

GAZETTE DATE : 15/03/2023  
LAST DATE : 19/04/2023

**CATEGORY NO:016/2023**  
**FIFTH NCA NOTIFICATION**

Applications are invited Online only from qualified candidates belonging to reservation group of Scheduled Tribe Community of Kerala State for appointment in the under mentioned post in Kerala Government Service. Before applying for the post the candidates should register as per the 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** : Women and Child Development
2. **Name of Post** : Caretaker (Female)
3. **Scale of pay** : ₹ 27900-63700/-
4. **Number of vacancy** : Scheduled Tribe - 01 (One)

The above vacancy is now in existence. The Ranked list published as per this notification will be valid until the candidate is advised and appointed against the vacancy earmarked for the above mentioned community that remained unfilled due to the paucity of a Scheduled Tribe candidate during the currency of Ranked list No. 322/14/SS IV dated 4.06.2014. This is the fifth NCA Notification due to the non-availability of candidates notified as detailed below.

Notifications	Category No	Gazette date
First NCA	733/14	31.12.2014
Second NCA	176/16	30.06.2016
Third NCA	615/17	29.12.2017
Fourth NCA	89/2020	25.08.2020

5. **Method of appointment** : Direct Recruitment (From Female candidates belonging to the Scheduled Tribe community only).  
In the absence of Scheduled Tribe Candidates, Scheduled Caste Candidates will also be considered for selection.

**Note:-** Applications submitted by candidates belonging to Communities other than the Scheduled Tribe/ Scheduled Caste community will be summarily rejected. Individual communication regarding the rejection of their application will not be issued.

6. **Age limit** : 18 - 41. Only candidates born between 02.01.1982 and 01.01.2005 (both dates included) are eligible to apply for this post. (Including the relaxation as per para 2(i) of the General Conditions) (For conditions regarding the age relaxation, please see Part II, Para 2 of the General Condition except Para 2(i)).
7. **Qualifications** : 1. PDC or Plus Two or equivalent and one year experience as a Care giver in any of the child care institutions recognised by the Kerala State Orphanage Control Board under Social Justice Department.  
2. Should possess good physique.

Link :	<a href="https://www.keralapsc.gov.in/sites/default/files/inline-files/qly.pdf">https://www.keralapsc.gov.in/sites/default/files/inline-files/qly.pdf</a>
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- Note I :-**
1. (i) Caretaker (Female) appointed by direct recruitment/promotion shall undergo an in-service training for a period of 3 months under the supervision and guidance of the Probation Officer of the District in which he is appointed as per the detailed programme determined by the Director of Social Justice.  
(ii) The training period shall be treated as duty for all service benefits.
  2. Every person appointed to the category shall from the date on which he joins duty be on probation for a period of two years on duty within a continuous period of three years.
  3. (i) Candidates shall produce Experience Certificate in the form appended below with Declaration part signed by the Director, Kerala State Orphanage Control Board.  
(ii) The name of Institution and period of service should be furnished in the column prescribed for noting the experience in the application.  
(iii) The Experience Certificate obtained from private institutions shall be attested by the concerned District Social Justice Officer / District Women and Child Development Officer.

- Note II:-**
1. Rule 10 a (ii) of part II of KS & SSR is applicable.
  2. In addition to the qualifications prescribed in the notification, the qualifications recognized by executive orders, or standing orders of Government as equivalent to the qualifications specified for the post, in the Special Rules or qualifications found acceptable by the Commission since acceptance of equivalent qualification 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.

**FORM OF CERTIFICATE OF EXPERIENCE**

(Experience as Caregiver from any of the Child Care Institutions recognised by Kerala State Orphanage Control Board under Social Justice Department)

Name of firm (Company/Corporation/Govt. Dept./  
Co-operative Institution etc) :  
Register No. (SSI Registration or any other  
Registration Number and date of Registration) :  
Date of Registration :  
Authority issued Registration :

**CERTIFICATE OF EXPERIENCE**

Issued to (here enter Name and Address).....  
.....  
This is to certify that the above mentioned person has worked/has been working in this Institution as  
.....(here enter the name of post held and or the  
nature of assignment held in the capacity) on Rupees ..... per day/per mensem for a period of  
..... years ..... months ..... days from . . . . . to .....

Dated Signature,  
Name and Designation of the Issuing authority with  
Name of the Institution

Place:  
Date :  
(Office Seal)

**DECLARATION**

Certified that Smt.....mentioned in the above Experience Certificate has actually worked/is working as.....(Specify nature of employment)in the above institution during the period from.....to.....as per the entry in the

Register.....(Name of Register to be specified) maintained by the employer as per the provision of the .....Act (Name of the Act/Rules to be specified).

Also certified that I am the Authorised Officer to inspect the registers kept by the employer as per the provisions of the .....Act/Rules of the State/Central Government and the child care institution is recognised by Kerala State Orphanage Control Board under Social Justice Department.

Dated Signature, Name, Designation  
& Name of Office of Attesting Officer  
( The notified enforcement officer as per Act and Rules)

Place:  
Date:

(Office Seal)

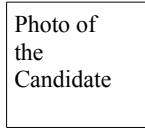
**NB:-**The veracity of Experience Certificate will be subjected to scrutiny and legal action will be taken against those who issue or produce bogus certificate.

3. Candidates shall produce a Medical Certificate in the form appended, obtained from a Medical Officer not below the rank of an Assistant Surgeon.

**MEDICAL CERTIFICATE**

*(To be filled up by a Medical Officer not below the rank of an Assistant Surgeon)*

Certified that I have on this day medically examined Smt .....(Name & Address).....aged .....years and found that she is in possession of a good physique and that she has no defect of build or musculature that would render her unsuitable for the post of Caretaker (Female) in the Women and Child Development Department.



(The signature of the Medical officer shall be affixed across the photograph)

**IDENTIFICATION MARKS**

1. ....
2. ....

*Signature of the Candidate*

Signature :  
Name & Designation of the Medical Officer

Place :  
Date :

(Office Seal)

**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](http://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 31.12.2013. The candidates who register for the first time 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 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, candidates must ensure correctness of the information on 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 print out 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 correspondences 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 the due course of processing. Original documents to prove qualification, experience, age, Community etc. have to be produced as and when called for. The profile correction made by the candidates themselves or through the office of the KPSC on request after the last date fixed for the receipt of applications will not be reflected in the application. Such correction will come into effect only on the date on which correction have been made.

- (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 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) “Candidates who have AADHAR Card should add AADHAR as ID Proof in their profile.”

#### **9. 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.

**10. Last date for receipt of applications :-** 19.04.2023, Wednesday upto 12.00 midnight.

**11. Address to which applications are to be sent:-** [www.keralapsc.gov.in](http://www.keralapsc.gov.in)