

GAZETTE DATE : 30/11/2023
LAST DATE : 03/01/2024

CATEGORY NO . 504/2023

PART II (RECRUITMENT BY TRANSFER)

Applications are invited online only through ' **ONE TIME REGISTRATION** ' system exclusively from qualified candidates for selection to the under mentioned post . Applications 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** : **Various**

2. **Name of Post** : **Clerk**

Note : This includes the integrated post of Clerk/ Village Assistant in the Revenue Department.

3. **Scale of Pay** : ₹.26500-60700/-

4 **Method of Appointment** : Recruitment by Transfer

Applications are invited from low paid employees of the Kerala State Subordinate Service for appointment as Clerk in the 10 % (Ten Percent) of vacancies arising in the cadre of Clerk in the various Departments including Clerk/Village Assistants in Revenue Department reserved for persons holding Posts having scale of pay below Rs.26500-60700/- in the State Subordinate Services as per G.O.(P) 12/2010 /P&ARD dated 05.04.2010.

- 1 Candidates holding low paid posts in the Kerala State Subordinate Services (including part time contingent Service) in the Scale of pay lower than Rs.26500-60700/- can apply for the above post. The applicant should be a full member or an approved probationer of the Subordinate Services. The applicants should obtain a certificate from the Head of Office showing their service particulars in the form given below and produce the same as and when required by the Commission. Persons appointed through Employment Exchange or otherwise and working on a temporary/provisional basis are not eligible to apply for the post in response to this notification. Candidates who are already included in the Ranked list for By Transfer Recruitment in any one district are not eligible to apply further.

Format of Service Certificate to be produced for recruitment by transfer as

Clerk

1. Name of the Candidate :
2. Name of post held by the applicant with scale of pay and the pay now drawn by the applicant :
3. Name of the Department :
4. Name of the subordinate service to which the applicant belongs :
5. Date of commencement of probation and date of completion of probation in the above subordinate service. :

State whether an approved probationer or full member of the service.

Certified that the above details in respect of Shri/Smt who is an approved probationer/full member of the Subordinate services, have been verified by me with the service particulars of the candidate and that they are found correct. He/She is eligible to apply for the post of Clerk in Various Departments as per Rule 2(13) of the KS & SSR 1958.

Signature of Head of the Office
with the name and designation

Place
Date

(Office Seal)

2. Low paid employees in the State Subordinate Service who apply under this category are exempted from the minimum General Educational qualification of pass in SSLC and also from the maximum age limit prescribed for the post. The candidates in this category are not entitled to the benefit of Differently Abled candidates.
3. The Commission will conduct a competitive test for Direct Recruitment and By Transfer candidates. Based on the marks secured by the candidates in the test, separate Ranked Lists will be prepared for Direct Recruitment and Recruitment By Transfer in respect of each district. **Candidates who secure not less than 40 % marks in the test for Recruitment By Transfer category are eligible to be included in the Ranked list for recruitment By Transfer.**
4. 10% of vacancies which are reported to the District Office of the Public Service Commission will be filled up by candidates selected from Low paid Employees in the Subordinate Services. The rules regarding the reservation of appointment contemplated in the Rules 14 to 17 of part II of the Kerala State and Subordinate Service Rules, 1958 are not applicable to appointment By Transfer. If sufficient number of candidates are not available to fill up the 10% reservation quota mentioned above, such vacancies will be filled up by candidates included in the ranked list prepared for Open Quota. In case candidates included in the Ranked List prepared for recruitment By Transfer could not secure appointment before the expiry of the Ranked List, the names of such candidates will be included at the top of the new ranked list of the low paid employees drawn up by the Commission subsequently in the same order and they will be advised for appointment accordingly vide G.O.(P) No. 39/89/ P & ARD dated 08.12.1989.
5. Candidates who are eligible to apply for both Direct Recruitment and Recruitment By Transfer need not select the same district for both categories. But they should submit separate applications for each category even if they selected the same district. Candidates who are included in both lists for the same post in same department / different departments under this notification or any other notification and advised from anyone of this lists shall be deleted from the other list as per Rule 18 (iv) of the KPSC Rules of Procedure.
6. Candidates advised as Clerk/Village Assistant in the Revenue Department from the Ranked List to be prepared in pursuance of this notification will be sent by the Department for Survey Training if they have not already passed Chain Survey Test.
7. Selection to this post will be made on the basis of a Competitive Test of the SSLC Standard.
8. Candidates willing to be posted as Clerk in Kerala State Archives Department must submit willingness. Such candidates are eligible for appointment in other departments also, as and when their turn for recruitment arises. If a person is once advised for appointment in the State Archives Department, he/she will not be further considered for appointment in any other Department on the basis of that select list. Persons appointed as Lower Division Clerk in State Archives Department have to undergo during the period of probation, an Inservice Training in "Old Scripts" as may be prescribed by the Government.
9. The selection test will be conducted at different centres in each district (The name of the Examination Centres will be published later). The candidates should appear for the examination wherever they are admitted. As the selection is District wise, candidates will be allowed to appear for the test only in the examination centres for the District, which they have opted in the relevant column of the application. Candidates should be present at the examination centre on or before 1.30 pm on the date of examination. Candidates who failed to do so will not be permitted to

attend the examination.

10. The selection in pursuance of this notification will be made on district wise 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 district from the Ranked List prepared for that District is not eligible for transfer to another District for a period of 5 years from the date of commencement of regular service in the former district. Even if transfer is allowed after 5 years, it will be subject to the rules in G.O. (P) No.36/91/P&ARD dated 02.12.1991 for inter district transfers in same Department and G.O. (P) No.5/2013/P&ARD dated 06.02.2013 for inter departmental transfers. But as per G.O. (P) 12/96/P & ARD dated 16.03.1996, the condition of 5 years service is not applicable for the transfer to the Districts of Idukki, Wayanad and Kasaragod. This concession will be available only for getting transfer into these districts, but not for getting transfer out of these districts and this concession will be granted only once in the career of a Government Servant. Candidates already in Government Service holding the post in any one district are prohibited from applying for the same post in another District
11. Candidates will be advised from the Ranked List for appointment against the Headquarters vacancies also without their consent. Vacancies arising in the Headquarters will be filled up according to the terms and conditions of G.O.(Ms) No 154/71/PD dated 27.05.1971, commencing from Thiruvananthapuram District. Such candidates will be eligible for transfer to another district as per the terms and conditions in G.O(MS)No.442/80/GAD dated 26/09/1980.

5. Last date for receipt of applications : **03.01.2024** Wednesday upto 12.00 Midnight

6. Mode of Submitting Application :

Candidates must register as per 'ONE TIME REGISTRATION ' system on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' for applying for the post. Candidates who have registered shall apply by logging in to their profile using their User- ID and password. Candidates shall click on the 'Apply Now' button of the respective posts in the Notification link for applying for a post. No application fee is required. The Photograph uploaded should be one 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 taking of the photograph. Candidates who are creating their profile newly from 01.01.2023 , should upload the photograph taken within 6 months. There is no change in other instructions regarding the uploading of photographs. Candidates shall take a print-out of the application by clicking the link Registration Card in their profile. 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. Applications submitted is provisional and cannot be deleted or altered after submission. The applications will be summarily rejected if non compliance with the notification is found in due course of processing. Documents to prove qualification, community, age etc. have to be produced as and when called for.

Candidates who have AADHAAR card should add AADHAAR Card as ID Proof in their profile.

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

8. 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 phones registered in it. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

9 Special Instructions to Candidates

- i) 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.
- ii) 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 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.

(For details including Photo, ID Card etc, please see the General Conditions given below as Part II of this notification)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION