

KERALA PUBLIC SERVICE COMMISSION

NOTIFICATION

(DIRECT RECRUITMENT)

Applications are invited online only by **One Time Registration** system exclusively from qualified candidates for selection to the under mentioned post. Applications must be submitted online through the official website of the Kerala Public Service Commission after One Time Registration. Candidates who have already registered shall apply through their profile.

1. **Department** : **Various**
2. **Name of post** : **Confidential Assistant Gr. II**
3. **Scale of pay** : Rs. 20,000-45,800/-
4. **Number of vacancies** : **District wise**
 - 1) Thiruvananthapuram
 - 2) Kollam
 - 3) Pathanamthitta
 - 4) Kottayam
 - 5) Idukki
 - 6) Alappuzha
 - 7) Ernakulam
 - 8) Thrissur
 - 9) Palakkad
 - 10) Malappuram
 - 11) Kozhikode
 - 12) Wayanad
 - 13) Kannur
 - 14) Kasaragod

Not Estimated

02 (Two)

Not Estimated

Note: (i) 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.

(ii) Separate Ranked Lists will be prepared for each district in pursuance of this notification. The ranked list thus prepared and published by the commission in pursuance of this notification 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 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 the aforesaid vacancies and also against the vacancies, if any, reported during the currency of the list. Candidates will be advised from the Ranked List for appointment against the Headquarters vacancies also.

(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 any one district are prohibited from applying again for this post, but they can apply to higher posts when notified.

- (iv) 3% of the vacancies reported to the Commission for the above post shall be reserved for appointment of Differently abled 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 (Differently Abled candidates must specify the details in their OTR profile). They shall be advised against Sl. Nos. 01, 34, 67 in a cycle of 100 vacancies as per rules. Differently Abled 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 DA) is advised from any one of the above lists on Open/Reservation/DA 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 Differently Abled candidates as stipulated in the existing Acts & Rules.
- (v) If there is any change in caste with respect to the entries in SSLC, then such changes is to be published in the gazette notification and the same along with the Community Certificate/Non creamy layer certificate issued by the Revenue authorities , is to be produced to prove their claim in application, at the time of One Time Verification or as and when required by the commission.

5. **Method of appointment** :- Direct Recruitment

6. **Age Limit** :- 18-36, Only candidates born between 02.01.1982 and 01.01.2000 (both dates are included) are eligible to apply for this post with usual age relaxation to Scheduled Castes, Scheduled Tribes and Other Backward communities.

Note:- For concession allowed in upper age limit, subject to the condition that the maximum age limit shall in no case exceed 50 years. (For other conditions regarding the age relaxation please see Part II Para 2 of the General conditions)

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.

Note:- Those who have passed the KGTE Typewriting before January 2002 must have acquired separate certificate in Computer Word Processing or its equivalent before the last date for receipt of application for the post, fixed by the Commission.

(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.

(GO(MS)No.21/2011/P&ARD dated 01.07.2011)

[Certificate issued from the Typewriting institutions and IMC certificates will not be accepted]

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) Those who claim equivalent qualification shall produce the respective Government Order to prove the claim at the time of One Time Verification or as required by the Commission.

- (c) All the qualifications must have acquired before the last date of receipt of application.
(d) 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** **30.01.2019** Wednesday upto 12 midnight.

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

11. If Written Test/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 phones registered in it.

(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**