

CATEGORY NO:116/2022

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.

- 1 Name of Department** : Various
2 Name of post : Clerk (Special Recruitment from SC/ST)

Note: (1) This will include the integrated post of Lower Division Clerk/ Village Assistant in the Revenue Department.

(2) Vacancies of Lower Division Clerk in Kerala Municipal Common Service will also be filled up from the Ranked List prepared for each District in pursuance of this notification without obtaining willingness from the candidates. (For Direct Recruitment only)

- 3 Scale of pay** : ₹ 26500 -60700
4 No. of Vacancy : District wise
Pathanamthitta - 01 (One)
Thrissur - 01 (One)
Idukki - 02 (Two)
Kannur - 01 (One)

Note:(i) The above vacancies are now in existence. Separate Ranked List will be prepared for each districts in pursuance of this notification. The Ranked list of 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 validity of the list. Candidates against vacancies reported exclusively 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 vacancies reserved exclusively for Scheduled Tribe will be issued. In case no candidate is advised from the Rank 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 gets advised from the list whichever is earlier.

(ii) The selection in pursuance of this notification will be made on a Revenue District basis subject to the special conditions laid down in GO(MS) 154/71/PD dated 27/05/71. A candidate advised for

appointment in one Revenue District from the Ranked List so 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 GO(MS)4/61/PD dated 02/01/1961.

Candidates already in Government service holding this post in any one district are prohibited from applying again for this post.

(iii) *Candidates included in the Ranked List for district wise selection will be advised for appointment against the Head Quarters vacancies also. As per the provision in GO(MS)No. 154/71/PD dated 27/05/1971, appointment against the Headquarters vacancies will be started from Thiruvananthapuram district. Separate option need not be given for this. The conditions laid down in GO(P) 27/13/PD dated 28/09/13 shall be applicable to the candidates thus appointed.*

(iv) *Applications should not be submitted to more than one district in response to this notification. If applications are submitted contrary to the above direction, and if he/she selected, his/her name will be removed from the Ranked List and disciplinary action will be taken against him/her. Candidates should submit the application for this post to the concerned district and should note the name of that district against the relevant column of the online application.*

5 Method of Appointment : Direct Recruitment
(Special Recruitment from Scheduled Caste / Scheduled Tribes only).

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

6 Age : **18 – 41**
Only Candidates born between 02/01/1981 and 01/01/2004 (both dates included) are eligible to apply for this post.

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

7. Qualifications:

A pass in S.S.L.C. Examination or its equivalent.

Note:

- (i)** Part II Rule 10(a)ii of KS&SSR regarding qualification is applicable for this selection.
- (ii)** Those candidates who have claimed equivalency for qualifications should produce certificate of equivalency from the concerned Institution or the Government order proving the same at the time of certificate verification in order to consider as equivalent qualification.
- (iii)** Candidates willing to be posted as Lower Division Clerk in Kerala State Archives Department must submit willingness at the time of verification of documents. When the Ranked List for the post is published, the fact whether the candidates are willing to be appointed in the Kerala State Archives Department will be noted against their names. Such candidates are eligible for appointment in other departments also, as and when their turn for appointment arises. If a person is once advised for appointment in the State Archives Department, he won't be further considered for appointment in any other Department from that selected list. Persons appointed as LDC in State Archives Department have to undergo in service Training in "old scripts" during the period of probation as may be prescribed by the Government.
- (iv)** Candidates advised as Lower Division Clerks/Village Assistant in the Revenue Department from the Ranked List prepared in pursuance of this notification will be sent for "Survey Training" by the Department, if they have not already passed the "Chain Survey Test". They shall acquire the test qualification for being promoted to the cadre of the Village Officer/ Upper Division Clerk vide special rules for the Kerala Revenue Ministerial Subordinate Service.
- (v)** If the caste of candidate 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.
- (vi)** Candidates who make bogus claims of the requisite educational qualification, experience and provide confirmation irrespective of whether they attend or not attend the examination are liable to disciplinary proceedings as stipulated in Rule 22 of KPSC Rules of Procedure 1976.

8 Mode of Submitting application:

- (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 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 taken after 31.12.2012. **In the case of candidates who are creating a new profile the uploaded photograph must be taken within 6 months.** 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 taking the photograph. 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 printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the Commission, regarding the application should be accompanied with the print out of the application. The application will be summarily rejected if noncompliance with the notification is found in due course of processing. Original documents to prove qualification, age, community etc. have to be produced as and when called for.*

(b) Candidates who have Aadhaar card should add Aadhaar card as I.D proof in their profile.

- 9 Last Date for receipt of applications :** 01.06. 2022 Wednesday up to 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) are not applicable to this selection.
- 12** 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.

13 Appointments 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.(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 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.

(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