

CATEGORY NO : 205/2022
FIRST NCA NOTIFICATION

Applications are invited online only through One Time Registration from qualified candidates belonging to Muslim Community of Kerala State for appointment in the undermentioned post. Candidates who have already registered can apply through their profile.

- 1 Firm : Kerala State Civil Supplies Corporation Limited
- 2 Name of Post : L D Typist
- 3 Scale of Pay : ₹ 19000 - 43600
- 4 Number of vacancies : Muslim - 01 (One)

- Note:-
- (i) 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 vacancy notified due to paucity of candidates belonging to Muslim Community during the currency of the Mother Ranked List. (Cat No 104/2011) published on 26.07.2018 or three years from the date of publication of this NCA Ranked List whichever is earlier.
 - (ii) The Kerala Public Service Commission shall have the power to cancel the advice for appointment of any candidate to the above post, 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 probation or 240 days from the date of joining duty, whichever is earlier.

- 5 Method of Appointment : Direct Recruitment (From candidates belonging to Muslim Community 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 : 18-39, Only candidates born between 02.01.1983 and 01.01.2004 (both dates included) are eligible to apply for this post. (including para 2(i)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 conditions regarding concession allowed in upper age limit subject to the condition that the maximum age limit shall in no case exceed 50 years, please see Para 2 (vi), (vii), (xii) and (xiv) of the General Conditions]

7 Qualification:

- (1) SSLC or its equivalent.
- (2) Lower Grade Certificate in English typewriting (KGTE) and Computer Wordprocessing or its equivalent.
- (3) Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.

In the absence of candidates with the above mentioned qualification, candidates with below mentioned qualification will also be considered.

- (1) Pass in SSLC (or Equivalent.)
- (2) Typewriting (English Lower) (KGTE/MGTE)
- (3) Typewriting (Malayalam Lower)(KGTE/MGTE)
- (4) Data Entry Speed of 8000 depression per hour and MS Office Computer Operation proficiency.

- Note:
- (1) Rule 10(a)ii of Part II of KS&SSR is applicable.
 - (2) Candidates claiming equivalent or higher qualifications where equivalent / higher qualification is prescribed in the notification, must produce certificates in proof of higher / equivalent qualification from the institution concerned or Govt. Order in proof of equivalency, as the case may be.

- (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 in proof 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 regardless of whether they attend the examination or not.

8. Mode of submitting Application:-

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 31.12.2012. Candidates who are creating profile from 01.01.2022 onwards, must upload photograph which is taken within 6 months. 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, age, Community etc. have to be produced as and when called for.

b) If written/OMR/Online Test is conducted as part of this selection candidates possessing requisite qualification as per Para 7 above alone shall submit a **confirmation** for writing the examination through their

One Time Registration profiles. 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 programme 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) Candidates who have Aadhaar Card should add Aadhaar Card as ID proof in their profile.

9 Last date of receipt of applications: **20.07.2022** Wednesday up to 12 midnight

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

11 (a) Sub Paras (ii), (iii), (iv), (v), (viii), (ix), (x), (xi), & (xiii) in para 2 and paras 5, 5(a), 6 & 7 of the general conditions are not applicable to this post.

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

(for details including Photo, ID Card etc. please see the general conditions given in Part II)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION