

GAZETTE DATE : 15.09.2023

LAST DATE : 18.10.2023

CATEGORY NO: 250/2023

Only for Last Grade Servants and Ministerial Employees working in Kerala Water Authority.

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

1. Name of Firm : **Kerala Water Authority**
2. Name of Post : **Lower Division Typist (By Transfer)**
3. Scale of Pay : **₹ 27,200-73,600/-**
4. Number of vacancies : **3 (Three)**

Note:- (i) The above vacancies are 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 the list will not continue to be in force if a new Ranked List is published after the minimum period of expiry of one year or till the expiry of three years whichever is earlier. Candidates will be advised against the vacancies 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 the 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** : **By Transfer appointment from LGS and Ministerial Employees working in Kerala Water Authority.**

Note:- 10% of the Vacancies in the cadre of Lower Division Typist will be reserved for persons working in any of the lower categories included under the Kerala Water Authority (Administrative, Ministerial and Last Grade) Service Rules 2011 or Kerala Water Authority Public Health Engineering Service Rules / Kerala Water Authority Technical Special Rules holding posts within the purview of the commission (Employees should be approved probationer/full member in respective feeder categories.) who secure not less than 40% marks in the eligibility test conducted by Public Service Commission. The names of low paid employees who secure 40% marks and above in the selective test conducted by the Public Service Commission and thus became qualified for appointment as Lower Division Typist, but could not secure appointment before the expiry of the ranked list will be included at the top of the new separate ranked list of Low paid employees irrespective of their service and seniority and they will be given appointment accordingly.

6. Age : Not applicable.

Note: Reservation Rules 14 to 17 of Kerala State Subordinate Service are not applicable to the recruitment in the service category.

7. Applicant should obtain a Service Certificate in the format shown below from Head of Office / Department and should produce when asked by the Commission.

SERVICE CERTIFICATE

1. Name of the Employee :
2. Name of Post now held by the Applicant with scale of pay :
3. Name of the Department in which now working :
4. Name of service to which applicant belongs :
5. Date of Commencement of Service and date of declaration of probation :
6. Whether the applicant is an approved probationer or full member of service. :
7. Whether SC/ST/OBC. If so, Religion and and Community as per service records :
8. Service Particulars:

DETAILS OF SERVICE

Sl. No.	Name of the Post held	Period		Length of Service			Date of declaration of probation
		From	To	Year	Month	Day	

Certified that the above details in respect of Sri/Smt..... who is an approved probationer/full member of the Kerala Water Authority Subordinate Service have been verified by me with the service particulars given in the Service Book of the candidate and they are found correct.

Dated Signature of Head of Office (Kerala Water Authority)
with Name and Designation

Place:

Date:

(Office Seal)

8. Qualification:

1. Degree in any Discipline.
2. Typewriting in (English) (KGTE) Lower or its equivalent.
3. Typewriting in (Malayalam) (KGTE) Lower or its equivalent.
4. Diploma in Computer Application (DCA) after undergoing a course of study of not less than 6 months from an institution run/recognised by the Government of Kerala or quasi Government institution in Kerala.

[G.O.(P) No. 19/2011/WRD dated 01.03.2011, G.O.(P) No. 27/2016/WRD dated 11.11.2016.]

LinK :
[Equivalent qualification admitted in the previous selection](#)

Note:- Candidates applying for this post are **not eligible** for benefit entitled to PH candidates.

- Note: (1) Rule 10(a)ii of Part II of KS&SSR is applicable.
- (2) In addition to the qualification prescribed in the notification, the qualification recognized by Executive Orders or Standing Orders of Government as equivalent to a qualification specified for a post in the Special Rules or found acceptable by the Commission in cases where acceptance of equivalent qualifications is provided for in the rules and such of those qualification 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.

9. **Method 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 31.12.2013. 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. **The candidates who register One Time Registration profile after 01/01/2023, should upload photograph taken within 6 months.** 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 Aadhaar Card should add Aadhaar Card as ID proof in their profiles".**

(c) "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 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 a Admission Tickets will be published in the Examination Calendar itself. Information in this regard will be given to the candidates in their respective profile and in the mobile phone number registered in it."

10. Last date of receipt of applications: **18.10.2023** Wednesday up to 12 midnight.

11. Website address of which applications are to be sent: www.keralapsc.gov.in

12. The selection to the above concern will be subject 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., application submitted in contravention of general condition shall be rejected.)

13. Special Instructions for Candidates

- a) 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.
- b) Candidates are required to acquaint themselves with the instruction 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.
- c) Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission Rules of Procedure shall be initiated against those candidates who 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