

EXTRA ORDINARY GAZETTE DATE : 03.04.2021

LAST DATE : 05.05.2021

CATEGORY NO: 56/2021

Applications are invited Online only from qualified candidates for appointment in the under mentioned post in Kerala Government Service. Before applying for the post the candidates should register as per the **One Time Registration** through the official website of Kerala Public Service Commission. Candidates who have already registered can apply through their profile.

1. **Department** : **Technical Education Department**
2. **Name of Post** : **Instructor in Secretarial Practice and Business Correspondence**
3. **Scale of pay** : **₹ 30,700-65,400/-**
4. **Number of vacancies** : **01 (One)**

The above vacancy is now in existence. The list of selected candidates published by the Commission in response to this notification shall remain in force for a minimum period of one year provided 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 from the said list against the vacancy noted above and also against the vacancies if any reported to the Commission in during the period of the currency of the list.

5. **Method of appointment** : Direct Recruitment.
6. **Age limit** : **18-36**, Only candidates born between 02.01.1985 and 01.01.2003 (both dates included) are eligible to apply for this post with usual age relaxation to Scheduled Castes, Scheduled Tribes and other Backward Communities. (For other conditions regarding the age relaxation please see Part II Para 2 of the General Conditions of the Gazette Notification).
7. **Qualifications** : (1) First Class Bachelor's Degree in Commerce from any recognized university after undergoing regular institutional course of study.
(2) Diploma in Commercial Practice awarded / recognised by Government of Kerala after three years of regular institutional course of study.

Note: 1) Rule 10 a (ii) of part II of KS&SSR is applicable.

2) Candidates who claim equivalent qualification instead of

qualification mentioned in the notification shall produce the relevant Government Order to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.

- 3) In the case of difference in original caste/ community claimed in the application and that entered in SSLC book, the candidate shall produce a Gazette notification in this regard, along with Non Creamy Layer Certificate/ Community Certificate at the time of certificate verification.

8 Method of submitting applications :-

- (a) 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 log in 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 the post. The photograph uploaded should be one taken after **31.12.2011**. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of uploading. There is no change in other instructions regarding the uploading of photographs. No application fee is required. 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. Application submitted is provisional and cannot be deleted or altered after submission. **Candidates are advised to keep a printout or soft copy of the online application for future reference. Candidates can take the print out of the application by clicking on the link 'My applications' in their profile. All correspondence with the Commission, regarding the application should be accompanied with the print out of the application.** The application will be summarily rejected if non-compliance with the notification is found in due course of processing. Original Documents to prove qualification, experience, age, Community etc. have to be produced as and when called for.
- (b) 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.

- (c) Appropriate disciplinary action as per Rules of Procedure Rule 22 shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc. and submit confirmation for writing the examination, irrespective of whether they are present or absent for the examination.
- (d) “Candidates who have AADHAR Card should add AADHAR as ID Proof in their profile.”

9 Last date for receipt of applications 05.05.2021 Wednesday up to 12 Midnight.

10 Address to which applications are to be sent:- www.keralapsc.gov.in

(For details including Photo ,ID Card , etc. refer the General Conditions given in part II of the Gazette Notification.)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION