

GAZETTE DATE : 31/12/2022

LAST DATE : 01/02/2023

CATEGORY No. 694/2022
(Direct)

Applications are invited online only from qualified candidates for selection to the undermentioned post in Kerala Government Service. Applications must be submitted online only through the official website of the Kerala Public Service Commission after "ONE TIME REGISTRATION".

1. **Department** : Government Secretariat/Kerala Public Service Commission/Advocate General's Office (Ernakulam)/Local Fund Audit Department/Enquiry Commissioner and Special Judges Office/Vigilance Tribunal Office/Kerala Lok Ayukta
2. **Name of Post** : Computer Assistant Grade-II
3. **Scale of pay** : ₹ 27900-63700/-
4. **Number of vacancy** : Anticipated.

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 against the vacancies if any reported to the Commission during the period of the currency of the list.

Note :-

i) 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 departments mentioned above. As such a candidate need to send only one application. Candidates will be advised for recruitment to each department according to the order in which vacancies are reported from each department and in accordance with the ranks secured by them subject to the rules of reservation and rotation in force. Once advised his/her turn will be over and he/she will have no further claim for being considered for appointment from ranked list to another department. As common ranked list is prepared for more than one department on the basis of a common written examination a candidate appointed in a department and relieved for want of vacancy can re-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 departments. Provided also that the seniority of a person appointed in one Service from a common selective list, prepared by the Commission and thereafter discharged from service for want of vacancy and got re-appointment in another service or another department/ institution on the further advice of the Commission shall be determined by the date of first effective advice (Vide G.O.(P).No.07/1991/P&ARD Dated.15.02.1991). His service in the former department will be counted for probation in the latter department. For re-appointment in the parent department itself, no re-registration is necessary but one has to wait till vacancy arises in that department. Candidates will have no right to claim initial appointment to any particular department.

(ii) 4% of the total vacancies reported shall be reserved for eligible differently abled Candidates with disabilities as specified vide G.O(P)No.19/2020//SJD Dated.25.08.2020.

(G.O Link)

https://www.keralapsc.gov.in/sites/default/files/inline-files/g_o_p_7_2022_sjd_dtd_28_10_2022.pdf

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, Other Backward Communities subject to the condition that the maximum age shall not exceed 50 years.
(For other conditions regarding the age relaxation please see Part-II, Para 2 of the General Conditions of the Gazette 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 the 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: (a) Typewriting Certificate issued by the Government alone will be accepted as proof of Typewriting Qualification. Certificate issued from Typewriting institute will not be considered.

(b) List of qualifications accepted so far as equivalent to Computer Word Processing is available in 'Qualifications' link of the official website of Kerala Public Service Commission.

(c) Candidates belonging to Linguistic Minorities whose First Language for SSLC is a language other than Malayalam will be given exemption from possession of Malayalam Typewriting (Lower) qualification. But, if they are appointed, they must acquire the qualification in Malayalam Typewriting within a period of four years, failing which they will be discharged from service (G.O(P).No.139/77/GAD Dated.11.05.1977).

(d) Ex-Servicemen will be exempted from Malayalam Typewriting (Lower) qualification for recruitment to this post subject to the condition that persons so appointed shall acquire that qualification before completion of probation.

(e) Service as Clerk/Writer in the Defense Forces for 15 years will be deemed as sufficient qualification to apply for this post subject to the condition that persons so appointed will acquire the required Malayalam Typewriting Qualification before completion of probation.

(f) KS&SSR Part II Rule 10 (a) (ii) is applicable.

(g) In addition to the qualifications prescribed in the notification, the qualifications recognized by executive orders or standing orders of Government as equivalent to a qualification specified for a post, in the Special Rules or found acceptable by the commission in cases where acceptance of equivalent qualifications is provided for in the rules and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post, shall also be sufficient for the post. The copy of the Government orders declaring equivalent / higher qualifications shall be produced as and when required by the commission.

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 logging in 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 in the profile should be one taken after 31.12.2012. Candidates creating new profile from 01.01.2022 should upload photograph taken within six 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 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 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) "Candidates who have AADHAR Card should add AADHAR as ID Proof in their profile."

9. Last date for receipt of applications :- 01-02-2023 Wednesday up to 12 Midnight.

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

11 Special Instructions to Candidates

- (a) 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.
- (b) Candidates are required to acquaint themselves with the instructions given in the notification as Part II, General Conditions before submitting application for the post. Applications which are not submitted in accordance with the terms and conditions laid down in the General Conditions are liable to be rejected.
- (c) Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission Rules of Procedure shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc. and are liable to be disqualified for being considered for a particular post or debarment from applying to the Commission either permanently or for any period or the invalidation of their answer scripts or products in a written/practical test or the initiation of criminal or other proceedings against them or their removal or dismissal from office or the ordering of any other disciplinary action against them if they have already been appointed, or any one or more of the above.

(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