

Gazette Date: 31/12/2014

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Category No: 783/2014

SPECIAL RECRUITMENT-STATEWIDE

Applications are invited from qualified Scheduled Caste/Scheduled Tribe candidates of Kerala State for selection to the following post. 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. The photo uploaded through One Time Registration should be the one taken within one year of the date of uploading. This instruction is applicable to photographs produced by candidates as per the direction of the Commission, at any stage of selection.

- 1 Name of Department** : Urban Affairs
2 Name of post : Municipal Secretary Grade III
(Special Recruitment for SC/ST Only)
3 Scale of pay : ₹20,740 – 36,140/-
4 No. of vacancy : 01 (One)

Note: The above Vacancy is now in existence. The Ranked 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 vacancy and also for the vacancies reported for Special Recruitment from Scheduled Caste/Scheduled Tribe during the currency of the list. Candidates against vacancies exclusively reported for Scheduled Tribes will also be advised from this list and only in the absence of Scheduled Tribe candidates in this list that fresh notification for Scheduled Tribes for vacancies reserved exclusively for them will be issued.

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

Note: Applications received from candidates other than Scheduled Caste/Scheduled Tribe candidates will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

- 6 Age** : 20 - 41
Only Candidates born between 02.01.1973 and 01.01.1994 (both dates included) are eligible to apply for this post. No other age relaxation will be allowed.

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

7 Qualifications:

Degree in any discipline from a recognized university.

Note: KS&SSR Part II Rule 10 (a)ii is applicable to this selection.

- 8 Training:** (1) Any person selected to the post of Municipal Secretary Grade III by direct recruitment has to complete training for 3 months before such appointment and he has to be paid the salary at the minimum of the scale of pay of the post of Municipal Secretary Grade III during that period. The training period of Municipal Secretary Grade III shall not be treated as duty for increment and probation.
- (2) Those who are selected for appointment as Municipal Secretary Grade III from Municipal Common Service or Urban affairs Department, have to undergo training for a period of one month before such appointment. During training they shall be paid an amount equal to the Pay and allowance of the Post held by them. The period of training shall not be treated as duty for increment and probation in the post of Municipal Secretary Grade III.
- (3) In the case of a person who has earlier served as Municipal Secretary for a period not less than the period of training as provided in this sub-rule, no further training is necessary.

- 9 Probation:** Every person appointed to any of the categories shall, from the date on which he joins duty, be on probation.
- (i) If appointed by direct recruitment or by transfer through Kerala Public Service Commission or by transfer to a category to which direct recruitment is one of the methods of appointment, for a total period of two years on duty within a continuous period of three years; and
- (ii) If appointed by transfer to a category to which direct recruitment is not one of the methods of appointment or by promotion, for a total period of one year on duty within a continuous period of two years.

10 Mode of Submitting application:

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 already registered can apply by logging in 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 while applying for a post. No application fee is required. Candidates can view, rectify defects 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 each application, the candidates must ensure correctness of the information on their profile. They must quote the User-ID for further communication with the Commission. Application once submitted is treated provisional and cannot be deleted or altered after submission. The application will be summarily rejected if noncompliance 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.

- 11 Last Date for receipt of applications :** **04.02.2015** Wednesday upto 12 Midnight.

- 12 Website Address :** www.keralapsc.gov.in

- 13** 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 Service Rules) are not applicable to

this selection.

- 14** Appointment 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 G.O.(P) No.25/94/GAD dated, 22.01.1994 allowing special reservations to Scheduled Castes 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.
- 15** If a written Test/OMR Test is conducted as part of the selection, Admission Ticket of eligible candidates will be made available in the website of Kerala Public Service Commission. Candidates are instructed to download their Admission Ticket as per the instructions in the Website.

(For details including photo and ID card etc. refer to the General Conditions at the end of the notification).

P.C.BINOY
SECRETARY
KERALA PUBLIC SERVICE COMMISSION

