

Gazette Date: 15/11/2013 Last Date: 18/12/2013
Category No: 447/2013

SECOND NCA NOTIFICATION

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** : N.C.C./SAINIK WELFARE
2 **Name of post** : L.D. Typist (Ex-Servicemen only)
3 **Scale of pay** : Rs.9,940 – 16580/-
4 **Number of vacancies** : District wise

Thiruvananthapuram	SC – 2 (two)
Kollam	SC – 1 (one)
Kottayam	SC – 1 (one)

This is the second NCA Notification due to the paucity of qualified candidates belonging to Scheduled caste community for under mentioned post notified as first NCA Notification in the following Category Numbers.

Name of District	Category No.	Gazette Date
Thiruvananthapuram	381/2010	30/11/2010
Kollam	134/2011	31/05/2011
Kottayam	381/2010	30/11/2010

Note:-

(i) Applications submitted by candidates belonging to the communities other than those notified will summarily be rejected. No rejection memo will be issued. In the absence of Scheduled Caste candidates, candidates belonging to Scheduled Tribe will be considered.

(ii) Ranked list prepared and published in pursuance of this notification shall remain in force until candidates are advised and appointed against the N.C.A. turns identified as unfilled during the currency of the Ranked list published for the post in the following districts.

Name of District	Date of Publication of Ranked List.	Category No.
Thiruvananthapuram	27/1/2010	24/2007
Kollam	24/2/2010	180/2008
Kottayam	24/2/2010	180/2008

(iii) The selection in pursuance of this notification will be made on Revenue District basis, subject to the special conditions laid down in GO(MS) No. 154/71/PD dated, 27.5.1971. 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 5 years continuous service from the date of commencement of service in the former District. Even if transfer is allowed after 5 years, it will be subject to the rules in GO (MS) No.4/61/PD dated, 02.01.1961. 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) Candidates will be advised from the Ranked list for appointment against the Headquarters vacancies also. Such candidates will be eligible for transfer to another district as per the terms and conditions in G.O.(MS) 442/80/GAD dated 26/09/1980. As selection to this post is exclusively made for Ex-Servicemen, candidates advised subsequently for appointment from a particular district will not be eligible for Inter-departmental transfer as per G.O.(P) 51/90/P&ARD, dated 22/11/1990.

(v) Applications shall not be sent to more than one district in response to this notification. If applications are sent in violation to the above direction, and if the candidate is selected, his/her name will be removed from the ranked lists and disciplinary action will be taken against him/her. Candidates shall note the name of the district concerned in the relevant column.

5. Method of appointment : Direct Recruitment

(From ex-servicemen of SC reservation group of community only). In the absence of Scheduled Caste candidates, candidates belonging to Scheduled Tribe will also be considered

6. Age limit : Age : 18 – 50

Candidates born between 02/01/1963 and 01/01/1995 (Including both dates) only are eligible to apply for the post. (Including the period of Military Service and also subject to the eligibility of age relaxation to the Ex-serviceman)

For conditions regarding other age relaxation, please see para 2 of the General Conditions except para 2 (I) and (vi).

Note:- i) Relaxation in upper age limit will not be allowed to this post.

ii) Attested true copies of the military discharge certificates should be produced as and when called for by the Commission.

iii) Candidates who are selected for appointment as per this notification should not have completed 56 years of age while joining duty.

7. Qualifications:

1. SSLC or its equivalent.
2. Lower Grade Certificate in Typewriting Malayalam (KGTE)

3. Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent (IMC Certificate in Typewriting will not be accepted)

Note:-

- i) Those who have passed KGTE Typewriting before January 2002 should produce separate certificate in Computer Word Processing or its equivalent.

Certificate in Computer Word Processing issued by Central/State Government Department/Agencies/Societies/Universities after successfully completing course of study not less than three months duration are considered as equivalent.

- ii) Malayalam Typewriting lower is not compulsory for the Ex-servicemen 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.
- iii) Service as Clerk/Writer in the Defence forces as detailed in notes below (item iv) 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
- iv) 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) No. 143/86/GAD dated 30/04/1986). If selected, they have to acquire Malayalam Typewriting (Lower) qualification before completing probation (G.O.(P) No. 143/86/GAD dated 30/04/1986)
- v) 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 completion probation.
- vi) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification(Certificates obtained from the Typewriting Institute will not be accepted)

8. Method of submitting applications:-

Candidates must register as per “ONE TIME REGISTRATION” with the official website of Kerala Public Service Commission viz. www.keralapsc.gov.in before applying for the post. Candidates who have registered can apply by log in on to this 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., 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. 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 the User – ID for further communication with the Commission. Applications submitted is provisional and cannot be deleted or altered on 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, community, age etc. have to be produced as and when called for.

9. **Last date of 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, Hall ticket of eligible Candidates will be made available in the Website of the Kerala Public Service Commission, Candidates are instructed to download their Hall Ticket as per the instructions in the Website.

(For details, please see the General Conditions given below as Part II of the notification).

**P. C. BINOY
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION.**