

**Extraordinary Gazette Date : 29.12.2018**  
**Last Date : 30.01.2019**  
**Category No : 254/2018**

**KERALA PUBLIC SERVICE COMMISSION**  
**NOTIFICATION**

Applications are invited online only from qualified candidates for appointment in the undermentioned post in various Universities in Kerala. Before applying for the post candidates should register as per One Time Registration through the official website of Kerala Public Service Commission. Candidates who have already registered can apply through their Profile.

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|-----------------------------------|-------------------------------|
| 1. Department/Name of Institution | : Universities in Kerala      |
| 2. Name of Post                   | : Computer Assistant Grade-II |
| 3. Scale of pay                   | : R10480-18300/-(PR)          |
| 4. Number of vacancy              | : Anticipated vacancies       |

The Ranked list of selected candidates published by the Commission in response to this notification shall remain in force for a minimum period of one year provided 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 from the said list against the vacancies noted above and that may be reported to the Commission in writing during the period of the currency of the list.

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| 5. Method of appointment | - Direct Recruitment   |
| 6. Age limit             | - 18-36. Only candidates born between 02.01.1982 and 01.01.2000(both dates included) are eligible to apply for this post with usual age relaxation to Scheduled Castes, Scheduled Tribes and Other Backward Communities (For other conditions regarding the age relaxation please see part 2 of the General Conditions). |

**Note:**

1. This notification will be applicable to selection to the above mentioned post of all the universities mentioned in Rule 2 a (i to xiii) of the Kerala Public Service Commission (Additional Functions as respects the Service under the Universities) Act 2015 and also of the Universities added by law in due course.

2. Only one ranked list will be published in pursuance of this notification and candidates will be advised from that list against all the vacancies reported for the post from all the Universities mentioned above. As such a candidate need send only one application. Candidates will be advised for recruitment to each University according to the order in which vacancies are reported from each University and in accordance with the ranks secured by them subject to the rules of reservation and rotation in force. Once advised his/her turn will be over and he/she will have no further claim for being considered for appointment from the ranked list to another university. As common ranked list is prepared for more than one university on the basis of a common written examination, a candidate appointed in a university and relieved for want of vacancy can register his/her name in the office of Kerala Public Service Commission and in such case he/she will be advised for appointment against the next vacancy reported from any of the above mentioned university. His/her service in the former university will be counted for probation in the latter university. For reappointment in the present university itself, no registration is necessary but one has to wait till vacancy arises in that university. Candidates will have no right to claim initial appointment to any particular university.

3. 3% of the total vacancies reported shall be reserved for eligible Differently Abled candidates (Candidates with Locomotor Disability/Cerebral Palsy, Hearing Impairment Vide GO(P) No.8/10/SWD dtd. 1.2.2010). Differently Abled candidates with Low Vision are not eligible to apply for the this post [GO(P)1/13/SJD dt 03.01.2013].

7. Qualifications - (1) SSLC or its equivalent.

(2) Higher Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.

**Note:-**

Those who passed KGTE Typewriting before January 2002 should produce separate certificate in "Computer Word Processing" or its equivalent.

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

**Note:-**

1. Typewriting Certificate issued by the Government alone will be accepted as proof of Typewriting qualification. Certificate issued from Typewriting Institute will not be considered.

2. List of qualifications accepted so far as equivalent to KGTE Computer Word Processing is available in 'Qualifications' link of the official website of Kerala Public Service Commission.

3. Candidates who claim equivalent qualification instead of qualification mentioned in the notification shall produce the relevant Government Order to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.

4. In the case of difference in original 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.

**8. Probation:** - The candidates selected to the post shall be on probation for a period of two years on duty within a continuous period of three years.

**9. Mode of submitting Application:-**

Candidates must register as per 'ONE TIME REGISTRATION' with the Official Website of Kerala Public Service Commission [www.keralapsc.gov.in](http://www.keralapsc.gov.in) before applying for the post. Candidates who have registered can apply by login on to their profile using their User-ID and password by clicking on the 'Apply Now' button of the respective posts in the Notification Link. The photograph uploaded in the profile should be one taken after 31.12.2010. Name of the candidate and the date of taking photograph should be printed at the bottom portion in white background. 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 candidates must ensure correctness of the information in their profile. They must quote the User-ID for further communication with the Commission. Application once submitted is received as provisional and the details cannot be deleted or altered after the last date of receipt of applications. The application submitted not in accordance with the conditions stipulated in the notification will be summarily rejected in due course of processing. Documents to prove qualification, experience, community, age etc. have to be produced as and when called for. The profile correction made by candidate or in the office of KPSC on request after the last date fixed for the receipt of application will not reflect in the application. Such corrections will be in effect on the date on which correction have made.

**10.** 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 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 phone number registered in it.

**11. Last date for receipt of application 30.01.2019** Wednesday up to 12 midnight.

**12. Website Address :-** '[www.keralapsc.gov.in](http://www.keralapsc.gov.in)'

(For more information please refer the General Conditions given in Part II of the Gazette Notification.)

**SAJU GEORGE**  
**SECRETARY**  
KERALA PUBLIC SERVICE COMMISSION