

CATEGORY NO: 408/2022

Applications are invited online only through One Time Registration Scheme from qualified candidates for selection to the undermentioned post in Kerala Government Service. Before applying for the post, the candidates shall register as per One Time Registration Scheme 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 : Assistant Instructor in Short Hand (Polytechnics)
3 Scale of pay : ₹ 35,600-75,400/-
4 Number of vacancies : 02 (Two)

Note 1 :- The above vacancies are now in existence. The Ranked 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 vacancies noted above and also that may be reported to the Commission during the period of currency of the list.

Note 2 :- Three percentage (3%) of vacancies reported for this post shall be reserved for differently abled candidates with Locomotor Disability / Cerebral Palsy as per GO(P)No. 01/2013/SJD dated 03.01.2013. Differently Abled candidates of other categories are not identified as suitable for this post and hence they are not eligible to apply for the post.

- 5 Method of appointment : Direct Recruitment.
6 Age limit : **18-36.** Only candidates born between 02.01.1986 and 01.01.2004 (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 age relaxations, please see Para 2 of Part II of General conditions of the Gazette Notifications).
7 **Qualifications** : 1. Bachelors Degree in Commerce from any recognized University after undergoing regular institutional course of study.
2. Diploma in Commercial Practice awarded / recognized by Government of Kerala, after undergoing 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 certificate 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 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 in to their profile using their User-ID and password. Candidates must click on the 'Apply Now' button of the respective post in the Notification Link to apply for the post. The photograph uploaded should be one taken after 31.12.2012. **Those candidates who create new profile 01.01.2022 onwards should upload their photograph taken within six months.** Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion of the Photograph. 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 a 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 KPSC 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 AADHAAR card should add AADHAAR Card as I.D Proof in their profile.

9 Last date for receipt of applications:- 02.11.2022, Wednesday upto 12.00 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