

GAZETTE DATE : 31/12/2022

LAST DATE : 01/02/2023

CATEGORY No. 695/2022

(By-Transfer)

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 vacancies** : Anticipated
5. **Method of appointment** : By Transfer appointment from Low Paid Employees included in the subordinate service.

Note :-

(1) 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. 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.

Note:- (2): As per G.O.(Ms).No.08/1981/GAD Dated 13.01.1981, G.O(P) No.3/2016/Vig Dated.25.01.2011 and G.O(P) No.3/2018/V.G Dated.17.01.2018 5 % of the vacancies arising in the cadre of Computer Assistant Grade-II in the above departments will be reserved for the persons holding low paid post (included in the subordinate services) having the minimum qualification prescribed for appointment to the post of Computer Assistant Grade-II by direct recruitment. Those who secure 40% marks in the competitive test will be selected to the post. The Commission shall maintain a separate ranked list of such persons and candidates from this list will be advised against 5% vacancies set apart for them. In case of candidates included in the ranked list (prepared for recruitment by-transfer) will not secure appointment before the expiry of the ranked list, the names of such candidates will be

included at the top of the new ranked list of the low paid employees drawn up by the Commission subsequently irrespective of their service and seniority and they will be advised for appointment accordingly [vide G.O.(P).No.39/1989/P&ARD Dated 08.12.1989].

Candidate applying under the above category should obtain service certificate in the form given as annexure below and the same have to be produced for verification whenever required by the Commission. Persons appointed through employment exchange or otherwise and working on a temporary/ provisional basis are not eligible to apply under by-transfer category for the post in response to this notification.

Annexure

The service certificate to be obtained at the time of submitting application for the post of Computer Assistant Grade-II, by the Low Paid Employees

Service Certificate

- 1 Name of the Service Candidate :
- 2 Name of post held by the applicant, scale of pay, pay now drawn :
- 3 Name of the Department :
- 4 Name of Subordinate Service :
- 5 Whether the candidate belongs to Probationer/
Approved Probationer/ Full Member
- 6 Service Particulars :

| Sl. No. | Name of Post held | Period | | Length of Service | | | Date of declaration of probation |
|----------------|-------------------|--------|----|-------------------|-------|------|----------------------------------|
| | | From | To | Year | Month | Days | |
| | | | | | | | |
| Total Service: | | | | | | | |

Certified that the above details in respect of Sri./Smt....., who is a probationer/ approved probationer/ full member of the subordinate service have been verified by me with the service particulars of the candidate and that they are found correct.

Signature of the Head of the Office
with Name & Designation

Place:

Date:

(Office Seal)

Note:-(3) Candidates will have to submit separate applications for the selection by both methods viz., Direct & By-Transfer.

Note:-(4) The rules regarding reservation of appointment contemplated in Rules 14 to 17 in Part-II of KS&SSR 1958 are not applicable to this method of selection.

6 Age limit : Upper age limit not applicable

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.

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

Note:(c) KS&SSR Part-II Rule 10 (a) (ii) is applicable.

Note:(d) 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. Mode 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 in the profile should be one taken after 31.12.2012. Name of the candidate and the date of taking photograph should be printed at the bottom portion. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of uploading. Those candidates who create profile for the first time from 01.01.2022 onwards, should upload a photograph taken within a period of Six months. There is no change in other instructions regarding the uploading of photographs. No application fee is required. Candidates shall take a printout of the application from their one time registration profile. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application, candidates must ensure correctness of the information on their profile. They must quote the User-ID for further communication with the Commission. Application once submitted is received as provisional and the details 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 submitted not in accordance with the conditions stipulated in the notification will be summarily rejected in due course of processing.

(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 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 profiles and in the mobile phone number registered in it.

(c) Candidates who have AADHAAR card should add AADHAAR card as ID Proof in their profile.

9. Last date for receipt of applications : 01-02-2023 Wednesday upto 12.00 midnight.

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

11. Special Instructions to Candidates

- (a) 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.
- (b) 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 Notification)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION