

<b>Extraordinary Gazette Date:- 24.09.2018</b>
<b>Last Date:- 24.10.2018</b>
<b>Category No: 207/2018</b>

### **FIRST NCA NOTIFICATION**

Applications are invited through 'One Time Registration' facility exclusively from qualified candidates belonging to reservation group of OX community in the State of Kerala for appointment in the under mentioned post. Candidates who have already registered can apply through their profile.

1. **Department** : **Various**
2. **Name of post** : **Clerk Typist /Typist Clerk**
3. **Scale of pay** : **₹. 19,000- 43600/-**
4. **Number of vacancies** : **District wise**  
OX - Kasaragod - 1 (One)

- Note-** (i) Applications submitted by candidates belonging to the community other than those notified will be summarily rejected. No rejection memo will be issued to these candidates.
- (ii) A Ranked List will be prepared for Kasaragod District 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.

<b>Name of District</b>	<b>Date of Publication of Ranked List</b>	<b>Category No.</b>	<b>Gazette Date</b>
Kasaragod	31.08.2016	45/2015	28.03.2015

- iii) 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.

iv) 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 (From candidates belonging to OX community)*

6. **Age Limit** :- *18-39 (Candidates born between 02.01.1979 and 01.01.2000 (both dates included) are eligible to apply for this post. (Including the relaxation as per Para 2(i) of the General Condition).*

*Note: i) Adult members belonging to any of the Scheduled Caste who have converted to Christianity and children of such parents are also eligible to apply for this post. Such candidates should be born between 02.01.1977 and 01.01.2000 (both dates included) including the age relaxation as per Para 2(i) of the General conditions.*

*ii) For other condition regarding the age relaxation please see Para 2 of the General Conditions of Gazette Notification except Para 2(i).*

7. **Qualifications:-**

- (1) Pass in SSLC 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 possess 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).
- (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” scheme through 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 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** :24/10/2018 Wednesday upto 12 midnight.

10. **Address to which applications are to be sent** : [www.keralapsc.gov.in](http://www.keralapsc.gov.in).

11. If a Written Test/OMR Test/Online Examination is conducted as a part of the selection Admission Tickets of eligible candidates will be made available in their profile for One Time Registration and the date of downloading will be included in the Examination Programme. 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**