

Extra Ordinary Gazette Date : 31.12.2019

Last Date : 05.02.2020

**Special Recruitment – State Wide
Category No. 549/2019**

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 after 31.12.2010 and also bear the name of candidate and the date of photo taken should be recorded in the bottom of the photograph. The uploaded photo will be having a validity of ten years from the date of photograph taken.

- 1 Name of Department** : Kerala Public Service Commission
- 2 Name of post** : Selection Grade Confidential Assistant (Special Recruitment from SC/ST)
- 3 Scale of pay** : ₹ 39500-83000
- 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, fresh notification for Scheduled Tribes for vacancies reserved exclusively for them will be issued.

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

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

- 6 Age** : 18-41
(Only Candidates born between 02.01.1978 and 01.01.2001 (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

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

Note: Those who have passed the KGTE Typewriting before January 2002 should produce separate certificate in Computer Word Processing or its equivalent. 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. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.
4. Lower Grade Certificate in Shorthand English (KGTE) or its equivalent.
5. Lower Grade Certificate in Shorthand Malayalam (KGTE) or its equivalent. (G.O (Ms) No.21/2011/P&ARD dated 01.07.2011). Certificates obtained from Typewriting Institute and IMC certificates are not accepted.

- Note
1. Rule 10 (a) (ii) of Part II KS&SSR is applicable for this selection.
 2. Dictation 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 shorthand 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.
 3. Those candidates who have claimed equivalency for qualifications should produce the Government order proving the same at the time of certificate verification in order to consider as equivalent.
 4. If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce Community Certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.
 5. All the qualifications must be acquired before the last date of receipt of

application.

8. 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 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 to apply for a post. The photograph uploaded should be one taken on or after 31/12/2010. No application fee is required. Candidates shall view and have a printout of the application by clicking the link Registration Card in their profile. 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 on their profile. They must quote the User-ID for further communication with the Commission. Application once submitted is treated as provisional and cannot be deleted or altered after the last date of receipt of application. The application will be summarily rejected if noncompliance with the notification is found in due course of processing. Documents to prove qualification, community, age etc. have to be produced as and when called for. The profile correction made by the candidate or in the office of the Kerala Public Service Commission on request after the last date fixed for receipt of application will not be reflected in the application. Such corrections will be in effect on the date on which corrections have been made. **Those who have Aadhaar Card should add Aadhaar Card as ID Proof in their profile.**

9. Last Date for receipt of applications : **05-02-2020** Wednesday upto 12 Midnight.

10 Website Address : www.keralapsc.gov.in

11 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) of General Conditions are not applicable to this selection.

12 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.

13 If written/OMR/Online Test is conducted as part of this selection, candidates shall

submit a confirmation for writing the examination through their One Time Registration profile. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The applications of candidates who do not submit confirmation within the stipulated period, will be rejected absolutely. The periods regarding the submission of confirmation and the availability of Admission Tickets will be published in the Examination Calendar itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phone number registered in it.

14 Candidates who erroneously claims qualification, experience etc and attends or abstains from attending examinations after providing confirmation are liable for disciplinary action as stipulated in Rules 22 of KPSC Rules of Procedure 1976.

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

SAJU GEORGE,

SECRETARY,

KERALA PUBLIC SERVICE COMMISSION.