

**Gazette Date: 26/12/2014**

**Last Date: 28/01/2015**

**Category No: 617/2014**

**FIRST NCA NOTIFICATION**

Applications are invited through one time registration scheme exclusively from qualified candidates belonging to the reservation group of communities of Kerala State viz Latin Catholic/Anglo Indian for NCA recruitment to the under mentioned post in Kerala Government Service.

1. Department : Various
2. Name of Post : Lower Division Typist
3. Scale of pay : ₹ 9,940 – 16,580/-
4. No. of vacancies : District wise

Pathanamthitta – Latin Catholic/Anglo Indian – 2 (Two)

**Notes :**

- (i) Applications submitted by candidates other than those belonging to the above mentioned community will summarily be rejected. No rejection memo will be issued to those candidates.
- (ii) Ranked List prepared and published in pursuance of this notification shall remain in force until candidates are advised and appointed against the Latin Catholic/Anglo Indian NCA turns identified as unfilled during the currency of the following Ranked List published for the post in the Pathanamthitta district. Candidates will be advised from the Ranked List for appointment against the head quarters vacancies also. Such candidates will be eligible for transfer as per the terms and conditions in G.O (MS) No 442/80/GAD dt 26.09.1980.

<b>Name of District</b>	<b>Date of Publication of Ranked List</b>	<b>Category No.</b>
Pathanamthitta	17.05.2012	205/2009

- (iii) The selection in pursuance of the notification will be made on a revenue district basis. 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 transfers is allowed after five years, it will be subject to the rules in G.O. (P) No. 36/91/P&ARD, dated 02.12.1991 for inter district transfers in same department and G. O. (P) No. 5/2013/P&ARD dtd. 06.02.2013 for inter departmental transfers. Candidates already in Government service holding this post in any one district are prohibited from applying again for this post.

5. Method of appointment : Direct Recruitment (from candidates belonging to Latin Catholic/Anglo Indian community only)
6. Age : 18-39. Candidates born between 2.1.1975 and 1.1.1996 (both dates included) are eligible to apply for this post.

Note :- For conditions regarding other age relaxation please see para 2 of the General Conditions.

7. Qualifications :-

- (1) SSLC or its equivalent.
- (2) Lower Grade Certificate in KGTE Malayalam Typewriting .
- (3) Lower Grade Certificate in KGTE Typewriting (English) and Computer Word Processing or its equivalent.

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

(Certificates in Computer Word Processing issued by Central, State Government Departments / Agencies / Societies, Universities after successfully completing course of study not less than 3 months duration are considered as equivalent).

Note :-

- (a) Malayalam Typewriting lower is not compulsory for the Ex-Servicemen who have completed normal tenure of service 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.
- (b) Service as Clerk/Writer in the defence forces for not less than 15 years will be deemed as sufficient qualification for the post.
- (c) Ex-servicemen with service as Clerk (General duties) Clerk (Staff duties) 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) 143/77/GAD dated 18.5.1977, G.O(P) No. 35/79/GAD dated 6.1.1979, G.O. (P) No.143/86/GAD dated 30/04/1986). The service period of 15 years which makes one qualified for the post, will not be considered for the award of weightage marks.

- (d) 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 for this post even if they do not possess Malayalam Typewriting (Lower) qualification. If selected, they have to acquire Malayalam Typewriting (Lower) qualification before completing probation.
- (e) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification. (Certificates obtained from the Typewriting Institutes will not be accepted.)
- (f) KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post.
8. Mode 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](http://www.keralapsc.gov.in)' before applying for the post. Candidates who have registered shall apply by logging in 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 to apply for a post. No application fee is required. Candidates can view and have a printout 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 password. Before applying for the post, candidates must ensure the correctness of the information in their profile. They must quote their User Id for further communication with the Commission. Application 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, experience, Community, age etc. have to be produced as and when called for.

9. Last date of receipt of applications : 28/01/2015 Wednesday upto 12 midnight.
10. Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in).
11. If a Written Test/OMR Test is conducted as a part of the selection Admission Tickets of eligible candidates will be made available in the website of Kerala Public Service Commission. Candidates are instructed to download their Admission tickets as per the instructions given in the website.

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

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

