

GAZETTE DATE : 30/10/2023

LAST DATE : 29/11/2023

CATEGORY NO: 446/2023

Applications are invited online only from qualified candidates for appointment in the under mentioned post. Application must be submitted online through the Official website of the Kerala Public Service Commission after 'One Time Registration'. Candidates who have already registered can apply through their profile.

1. Department : **Printing Department**
2. Name of post : **Assistant Time Keeper**
3. Scale of pay : ₹. 26500-60700/-
4. Number of vacancies : District wise
Thiruvananthapuram -02(Two)
Ernakulam - 01(One)
Palakkad - 01(One)
Kannur -01(One)

Notes:-

- (i) Separate Ranked List will be prepared for each districts 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 list will continue to be in force till the publication of a new 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 vacancies and also against the vacancies, if any, reported during the currency of the list.
 - (ii) The selection in pursuance of the 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.(P)No.36/91/P&ARD dated 02/12/1991. 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 posts when notified.
 - (iii) Candidates should submit the application for the post to any one of the above districts, where the vacancy is existing and should note the name of the concerned district against the relevant column in the online application. Applications should not be submitted to more than one districts in response to this notification. If applications are submitted contrary to the above direction, and if he/she is selected, his/her name will be removed from the Ranked List and disciplinary action will be taken against him/her.
5. Method of appointment : Direct Recruitment.
 6. Age Limit : **18-36** Only candidates born between 02.01.1987 and 01.01.2005 (both dates included) only are eligible to apply for this post. Other Backward Communities and SC/ST candidates are eligible for usual age relaxation.

Note:- 1) For concessions allowed in upper age limit, subject to the condition that the maximum age limit shall in no case exceed 50 years of age, please see para 2 of general condition under Part II of this notification.

7. Qualifications:-

1. Pass in SSLC or equivalent qualification

Note: (i) K.S & S.S.R Part II Rule 10a(ii) is applicable for selection to this post.

- (ii) 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 or found acceptable by the Commission in cases where acceptance of equivalent qualifications is provided for in the 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.

Probation:- Every person appointed to the post shall, from the date on which he joins duty be on probation for a total period of 2 years on duty within a continuous period of three years.

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 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 in the profile should be taken after 31.12.2013. Candidates creating new profile on or after 01.01.2022 shall upload photograph taken within six months. Name of the candidate and the date of taking photograph should be printed legibly at the bottom portion in white background. 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. Candidates who have AADHAAR card should add AADHAAR card as I.D Proof in their profile.

9. Last date of receipt of application : **29.11.2023** Wednesday upto 12.00 Midnight.

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

11. If a Written Test/OMR/Online Examination is conducted as a 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 phones registered in it. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination. As per Rule 22 of the KPSC Rules of Procedure 1976, appropriate disciplinary action will be taken against those candidates who submit application for the post with false claims of possession of prescribed qualification, experience etc. and give confirmation for examination, irrespective of the fact that they have appeared or not for the examination.

12. **Special Instructions to Candidates**

1. 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.

2. 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.

3. Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission Rules of Procedure 1976 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 the 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.

(For details including ID card, photo etc., please see the General Conditions given below as Part II of this Notification).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION