

GAZETTE DATE :15.12.2021

LAST DATE:19.01.2022

CATEGORY NO: 632/2021 – 634/2021
FIRST NCA NOTIFICATION – LC/AI, OBC & MUSLIM

Applications are invited online only by 'One Time Registration' from qualified candidates belonging to LC/AI , OBC & Muslim communities of Kerala State for selection to the under mentioned post. Candidates who have already registered can apply through their profile. **Candidates who have AADHAR CARD should add AADHAR Card as ID. Proof in their Profile.**

- 1 **Name of firm** : **Kerala Water Authority**
- 2 **Name of Post** : **Confidential Assistant Gr II**
- 3 **Scale of Pay** : **₹6050-10730/- (P.R)**
- 4 **Number of vacancy** :

Cat. No.	Vacancies
632/2021	LC/AI -01(One)
633/2021	OBC -01(One)
634/2021	Muslim - 01(One)

Note 1. The above vacancy is now in existence. The Ranked list published as per this notification will be valid until candidates are advised and appointed against the vacancies earmarked to the above community but remain unfilled due to the paucity of candidates during the currency of the Ranked list published on 26.07.2018 for the post (Gazette Date: 16.07.2012 , Category Number: 350/12).

2. Kerala Public Service Commission shall have the power to cancel the advice for appointment of any candidates to the above post of Kerala Water Authority, if it is subsequently found that such advise 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** : Direct Recruitment (From candidates belonging to LC/AI , OBC & Muslim Only).

Note:- Applications of candidates belonging to communities other than the above will be summarily rejected. Individual rejection memo will not be sent to them.

- 6. Age Limit** : 18-39. Only candidates born between 02.01.1982 and 01.01.2003 (both dates included) are eligible to apply for this post. (including Para 2(i) of the General conditions.)
(For other conditions regarding the age relaxation, please see Para 2 of the General Conditions).

Note The provisional hands working in the above concern will be given age relaxation to the extent of their provisional service put in subject to a maximum of five years from the upper age limit provided they are within the prescribed age limit on the date of their first appointment in the above concern. But the regular employees of the concern are not eligible for the above concession for further appointment. The provisional hands should obtain a certificate showing the period of their provisional service in the concern and shall produce the same as and when required by the Commission. It would also be clearly specified in the certificate that they were not working in the regular service of the concern.

(for other conditions regarding the age relaxations please para 2(i) , (vi) , (vii) and (xii) of the General Conditions)

7. Qualifications

1. Degree in any Discipline
2. Typewriting (English) K.G.T.E (Lower) or its equivalent.
3. Typewriting (Malayalam) K.G.TE (Lower) or its equivalent.
4. Short hand (English) K.G.T.E (Lower) or its equivalent.
5. Certificate in Data Entry and office automation of minimum 3 months (120 hours) duration awarded by Lal Bahadur Shastri Centre for Science and Technology(LBS), Institute of Human Resources Development (IHRD) or from similar/equivalent institutions approved by Government.
6. Short hand (Malayalam) K.G.T.E(Lower) or its equivalent

Note :

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

- (3) If the caste of a candidate is wrongly mentioned in the SSLC book, the candidate should claim their original caste in the application and should produce the Non- Creamy Layer certificate issued from the revenue authority concerned along with the Gazette Notification of the same at the time of certificate verification.
- (4) Appropriate disciplinary/ penal actions as per KPSC Rules of Procedure (1976) Rule 22, will be taken against those candidates, who give confirmation for writing the examination after making false claim about their qualification and experience regardless of whether they attend the examination or not.

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 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 31.12.2011. 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 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 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.

(b) “ **Candidates who have Aadhar Card should add Aadhaar Card as ID proof in their profiles**”.

(c) “ If a Written/OMR/Online Test is conducted as part of this selection, candidate 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 application 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 calender itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phones registered in it.”

9 Last date of receipt of applications: 19.01.2022 Wednesday up to 12 midnight

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

11 (a) Sub paras ii, iii, iv, viii, ix, x, xi & xiii of para 2 and paras 6 and 7 of the General Conditions are not applicable to this selection.

(b) The selection to the above post in the above concern will be subject to the rules and regulations made by them from time to time.

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION