

Gazette Date: 28/03/2015

Last Date: 29/04/2015

Category No: 45/2015

GENERAL RECRUITMENT – DISTRICT WISE

Part – I Direct Recruitment

Applications are invited online only by 'One Time Registration' from qualified candidates for the under mentioned post. Candidates shall apply only through the online facility provided in the website of Kerala Public Service Commission.

1. Department : Various
2. Name of Post : Clerk Typist/Typist Clerk
3. Scale of pay : ₹ 9,940 – 16,580/-
4. No. of vacancies : District wise

1. Thiruvananthapuram
2. Kollam
3. Pathanamthitta
4. Alappuzha
5. Kottayam
6. Idukki
7. Ernakulam
8. Thrissur
9. Palakkad
10. Malappuram
11. Kozhikode
12. Wayanad
13. Kannur
14. Kasaragod

Not Estimated.

Notes :

- (i) Conventional type applications for the post will be summarily rejected. Candidates shall apply only through online facility available in the Kerala Public Service Commission website viz www.keralapsc.gov.in.
- (ii) Separate Ranked Lists will be prepared for each district in pursuance of this notification. The Ranked lists 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 aforesaid vacancies and also against the vacancies, if any, reported during the currency of the lists. In case no candidate is advised from the ranked list till the expiry of the period of three years,

the duration of the ranked list shall be extended for a further period of one year or till at least one candidate is advised from the list whichever is earlier.

- (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) 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..
- (v) 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.
- (vi) 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
- (vii) 3% of the vacancies reported to the Commission for the above post shall be reserved for appointment of physically disabled persons, limited to the categories of Locomotor Disability/Cerebral Palsy, Hearing Impairment and Low Vision as per G.O (P) No. 1/13/SJD dtd 3.1.13. A separate list of such candidates shall be prepared alongwith the Ranked List (Physically disabled candidates must specify the details in the relevant column of application). They shall be advised against Sl. Nos 33,66,99 in a cycle of 100 vacancies as per rules. Physically disabled candidates included in the Main

list/supplementary lists for reservation communities shall also be included in

the list prepared exclusively for them on the basis of merit. If candidates in the list (Main list/Supplementary list/list for PH) is advised from any one of the above lists on Open/Reservation/PH quota, the name of the candidate shall be deleted from other list (s) as per Rule 18(iii), Kerala Public Service Commission Rule of procedure. Relaxation in age and award of grace marks will be given to the Physically disabled candidates as stipulated in the existing Acts & Rules.

(viii) Advice will be made to the posts of Clerk-Typist/Typist Clerk in the Kerala Municipal Common Service also, from the Ranked List prepared in pursuance of this notification.

5. Method of appointment : Direct Recruitment
6. Age : 18-36. Only candidates born between 2.1.1979 and 1.1.1997 (both dates included) are eligible to apply for this post. (SC/ST candidates and Other Backward Communities are eligible for usual age relaxation).

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

7. Qualifications :-

- (1) Pass in Plus 2 or its equivalent.
- (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).

Note :-

- (a) Certificates in Computer Word Processing issued by Central, State Government Departments / Agencies / Societies, Universities after successfully completing course of study not less than 3 months duration are considered as equivalent. The details of the qualification which had already been decided to be accepted as equivalent to Computer Word Processing in accordance with the above conditions 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.

- (b) Malayalam Typewriting lower is not compulsory for the Ex-Servicemen who have completed normal tenure of service for applying to the post of Typist in the Government Service. But if they are selected the above qualification should be acquired before completing probation.
- (c) Service as Clerk/Writer in the defence forces for not less than 15 years will be deemed as sufficient qualification for the post. If selected, they have to pass Malayalam Typewriting Lower before completing probation.
- (d) Ex-servicemen with service as Clerk (General duties) Clerk (Staff duties) Clerk (A.O.C) and personal Assistants in the Army, Writers in the Navy and Clerks (General duties) in the Air Force, who were under the Category "Class I" or those who possess 15 years service in the Clerical cadre in the Defence Forces will be treated as eligible to apply for this post. (G.O(P) 143/77/GAD dated 18.5.1977, G.O(P) No. 35/79/GAD dated 6.1.1979, G.O. (P) No.143/86/GAD dated 30/04/1986). The service period of 15 years which makes one qualified for the post, will not be considered for the award of weightage marks.
- (e) Subject to the conditions laid down in GO(P) No.139/77/GAD dated 11/05/77, linguistic minority candidates whose first language for SSLC Examination is a language other than Malayalam, may apply to this post even if they do not possess Malayalam Typewriting (Lower) qualification. If selected, they have to acquire Malayalam Typewriting (Lower) qualification before completing probation.
- (f) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification. (Certificates obtained from the Typewriting Institutes will not be accepted.)
- (g) KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post.

8. Mode of submitting applications:-

Candidates must register as per "ONE TIME REGISTRATION" with the Official Website of Kerala Public Service Commission viz www.keralapsc.gov.in before 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 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, if required. Candidates are responsible for the correctness of the personal information and secrecy of password. Before applying for the post, candidates must ensure the correctness of the information in their

profile. They must quote their User Id for further communication with the Commission. Application once submitted will be received as provisional and particulars shall not 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, experience, Community, age etc. have to be produced as and when called for.

9. Last date of receipt of applications : **29.04.2015** Wednesday up to 12 midnight.
10. Address to which applications are to be sent : www.keralapsc.gov.in.
11. If a Written Test/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 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.