category No: 605/2019 – 606/2019

FIRST NCA NOTIFICATION

Applications are invited online only through One Time Registration facility, exclusively from qualified candidates belonging to the Dheevara & SCCC reservation groups of community of Kerala State for NCA recruitment for the under mentioned post in Kerala Government Service.

1. Department : **Various**
2. Name of post : **Lower Division Typist**
3. Scale of pay : **Rs.19,000- 43,600/-**
4. Number of vacancies : **District wise**

Cat. No. 605/2019 Idukki-Dheevara - 01 (One)

Cat. No. 606/2019 Malappuram – SCCC - 01 (One)

(Scheduled Caste converted to Christianity)

Note :- Applications submitted by candidates other than those belonging to the above mentioned community will summarily be rejected. No rejection memo will be issued to those candidates.

Note:-

The above vacancy is now in existence the Rank List published by the Commission in response to this notification will be valid until a candidate is advised and appointed against the vacancy earmarked for the above mentioned community but remain unfilled and also against the vacancies that may arise due to the paucity of candidates during the currency of the Ranked List published on 31.08.2016 for the post (Category No.388/14) or 3 years from the date of publication of NCA Rank List whichever is earlier.

Name of District	Date of publication of Ranked List	Category No.
Idukki	31.08.2016	388/2014
Malappuram	31.08.2016	388/2014

- (i) The selection in pursuance of the notification will be made on a revenue district basis. A candidate advised for appointment in one revenue district from the Ranked List 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. 36/91/P&ARD, dated 02.12.1991 for inter district transfers in same department and G.O. (P) No. 5/2013/P&ARD dtd. 06.02.2013 for inter departmental transfer. Candidates already in Government service holding this post in any one district are prohibited from applying again for this post.
- (ii) 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 year 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.

- (iii) Candidates will be advised from the ranked lists for appointment against the Headquarters vacancies also without their consent. 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. Such candidates will be eligible for transfer to another district as per the terms and conditions in GO (MS) No.442/80/GAD dated 26/9/1980.
- (iv) If there is any change in caste with respect to the entries in SSLC, then such changes is to be published in the gazette notification and the same along with the Community Certificate/Non Creamy Layer certificate issued by the Revenue authorities, is to be produced to prove their claim in application, at the time of One Time Verification.
5. Method of appointment : Direct Recruitment
Direct Recruitment (From candidates belonging to Dheevera & SCCC reservation groups of community only)
6. Age limit : 18-39. Only candidates born between 02.01.1980 and 01.01.2001 (both dates included) only are eligible to apply for this post in the case of Dheevera and SCCC candidates.
(In the case of adult members of SC and their children converted to Christian religion the upper age limit shall be 41 years ie. Candidates born between 02.01.1978 and 01.01.2001.)

Note :- Including age relaxation as per para 2(i) of the general conditions.

7. Qualifications:

- 1 Pass in SSLC or its equivalent.
- 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.

(IMC Certificate in Typewriting will not be accepted. Those who have passed KGTE Typewriting (English - Lower) before January 2002, must have acquired separate certificate in Computer Word Processing or its equivalent before the last date for receipt of application for the post fixed by the Commission. (G.O(MS) No. 21/2011/P&ARD dated 01.07.2011)

All the qualifications for the post must have acquired before the last date of

receipt of application.

Note:-

- (a) Certificate in Computer Word Processing issued by Central/State Government Department/Agencies/Societies/Universities after successfully completing course of study not less than three months duration is considered as equivalent to KGTE Computer Word Processing. 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 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 Institute will not be accepted)
- (g) Those who claim equivalent qualification shall produce the respective Government Order to prove the claim at the time of One Time Verification.

(h) KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post

8. Address to which applications are to be sent:- www.keralapsc.gov.in
9. **Method 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 in to their profile using their User-ID and password. Candidates shall 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 taking of photograph. 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 the correctness of the information on their profile. They must quote their 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 I.D. Proof in their profile.**

10. Last date of receipt of applications : **05-02-2020** Wednesday upto 12 midnight.
11. If Written Test/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. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination. Appropriate disciplinary action as per 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.

(For details, please see the General Conditions given below as Part II of the notification).

SAJU GEORGE,
SECRETARY,

