

GAZETTE DATE : 31/12/2022

LAST DATE : 01/02/2023

**CATEGORY No. 730/2022**

Applications are invited online only from qualified candidates for selection to the undermentioned post in Kerala Government Service. Applications must be submitted online through the official website of the Kerala Public Service Commission after One Time Registration.

1. **Department** : Homoeopathic Medical College
2. **Name of post** : House Keeper (Female)
3. **Scale of pay** : ₹ 23,700 – 52,600/-
4. **Number of Vacancies** : **District wise**  
Thiruvananthapuram - 01 (One)

Note :- (i) The vacancy is now in existence. A Ranked List will be prepared for the above District in pursuance of this notification. The Ranked list thus prepared and published by the Commission shall remain in force for a minimum period of one year, subject to the condition that the said Ranked list will continue to be in force till the publication of a new Ranked 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 vacancy and also against the vacancies, if any, reported during the currency of the Ranked list.

(ii) Candidates should submit application for this post to the above District and should note the name of that District against the relevant column of the Online Application.

(iii) 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(MS)No.4/61/PD, dated 02.1.1961. Candidates already in Government service holding this post in any one District are prohibited from applying again for this post, but they can apply to higher /lower posts when notified.

5. **Method of appointment** : Direct Recruitment
6. **Age Limit** : 35-46. Only Candidates born between 2.1.1976 and 1.1.1987 (both dates included) are eligible to apply for this post with usual age relaxation to Scheduled Caste and Scheduled Tribes and Other Backward Communities.

Note:- For concession allowed in upper age limit, subject to the conditions that the maximum age limit shall in no case exceed 50 years, please see Para 2 of the General conditions under Part II of the Gazette notification.

**7. Qualifications :**

Essential : Pass in Standard VIII

Desirable : (i) Experience as Female House Keeper or Female Assistant House Keeper or Matron in a Hostel or other institutions.

(ii) Knowledge of accounts

Note:- (i) The applicant should be prepared to stay in the Hostel or Institution to which she is appointed. In the absence of qualified candidates within the above age limits maximum or minimum age limits will be relaxed in deserving cases.

- (ii) Rule 10(a)(ii) of Part II of KS&SSR is applicable. In addition to the qualifications prescribed in the notification, the qualifications recognized by executive orders or standing orders of Government as equivalent to a qualification specified for a post, in the Special Rules and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post, shall also be sufficient for the post. The copy of the Government orders declaring equivalent/higher qualifications shall be produced as and when required by the Commission.

**FORM OF EXPERIENCE CERTIFICATE**

Name of the firm (Company/Corporation/Government Department/Co-operative Institution etc)	:	
Register Number (SSI Registration or any other Registration Number and Date of Registration)	:	
Authority which issued the registration and where registered	:	

Issued to (here enter Name and Address).....

.....This is to certify that the above mentioned person has worked/has been working in this institution as.....(here enter the name of the post held and or the nature of assignment held in the capacity) on Rupees .....per day/per mensem for a period of.....years.....months.....days.....from.....to.....

Signature  
Name and Designation of the Issuing Authority with  
Name of Institution

Place :

Date : (Office seal)

**CERTIFICATE**

Certified that Sri/Smt.....mentioned in the above experience Certificate has actually worked/is working as.....(Specify the nature of employment) in the above Institution during the period mentioned there in as per the entry in the above.....Register (mention the name of Register) maintained by the employer as per the provision of .....act (Name of Act/Rules to be specified)

I am the authorized person to inspect the Register kept by the employer as per the provision of the Act/Rules of the .....State/Central Act.

Signature with date  
Name of Attesting Officer with  
Designation and Name of Office  
who is the notified Enforcement Officer  
as per Act/Rules

Place:

Date:

(Office Seal)

**Note :-**

- (i) Please specify the post held or nature of assignment; casual labourer/ paid/unpaid apprentice/regular worker or temporary worker.

- (ii) Candidates should upload the scanned image of the Experience Certificate after entering the details (ie., Certificate Number, Date, Post held, Period, Issuing Authority, Name of the Institution etc.) before submitting the application. Otherwise the application will not be accepted.
- (iii) All Experience Certificates shall be duly certified by the concerned Controlling Officer/Head of Office of the Government. The genuineness of the Certificate shall be subjected to verification and legal action will be taken against those who issue and produce bogus certificates.
- (iv) The certificate shall be countersigned by an Officer who has been the authorized officer to inspect the registers kept by the employer as per the provisions of the Act/Rule of the State/Central Government.

**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 31.12.2012. The candidates creating new profile should upload the photograph taken within six (6) months from the date of their registration. 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 the photograph. 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 :** 01.02.2023 Wednesday upto 12 midnight.

**10. Address to which application are to be submitted :-** [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 phone number registered in it. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

**12. Special instructions to candidates:-**

(i) In the case of difference in 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

(ii) Candidates are required to acquaint themselves with the instructions given in the notification as Part II, General Conditions before submitting application for the post. Applications which are not submitted in accordance with the terms and conditions laid down in the General Conditions are liable to be rejected.

(iii) Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission Rules of Procedure 1976 shall be initiated against those candidates whose submit applications with bogus claims of qualification regarding education, experience etc. and are liable to be disqualified for being considered for a particular post or debarment from applying to the Commission either permanently or for any period or the invalidation of their answer scripts or products in a written /

practical test or the initiation of criminal or other proceedings against them or their removal or dismissal from office or the ordering of any other disciplinary action against them if they have already been appointed, or any one or more of the above.

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION