

KERALA PUBLIC SERVICE COMMISSION

NOTIFICATION

(RECRUITMENT BY TRANSFER)

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
5. **Method of appointment** :- Recruitment By Transfer (Low paid employees of Government service)

Not Estimated

Applications from low paid employees of the Kerala Subordinate Services for appointment as Confidential Assistant Grade II in 2% of the vacancies arising in the cadre of Confidential Assistant Gr II reserved for persons holding low paid posts included in the Subordinate Services as per GO(P)No.4/90/P&ARD dated 12.03.1990. The appointment to the post will be based on the following conditions.

Note:- I) Candidates holding low paid posts in the Kerala Subordinate Services including Last Grade Services in the scale of pay lower than Rs.20000-45800/- can apply for the above post. The applicant should be an approved probationer/full member of the Subordinate service. The applicants should obtain a certificate from the Head of Department or Office showing their service particulars in the form given as

Annexure I of the notification and produce the same along with the application. 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.

ANNEXURE
SERVICE CERTIFICATE
(Original to be submitted)

1. Name of the candidate :
2. Name of post now held by the applicant with scale of pay :
3. Name of the Department in which now working :
4. Name of service to which the applicant belongs :
5. Date of commencement of Service and Date of commencement of probation. :
6. Whether the applicant is Probationer/Approved probationer or Full member of the service :
7. Service Particulars :

| Sl No | Name of post held | Period | | Length of Service | | | Date of declaration of probation |
|----------------|-------------------|--------|----|-------------------|-------|------|----------------------------------|
| | | From | To | Year | Month | Days | |
| | | | | | | | |
| Total Service: | | | | | | | |

Certificate

Certified that the above details in respect of Shri/Smt who is a Probationer/Approved Probationer/Full member of the..... subordinate Service have been verified by me with the service particulars as given in the Service Book of the candidate and that they are found correct.

Signature
Name & Designation
of the Head of Office

Place :
Date :

(Office Seal)

II) The applicant must possess the qualifications prescribed for appointment of Confidential Assistant Gr II by Direct recruitment.

6. Qualifications:-

(1) Pass in Plus 2 or its equivalent.

(2) Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent. [G.O(P)No.19/04/P&ARD dated 08.12.2011]

Note:- Those who have passed the KGTE Typewriting before January 2002 should produce 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) The maximum age limit prescribed for direct recruitment will not be applicable for recruitment By Transfer.
 - (c) 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.
 - (d) All the qualifications must have acquired before the last date of receipt of application.
 - (e) KS&SSR Part II Rule 10(a) (ii) is applicable for selection to the post.
- III)** Separate Ranked Lists will be prepared for district recruitment and recruitment By Transfer in respect of each district. Those who have secured not less than 40% marks in the competitive test conducted by the Public Service Commission will be included in the Ranked List. 2% of the vacancies which are reported to the District Offices of the Public Service Commission, will be filled up by the service candidates. The rules regarding the reservation of appointment as contemplated in Articles 14 to 17 in Part II of the Kerala State and Subordinate Service Rules, 1958 are not applicable to appointment By Transfer. If no candidates are available to fill up 2% reservation quota mentioned above such vacancies will be filled up by candidates included in the Ranked Lists prepared for direct recruitment. In case all the candidates included in the Ranked List (prepared by transfer) could not secure appointment before the expiry of the Ranked List, the names of such candidates will be placed at the top of the new separate Ranked List of the low paid employees drawn up by the Commission irrespective of their service and seniority and they will be advised for appointment accordingly.
- IV)** 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.
- V)** 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.

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