

**Gazette Date: 15/11/2013**

**Last Date: 18/12/2013**

**Category No: 399//2013**

**RECRUITMENT (BY TRANSFER)**

Applications must be submitted online through the official website of the Commission after 'ONE TIME REGISTRATION'. Candidates who have already registered can apply through their profile.

1. Name of Firm : Kerala State Road Transport Corporation
2. Name of Post : Administrative Officer
3. Scale of Pay : ₹ 12060 - 22810 (Pre-Revised scale)
4. No. of vacancies : 04 (Four)

**Note:-**

- (1) The number of candidates to be included in the short list/probability list of the above post will be decided as per the availability of admitted applications.
- (2) The above vacancies are now in existence. The list of selected candidates published by the Commission pursuant to this notification shall remain in force for a minimum period of one year and a maximum period of three years provided that the said list will not continue to be in force if a new Ranked List after the expiry of minimum period of one year is published. Candidates will be advised against the vacancies shown above and for all the vacancies reported during the period of pendency of the Ranked List.
- (3) The Kerala Public Service Commission shall have the power to cancel the advice for appointment of any candidate to the above post, if it is subsequently found that such advice was made under some mistake. On such cancellation the appointing authority shall terminate the service of the candidate, provided that, the cancellation of advice for appointment by the Commission and subsequent termination of service of the candidate by the appointing authority shall be made within the period of probation or 240 days from the date of joining duty whichever is earlier.

5. Method of appointment : By - Transfer (Internal)

**Note:** Internal selection to the post of Administrative Officer is open to the candidates from Ministerial Branch only ie. Assistant, Selection Grade Assistant, Special Assistant, Senior Assistant and Superintendent.

6. Age : 18-45. Only candidates born between 02/01/1968 and 01/01/1995 (both dates included) are eligible to apply for this post.

7. Qualifications:

1. Graduate in any discipline
2. Ten (10) years of continuous service in K.S.R.T.Corporation
3. Should have passed Manual Office Procedure (MOP) and Account Test (Lower)

**8. Mode of submitting application:-**

Candidates shall register as per "ONE TIME REGISTRATION" system on the official website of Kerala Public Service Commission 'www.keralapsc.gov.in' for applying for the post. Candidates who have registered shall apply by logging on 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 for applying for a post. No application fee is required. Candidates can view and have a print-out 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 the password. Before applying for a post, candidates must ensure the correctness of the information in their profile. They must quote the User-ID for further communication with the Commission. The application once submitted will be received as provisional and particulars shall not be deleted or altered after submission. The application will be summarily rejected if non compliance with the notification is found in due course of processing. Documents to prove Qualification, Experience, Age, etc. have to be produced as and when called for.

9. Last date for receipt of application : 18/12/2013, Wednesday upto 12.00 midnight.

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

11. The selection to the above concern will be subject to the rules and regulations made by them from time to time.

(for further details see the general conditions given in Part II)

P C BINOY  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION