

GAZETTE DATE : 15.11.2021
LAST DATE : 22.12.2021

CATEGORY NO: 510/202

Applications are invited Online only through One Time Registration Scheme from qualified candidates for appointment in the undermentioned post in Kerala Administrative Tribunal. Before applying for the post the candidates should register as per the One Time Registration through the official website of Kerala Public Service Commission. Candidates who have already registered can apply through their profile.

- 1. Department** : Kerala Administrative Tribunal
- 2. Name of Post** : Data Entry Operator
- 3. Scale of pay** : ₹ 27900-63700/-
- 4. No of Vacancies :** : 02 (Two)

The above vacancies are now in existence. The ranked list of selected candidates published by the Commission in response to this notification shall remain in force for a minimum period of one year and a maximum period of three years 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 vacancy noted above and also against the vacancies if any reported to the Commission during the currency of the list.

5. Method of appointment : Direct Recruitment.

6. Age limit : (18-36) Only candidates born between 02.01.1985 and 01.01.2003 (both dates are included) are eligible to apply for this post with usual age relaxation to Scheduled Castes, Scheduled Tribes Other Backward Communities.

For other conditions regarding the age relaxation please see Part-II, Para 2 of the General Conditions.

Note : As per G.O.(P)No.19/2020/SJD dated 25.08.2020, 4% vacancies are reserved for differently abled candidates with a)blindness and low vision ,b)deaf and hard of hearing) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, d)autism, intellectual disability,specific learning disability and mental illness, e)multiple disabilities

from amongst person under clause (a) to (d) including deaf-blindness. The candidates included in any of the mentioned categories with benchmark disability, will be considered for the reservation benefits to the Differently abled candidates. They are required to produce the certificates including Disability Certificate and Physical & Functionality certificate as stipulated in the said Government order as and when called for by the Commission in this regard. **(Please click the link)**

https://www.keralapsc.gov.in/sites/default/files/inline-files/da_reservation_august_2020_2_.pdf

7. Qualifications

1. Pass in Plus Two or its equivalent.
2. Diploma in Computer Applications.

Note II :

- a. Rule 10(a)(ii) of Part II of KS&SSR is applicable.
- b. 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.
- c. 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.

8. Mode of Submitting applications:

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 already registered can apply by logging in 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 the post. The photograph uploaded in the profile should be one taken after 31.12.2011. Name of the candidate and the date of taking photograph 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 are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application candidates must ensure correctness of the information on their profile. They must quote the User-ID for further communication with the Commission. Application once submitted is received as provisional and the details 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 submitted not in accordance with the conditions stipulated in the notification will be summarily rejected in due course of processing. Original Documents to prove qualification, experience, community, age etc. have to be produced as and when called for.

b) 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.

c) Appropriate disciplinary action as per KPSC 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.

d) Candidates who have AADHAAR card should add AADHAAR card as ID Proof in their profile.

9. Last date for receipt of applications :- 22.12.2021 Wednesday up to 12:00 midnight.

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

(For details including Photo, ID Card, etc. please see the General Conditions given in Part II of the Gazette Notification.)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION