

Gazette Date: 28/03/2015 Last Date: 29/04/2015
Category No: 46/2015

Part – II By Transfer

Applications are invited online only by One Time Registration exclusively from qualified candidates for selection to the undermentioned post (By transfer recruitment).

1. Department : Various
2. Name of post : Clerk-Typist/Typist Clerk (By Transfer)
3. Scale of pay : ₹ 9,940 –16,580/-
4. Method of appointment : Recruitment by transfer (from persons holding posts in the Government Services) having scale of pay lower than the above (please see note (ii) below for details).

5. Qualifications :-

- (1) Pass in Plus 2 or its equivalent(Pass in SSLC or its equivalent is sufficient for the LPEs who entered Govt service before 1/7/11, as per GO (P) No 39/2011/P&ARD dtd 23.12.11).
- (2) Lower Grade Certificate in KGTE Malayalam Typewriting or its equivalent.
- (3) Lower Grade Certificate in KGTE English Typewriting and Computer Word Processing or its equivalent.

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 for LPEs who entered Govt service from 1.7.11). GO (P) No 11/2008/P&ARD dtd 20/12/08 for the LPEs who entered Govt service before 1/7/11.

Note :-

- (i) Certificates in Computer Word Processing issued by Central,State Government Departments/Agencies/ Societies, Universities after successfully completing course of study not less than three months duration are considered as equivalent. The details of the qualifications which had already been decided to be accepted as equivalent to Computer Word Processing, have been made available in the official website of Kerala Public Service Commission as well as in the PSC Bulletin. As regards the other qualifications claimed as equivalent to Computer Word Processing, the acceptability will be decided after detailed examination of the same. The candidates who claim such qualifications shall submit sufficient documents to prove that the qualifications agree with the above conditions, at the time of production of other documents proving qualifications.
- (ii) Applications are invited from low paid employees in the Kerala Government Subordinate Services for appointment as Clerk-Typist/Typist-Clerk in the 5% of vacancies arising in the cadre of Clerk-Typist/Typist-Clerk reserved for the persons holding posts having scale of pay below Rs. 9940 - 16580/- included in the Subordinate Service. The applicant should be an approved probationer/full member of the Kerala Government Subordinate Service (including Part Time Contingent Services). The applicants should obtain a Certificate from the Head of the Department or office showing their service particulars in the form given as Annexure I of the

notification 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 this post in response to this notification.

- (iii) Applications should not be submitted to more than one district 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. Candidates should submit the application for this post to the concerned district office and should note the name of the concerned District against the relevant column of the online application.
- (iv) Candidates who are eligible to apply for the Direct Recruitment and Recruitment By Transfer need not select the same district for the both categories. But they should submit separate applications for each category even if selected the same district. Candidates who are included in both lists under this notification and advised from anyone of the lists shall be deleted from the other list as per Rule 18 (iii) of the KPSC Rules of Procedure.
- (v) The selection in pursuance of the notification will be made on a revenue district basis. 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 for inter district transfers in same department and G. O. (P) No. 5/2013/P&ARD dtd. 06.02.2013 for inter departmental transfer. Candidates already in Government service holding this post in any one district are prohibited from applying again for this post.
- (vi) As per G.O. (P) 12/96/P&ARD Dated 16/03/1996 candidates recruited in other Districts will be permitted to be transferred to the Districts of Idukki, Wayanad and Kasaragod without insisting on completion of 5 year service in the original districts of recruitment. This concession will be available 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.
- (vii) Candidates will be advised from the ranked lists for appointment against the Headquarters vacancies also without their consent. Vacancies arising in the Head Quarters 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 GO (MS) No.442/80/GAD dated 26/9/1980.
- (viii) The low paid employees in the Subordinate Service are exempted from the maximum age limit prescribed for the post. But they should possess the qualification prescribed for the post. The candidates in the category are not entitled to the benefit of Physically Disabled candidates.
- (ix) 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 List will be prepared for Direct Recruitment and Recruitment By Transfer in respect of each districts. Candidates who secure not less than 40% marks in the test for By Transfer category are eligible to be included in the Ranked List for recruitment by transfer.
- (x) 5% 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 5% 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 dtd. 08.12.1989.

- (xi) KS&SSR Part II Rule 10 (a) (ii) is applicable for selection to this post.

Service Certificate to be obtained by the candidates applying for recruitment by transfer as Clerk-Typist/Typist-Clerk in accordance with the order in G.O.(P) No.11/74/PD dated 10.01.1974 and to be presented as and when called for by the Commission.

ANNEXURE I
SERVICE CERTIFICATE

1. Name of candidate :
2. Name of post held by the applicant with scale of 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 in the above subordinate service :
6. The date on which Probation was successfully completed :
7. The date and order number by which the Probation was declared complete :
8. Whether a probationer or 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 service have been verified by me with the service particulars of the Candidate and that they are found correct.

Signature of the Head of Office with Name & Designation

Place :

Date :

(Office Seal)

6. Mode of Sending applications :-

Candidates must register as per “ ONE TIME REGISTRATION” on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in'. Those who have registered shall 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. No application fee is required. Candidates can view and have a printout of the details in the profile by clicking the link **Registration Card**. Candidates are responsible for the correctness of the personal information and secrecy of password. Before final submission of application, candidates must ensure correctness of the information in their profile and they shall quote the User Id for further communication with the Commission. Application once submitted will be received as provisional and cannot be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove qualification has to be produced as and when

called for.

7. Last date of receipt of applications : **29.04.2015** Wednesday up to 12 midnight.
8. Address to which applications are to be sent : www.keralapsc.gov.in.
9. If Written (Descriptive/OMR) Test is conducted as a part of the selection Admission Tickets of eligible candidates will be made available in the website of Kerala Public Service Commission. Candidates are instructed to download their Admission tickets as per the instructions given in the website.

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

K.M VISWANATHAN
ADDITIONAL SECRETARY
SECRETARY IN CHARGE,
KERALA PUBLIC SERVICE COMMISSION