

GAZETTE DATE : 30/11/2022
LAST DATE : 04/01/2023

CATEGORY NO: 491/2022

Applications are invited Online only from qualified candidates for appointment in the under mentioned post in various Universities in Kerala. 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** : Universities in Kerala
- 2. Name of Post** : Computer Assistant Gr.II
- 3. Scale of pay** : ₹ 27,900-63,700/-
- 4. Number of vacancy** : Anticipated Vacancies

The Ranked list 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 during the currency of the list.

Note :-i) This notification will be applicable to selection to the above mentioned post in all the universities mentioned in Rule 2a (i to xiii) of the Kerala Public Service Commission (Additional Functions as respects the Service under the Universities) Act 2015 and of the Universities added in this Act as per law in due course.

ii) Only one ranked list will be published in pursuance of this notification and candidates will be advised from that list against all the vacancies reported for the post from all the Universities mentioned above. As such a candidate need send only one application. Candidates will be advised for recruitment to each University according to the order in which vacancies are reported from each University and in accordance with the ranks secured by them subject to the rules of reservation and rotation in force. Candidates will have no right to claim appointment to any particular university. Once advised his/her turn will be over and he/she will have no further claim for being considered for appointment from the ranked list to another university. As common ranked list is prepared for more than one university on the basis of a common selection, a candidate appointed in a university and relieved for want of vacancy can register his/her name in the office of Kerala Public Service Commission and in such case he/she will be advised for appointment against the next vacancy reported from any of the above mentioned universities. His/her service in the former university will be counted for probation in the newly appointed university. For reappointment in the present university itself, no registration is necessary but one has to wait till vacancy arises in that university.

iii) 4% of the total vacancies reported shall be reserved for eligible Differently Aabled Candidates with specified Percentage of disability vide G.O(P) No.19/2020/SJD dtd 25-08-2020.

- 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 relaxation to Scheduled Castes, Scheduled Tribes and other Backward Communities.

Note : For concessions allowed in upper age limit, subject to the condition that the maximum age limit shall in no case exceed 50 years, please see para (2) of the General Conditions under Part II of this Notification.

- 7. Qualifications**
 - 1 SSLC or its equivalent
 - 2 Higher Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent

Note:- Those who have passed KGTE Typewriting before January 2002 should possess separate certificate in “Computer Word Processing” or its equivalent at the time of application.

3 Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.

- Note :-
- 1 Type writing Certificate issued by the Government alone will be accepted as proof of Typewriting qualification. Certificate issued from Typewriting Institute will not be considered.
 - 2 List of qualifications accepted so far as equivalent to KGTE Computer Word Processing is available in 'Qualifications' link of the official website of Kerala Public Service Commission.
 - 3 Rule 10 a (ii) of part II of KS&SSR is applicable.
 - 4 In addition to the qualifications prescribed in this notification, the qualifications declared by the Government as equivalent to the prescribed educational qualification through Executive Orders or Standing Orders, the qualifications fixed by the Commission as equivalent to the qualifications laid down in the Special Rules and the higher qualifications for which the specified qualification is recognised as its basic qualification shall be accepted. Government orders regarding the equivalent qualification/Higher qualification should be presented as and when called for the same by the Commission.
 - 5 In the case of difference in 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. Probation:- The candidates selected to the post shall be on probation for a period of two years on duty within a continuous period of three years.

9 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 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 the post. The photograph uploaded should be one taken after 31.12.2012. 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. Those candidates who create profile for the first time, should upload a photograph taken within a period of six months. 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 applications 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 prior to 15 days of 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) As per KPSC Rules of Procedure, Rule 22, disciplinary action shall be taken against those candidates who submit applications making false claims regarding qualifications or experience which causes them disqualifying from being considered for the job for which they apply or debar them from sending applications to the Kerala Public Service Commission permanently or for a fixed period and invalidate the materials made by them in the practical examination for which they appear in or the answer sheets of the written examination and legal action will be taken against them, or If they are appointed to a job, they may be removed from that job, dismissed and other suitable disciplinary/legal action , or one or more of the above actions may be taken against them.
- (d) Candidates should submit their application after reading and understand the Part II of General Conditions and those applications violating the general Conditions specified shall be rejected.
- (e) “Candidates who have AADHAAR Card should add AADHAAR as ID Proof in their profile.”

10 Last date for receipt of applications :- 04.01.2023 Wednesday up to 12 Midnight.

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

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

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION