

Gazette Date: 15/11/2013

Last Date: 18/12/2013

Category No: 424//2013

SPECIAL RECRUITMENT – DISTRICT WISE

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. Department : Various Departments
2. Name of post : Confidential Assistant Grade II
(Special Recruitment for SC/ST only).
3. Scale of pay : ₹ 10480 - 18300/-
4. No. of vacancy : District wise
Thiruvananthapuram – SC/ST – 1 (One).
ST – 1 (One).

Note: - i) The above vacancies are now in existence. The list of selected candidates published by the Commission 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 list after the expiry of the minimum period of one year is published. Recruitment will be made for the above vacancies and also for the vacancies reported for Special Recruitment from SC/ST and ST only during the pendency of the list.

- ii) The Selection in Pursuance of this notification will be made on a Revenue District basis subject to the special conditions laid down in Go (M.S) 154/71/PD dated 27-05-1971. A candidate advised for appointment in one district from the Ranked list so prepared is not eligible for transfer to another district unless he/she completes five (5) years continuous service from the date of commencement of service in the former district. Even if transfer is allowed after five (5) years, it will be subject to the orders contained in G.O (MS) No.4/61/PD dated 2.1.1961. Candidates already in Government service holding the post in one district are restricted from applying for the same post in another district. But they can apply for the higher posts.

iii) Candidates from the Ranked list for district wise selection will be advised for appointment against the Headquarters Vacancies also. As per the provision in G.O. (MS) 154/71/PD dated 27.05.1971 appointment against the headquarters vacancy will be started from Thiruvananthapuram District. Separate option need not be given for this.

5. Method of Appointment : Direct Recruitment (Special recruitment from among Scheduled Castes/Scheduled Tribes only).

Note: - Applications received from candidates other than SC/^ST candidates will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

6. Age Limit : 18 – 41, Only candidates born between 02.01.1972 and 01.01.1995 (both dates included) are eligible to apply for this post.

Note: - In the absence of qualified candidates within the age limit, the upper age limit shall be relaxed upto 50 years. But in no case the maximum age limit shall exceed 50 (Fifty) years.

7. Qualifications :

- 1) Pass in Plus two or its equivalent.
- 2) Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.
- 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.

Note:- 1) Attested copies of certificates obtained from Government will alone be accepted as proof of the above mentioned technical qualification. Certificates obtained from Typewriting Institute will not be accepted. IMC certificates are not accepted.

2) Those who have passed the KGTE Typewriting before January 2002 should produce separate certificate in Computer Word Processing or its equivalent. (G.O. (P)17/2005, dated 09.05.2005.). Certificates obtained from Central and State governments or Agencies or Societies or Universities after a course having minimum period of 3 months shall alone be considered as equivalent qualification for Computer Word Processing.

- 3) Written Test will be conducted for the candidates who submit valid application. A passage in English consisting of 400 (four hundred) words will be dictated within 5 minutes at a rate of 80 words per minute and candidates will be asked to take down the same in short hand and then to write it in long hand (using ink) within the time limit of an hour. Place, date and time of the test will be published later.

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' before 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 post 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, if required, by clicking the link Registration Card. Candidates are responsible for the correctness of the personal information and secrecy of password. Before applying for a post, candidates must ensure the correctness of the information on their profile. They must quote the User- ID for further communication with the Commission. Applications 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, community, age etc. have to be produced as and when called for .

9. Last Date for receipt of applications : 18/12/2013 Wednesday upto
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 part of the selection, Admission Ticket of eligible candidates will be made available on the website of the Kerala Public Service Commission.

Candidates are instructed to download their admission tickets as per the instruction on website.

12. Paragraphs two, three and twenty five (except the conditions laid down in the Rule 3(c) of Part II of the Kerala State and Subordinate Services Rules) are not applicable to this selection.

13. Appointments are made on the basis of the rank secured in the ranked list of candidates prepared in pursuance of this notification subject to the conditions laid down in G.O.(MS) No. 142/72/PD dated 13.04.1972, G.O.(MS) No. 309/73/PD dated 29.11.1973, G.O. (P)No.21/76/PD dated 17.01.1976 and GO (P)No.25/94/GAD dated 22.01.1994 allowing special reservations to Scheduled Caste and Scheduled Tribes in accordance with the procedures made for this purpose from time to time and subject to the rules under sections 3 (c) 17 (a),17(b) of part II of Kerala State and Subordinate Service Rules, 1958.

(For details including Photo, ID Card etc, refer to the General Conditions).

P.C.BINOY
SECRETARY
KERALA PUBLIC SERVICE COMMISSION