

CATEGORY NO:262/2022

Applications are invited online only through One Time Registration from qualified candidates for appointment in the undermentioned post .

1. Firm : Kerala State Civil Supplies Corporation Ltd.
2. Name of Post : Confidential Assistant Gr. II
3. Scale of pay : ₹ 20000 – 45800/-
4. Number of vacancy : 01 (One)

- Note:-
- (i) The above vacancy is now in existence. The list of selected candidates published by the Commission in pursuance to this Notification shall remain in force for a minimum period of One year and a maximum period of three years provided that the list will not continue to be in force if a new Ranked List is published after the minimum period of one year . Candidates will be advised against the vacancy shown above and for all the vacancies reported during the period of pendency of the Ranked list.
 - (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.
 - (iii) 3% vacancies of the post shall be reserved for the differently abled candidates belonging to Locomotor Disability/Cerebral Palsy, Hearing Impairment, Low vision categories vide GO(P)No.1/2013/SJD dated 03.01.2013

5. Method of appointment - Direct Recruitment
6. Age limit - 18 - 36, Only candidates born between 02.01.1986 and 01.01.2004 (both dates included) are eligible to apply for this post. Other Backward Communities and SC/ST candidates are eligible for usual age relaxation.

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 relaxation please see Para 2 (i), (ii), (iii),(iv), (vi), (vii), (xii) & (xiv) of the General Conditions]

7 Qualifications

- (i) Graduation from UGC recognised University / National Institute established by the Central Government or Institutions established by Government of Kerala or its equivalent.
- (ii) Lower Grade certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.
- (iii) Lower Grade certificate in Malayalam Typewriting (KGTE) or its equivalent.
- (iv) Lower Grade Certificate in Short Hand English (KGTE) or its equivalent.
- (v) Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent.

Note:- Those who have passed the KGTE typewriting before 2002 should possess separate certificate in Computer Word Processing or its equivalent at the time of application / on or before the last date of receipt of application.

- Note:-
- (1) Rule 10 a (ii) of Part II KS & SSR is applicable.
 - (2) Candidates who claim equivalent qualification instead of qualification mentioned in the notification shall produce the relevant certificate from the concerned institution / 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 community certificate / 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 action, based on Rule 22 of the KPSC Rules of Procedure 1976, will be pursued against those candidates who give confirmation for writing examination by making false claims about educational qualification regardless of whether they attend the examination or not.

8. Probation

Any person appointed to this post shall, from the date on which he/she joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

9. 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 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 calendar itself. Information in this regard will 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.

10. Last date for submission of application:- **31.08.2022**, Wednesday upto 12.00 midnight.
11. Address to which applications are to be sent : www.keralapsc.gov.in
12. (a) Sub Paras (v), (viii), (ix), (x), (xi) & (xiii) in para 2 and paras 5, 6 and 7 of the general conditions are not applicable to this post.
(b) The selection to the above concern will be subjected to the rules and regulations made by them from time to time.

(Candidates must see the General Conditions in Part II of the Gazette Notification for instructions regarding Photo, ID Card etc.)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION