

Gazette Date: 15/10/2013 Last Date: 20/11/2013
Category No: 342/2013

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** : Government Ayurveda Colleges
- 2 **Name of post** : Record Assistant
- 3 **Scale of pay** : ₹. 8960 - 14260/-
- 4 **Number of Vacancies** : District wise
Thiruvananthapuram - 1 (One)

NOTE:- (i) Separate Ranked lists will be prepared for the above district in pursuance of this notification. The Ranked list thus prepared and published by the Commission, shall remain in force for a minimum period of one year, subject to the condition that the said list will continue to be in force till the publication of a new list after the expiry of the minimum period of one year or till the expiry of three years whichever is earlier. Candidates will be advised for appointment against the aforesaid vacancies and also against the vacancies, if any, reported during the currency of the lists. In case no candidate is advised from the ranked list till the expiry of the period of three years, the duration of the ranked list shall be extended for a further period of one year or till at least one candidate is advised from the list whichever is earlier.

(ii) The selection in pursuance of the 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(MS)No.4/61/PD, dated 02.1.1961.

Candidates already in Government service holding this post in any one district are prohibited from applying again for this post, but they can apply to higher posts when notified.

- 5 **Method of appointment :** Direct Recruitment
6. **Age limit** : 18-36. Only candidates born between 02.01.1977 and 01.01.1995 (both dates included) are eligible to apply for this post. Other Backward Communities and SC/ST candidates are eligible for usual age relaxation.

Note:- *For concessions allowed in upper age limit, subject to the condition that the maximum age limit shall in no case exceed 50 years, please see Para (2) of the General Conditions under part II of this notification.*

7. Qualifications : -

- (a) A pass in S.S.L.C. with Sanskrit as one of the subjects.
- (b) Typewriting English (Higher).
- (c) Typewriting Hindi and Malayalam (Lower).

8. Method of submitting applications:-

Candidates must register as per “ ONE TIME REGISTRATION” with the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' before applying for the post. Candidates who have registered can apply by logging on 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 for applying to 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**. 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 correctness of the information in their profile. They must quote the User Id for further communication with the Commission. Applications submitted is provisional and cannot 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, community, age etc. have to be produced as and when called for.

9. **Last date for receipt of Applications** : 20.11.2013 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 a part of the selection, Hall Tickets 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 this notification)

P.C.BINOY
SECRETARY
KERALA PUBLIC SERVICE COMMISSION