

**Extra Ordinary Gazette Date : 30.12.2020**  
**Last Date : 03.02.2021**

**CATEGORY NO: 396/2020**

Applications are invited online only by **One Time Registration** system exclusively from qualified candidates for selection to the under mentioned post. Applications must be submitted online through the official website of the Kerala Public Service Commission after One Time Registration. Candidates who have already registered shall apply through their profile. This notification is made consequent to the non availability of qualified candidates for the notification dated 15.11.2014 for the Category No.439/14 and notification dated 30.12.2017 for the Category No.658/17.

1. Department : NCC
2. Name of Post : Confidential Assistant GR-II  
(Ex-Servicemen only)
3. Scale of pay : ₹ 20,000 – 45,800/-
4. No. of vacancies : **District wise**  
Thiruvananthapuram - 2 (Two)  
Kollam - 1 (One)  
Kottayam - 1 (One)  
Ernakulam - 1 (One)

- Note: (i) Separate Ranked Lists will be prepared for each district in pursuance of this notification. The ranked list thus prepared and published by the commission in pursuance of this notification shall remain in force for a minimum period of one year, subject to the condition that the said list will continue to be in force till the publication of 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 during the currency of the list. In case no candidates 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) No. 154/71/PD dated 27.05.1971. 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 2.12.1991. But as per G.O (P) No. 12/96/P&ARD dated 16.03.1996, the condition of 5 years service is not applicable for the transfer to the Districts of Idukki, Wayanad and Kasaragod. This concession will be available only 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 Government Servant. Candidates already in Government Service holding the same post in any one district are prohibited from applying again for this post, but they can apply to higher posts when notified.

- (iii) Candidates will be advised from the Ranked List for appointment against the Head Quarters vacancies also. Such candidate will be eligible for transfer to another district as per the terms and conditions in GO(MS)442/80/GAD dated 26.09.1980. As selection to this post is exclusively made for Ex-Servicemen, candidates advised subsequently for appointment from a particular district will not be eligible for Inter-departmental transfer as per GO(P)51/90/P&ARD dated 22.11.1990.
- (iv) Applications should not be submitted to more than one district in response to this notification. If applications are submitted contrary to the above direction, and if he/she is selected, his/her name will be removed from the Ranked List and disciplinary action will be taken against him/her. Candidates should submit the application for this post to the concerned district office and should note the name of the concerned District against the relevant column of the online application.
- (v) 3% of the vacancies reported to the Commission for the above post shall be reserved for appointment of Differently abled persons, limited to the categories of Locomotor Disability/Cerebral Palsy, Hearing Impairment and Low Vision as per G.O (P) No. 1/13/SJD dtd 3.1.13. A separate list of such candidates shall be prepared alongwith the Ranked List (Differently Abled candidates must specify the details in their OTR profile). They shall be advised against Sl. Nos. 01, 34, 67 in a cycle of 100 vacancies as per rules. Differently Abled candidates included in the Main list/ supplementary lists for reservation communities shall also be included in the list prepared exclusively for them on the basis of merit. If candidates in the list (Main list/Supplementary list/list for DA) is advised from any one of the above lists on Open/Reservation/DA quota, the name of the candidate shall be deleted from other list (s) as per Rule 18(iii), Kerala Public Service Commission Rule of procedure. Relaxation in age will be given to the Differently Abled candidates as stipulated in the existing Acts & Rules.
- (vi) If the community claim in the application differs from the community noted in SSLC, then such changes are to be published in the gazette on or before the date of verification of original documents and the same should be produced along with the Community Certificate/Non

Creamy Layer certificate issued by the Revenue authorities at the time of One Time Verification.

5. **Method of appointment** :- Direct Recruitment (Ex-Servicemen only)
6. **Age Limit** :- 18-36, Only candidates born between 02.01.1984 and 01.01.2002 (both dates are included) are eligible to apply for this post.  
[The upper age limit shall in no case exceed 50 (fifty) years including all concessions. For other conditions regarding age relaxation, please see Para (2) of the General Conditions under part II of this notification]

### **7 Qualifications:-**

- (1) Pass in Plus 2 or its equivalent.
- (2) Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.  
**Note:-** Those who have passed the KGTE Typewriting 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.
- (3) Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.
- (4) Lower Grade Certificate in Short Hand English (KGTE) or its equivalent.
- (5) Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent.  
(GO(MS)No.21/2011/P&ARD dated 01.07.2011) [Certificate issued from the Typewriting Institutions & IMC certificates will not be accepted]

### **Note :-**

- (a) Certificate in Computer Word Processing issued by Central/State Govt. department, Agencies, Societies, Universities after successfully completing a course of study of not less than three months duration are considered as equivalent to KGTE Computer Word Processing.
- (b) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification.
- (c) Those who claim equivalent qualification shall produce the respective Government Order to prove the claim at the time of One Time Verification.
- (d) All the qualifications must have acquired before the last date of receipt of application.
- (e) KS&SSR Part II Rule 10(a) (ii) is applicable for selection to the post.

### **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](http://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 taking of photographs. 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 printout of the application by clicking on the link 'My applications' in their profile. All correspondences 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. **Candidates who have AADHAAR card should add AADHAAR card as I.D. Proof in their profile.**

9. **Last date of receipt of applications: 03.02.2021** Wednesday upto 12.00 midnight.
10. **Address to which applications are to be sent :** [www.keralapsc.gov.in](http://www.keralapsc.gov.in).
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 including Photo, ID Card etc please see the General Conditions given below as Part II of this Notification).

**Saju George**  
**Secretary**  
**Kerala Public Service Commission**