FIRST NCA NOTIFICATION

Applications are invited through 'One Time Registration' facility exclusively from qualified candidates belonging to reservation group of communities of Kerala State viz Scheduled Caste, Scheduled Tribe, Muslim, LC/AI, Hindu Nadar for appointment in the under mentioned post. Candidates who have already registered can apply through their profile.

1. **Department** : **Various**

2. **Name of post** : **Confidential Assistant Gr. II**

3. **Scale of pay** : ₹ 20,000-45,800/-

4. **Number of vacancies** District wise

    Scheduled Caste
- Kollam – 01 (One)
- Kasaragod – 01 (One)
   Categorie no-209/2017

    Scheduled Tribe
- Kollam – 01 (One)
   Categorie no-210/2017

    Muslim
- Kottayam – 02 (Two)
- Kasaragod – 01 (One)
   Categorie no-211/2017

    LC/AI
- Kollam – 01 (One)
- Palakkad – 01 (One)
- Kozhikode – 01 (One)
- Kannur – 01 (One)
   Categorie no-212/2017

    Hindu Nadar
- Kottayam – 01 (One)
- Idukki – 01 (One)
   Kasargod-1(1)
   Categorie no-213/2017

(i) Applications submitted by candidates belonging to the communities other than those notified will be summarily rejected. No rejection memo will be issued to these candidates.

Note:-

(ii) Separate Ranked Lists will be prepared for the above districts (Kollam, Kottayam, Idukki, Palakkad, Kozhikode, Kannur, Kasaragod) in pursuance of this notification. Ranked List thus prepared and published by the Commission shall remain in force until candidates are advised and appointed against the vacancies earmarked for the above community, but remain unfilled due to paucity of candidates during the currency of the Ranked List published for the post in the following dates in following districts.

Name of District	Date of Publication of Ranked List	Category No.
Kollam	23.05.2016	130/2012
Kottayam	23.05.2016	130/2012
Idukki	23.05.2016	130/2012
Palakkad	23.05.2016	130/2012
Kozhikode	26.05.2016	130/2012
Kannur	24.05.2016	130/2012
Kasaragod	23.05.2016	130/2012

(iii) Candidates shall submit application for this post only to anyone district where the vacancy is in existence for their community and shall note the name of that district against the relevant column in the online application. Applications should not be sent to more than one district in response to this notification. If applications are sent contrary to the above direction, and if the candidate is selected, his/her name will be removed from the Ranked List and disciplinary action will be taken against him/her.

(iv) 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 (P) No. 36/91/P&ARD, dated 2.12.1991. But as per G.O (P) No. 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 Government Servant. Candidates already in Government Service holding the same post in the same department in any one district are prohibited from applying again for this post, but they can apply to higher posts when notified.

5. **Method of appointment** :- Direct Recruitment (From candidates belonging to SC, ST, Muslim, LC/AI, Hindu Nadar communities)

6. **Age Limit** :- 18-39 (for LC/AI, Muslim, Hindu Nadar communities). Candidates born between 02.01.1978 and 01.01.1999 (both dates included) are eligible to apply for this post. (Including the relaxation as per Para 2(i) of the General Condition).

18-41 (for SC/ST communities). Candidates born between 02.01.1976 and 01.01.1999 (both dates included) are eligible to apply for this post. (Including the relaxation as per Para 2(i) of the General Condition).

7. **Qualifications:-**
(1) Pass in Plus 2 or its equivalent.
(2) Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its

equivalent (IMC certificate in Typewriting will not be accepted). Those who have passed KGTE Typewriting English Lower before January 2002 should produce separate certificate in Computer Word Processing or its equivalent (G.O(MS) No. 21/2011/P&ARD dated 01.07.2011).

(3) Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.

(4) Lower Grade Certificate in Short Hand English (KGTE) or its equivalent.

(5) Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent.

Note :-

(a) Certificate in Computer Word Processing issued by Central/State Govt. department, Agencies, Societies, Universities after successfully completing a course of study of not less than three months duration are considered as equivalent to KGTE Computer Word Processing.

(b) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification (Certificates obtained from Typewriting Institute will not be accepted).

(c)   KS&SSR Part II Rule 10(a) (ii) is applicable for selection to the post.

8   **Mode of submitting Applications** :-

Candidates must register as per " ONE TIME REGISTRATION" scheme through the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' before applying for the post. Candidates who have already registered can apply by logging in 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 applying for a post. The photograph uploaded should be one taken on or after 31/12/2010. Name of the candidate and the date of taking photograph should be printed at the bottom portion. The photograph once uploaded meeting all requirements shall 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 shall take a printout 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 the correctness of the information on their profile. They must quote their User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. The Application will be summarily rejected if noncompliance with the notification is found in due course of processing. Documents to prove Qualification, Experience, Community, age 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** :**19.07.2017 Wednesday upto 12 midnight.**

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

11. If a Written Test/OMR/Online Test is conducted as part of this selection, Admission Ticket for eligible candidates will be made available in their Profile for One Time Registration and the date of downloading will be included in the Examination Calendar. Candidates can download Admission Ticket for 15 days from this date. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

(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