

GAZETTE DATE : 29/04/2023  
LAST DATE : 31/05/2023

**CATEGORY NO: 048/2023**  
**FIRST NCA NOTIFICATION**

Applications are invited online only by 'One Time Registration' system exclusively from qualified candidates belonging to **Ezhava/Billava/Thiyya** community of Kerala State for appointment in the under mentioned post. Application must be submitted through online under 'One Time Registration' scheme. Candidates who have already registered can apply through their profile.

1. Department : **Scheduled Caste Development**
2. Name of post : **Female Warden**
3. Scale of pay : **₹ 26,500-60,700/-**
4. Number of Vacancies : **District wise (NCA)-Alappuzha  
Ezhava/Billava/Thiyya - 01 (One)**

Note :

- (i) Candidates can apply online only by One Time Registration on [www.keralapsc.gov.in](http://www.keralapsc.gov.in). Applications submitted in any other manner will be summarily rejected.
- (ii) A Ranked list will be prepared for Alappuzha district in pursuance of this notification. Ranked List thus prepared and published as per this notification shall remain in force until candidates are advised and appointed against the above identified vacancies earmarked for the above community, but remain unfilled due to paucity of candidates for selection till date from the ranked list published for the post

Name of District	Date of publication of Ranked List	Category No.
Alappuzha	20/09/2019	93/2015

- (iii) Candidates belonging to the Ezhava/Billava/Thiyya community shall submit application for this post to Alappuzha District and shall note the name of that district against the relevant column in the online application
- (iv) The selection in pursuance of the notification will be made on a Revenue District basis, subject to the special conditions laid down in G.O. (Ms)No.154/71/PD dated, 27.05.1971. A candidate advised for appointment in one Revenue District from the Ranked List prepared is not eligible for transfer to another district unless he/she completes five years continuous service from the date of commencement of service in the former district. Even if transfer is allowed after five years, it will be subject to the rules in G.O.(MS)No.4/61/PD dated 02.01.1961. Candidates already in Government service holding the same post in any one district are prohibited from applying again for this post, but they can apply to higher posts when notified.

5. Method of appointment : Direct Recruitment (from among the candidates belonging to Ezhava/Billava/Thiyya community only )Applications submitted by candidates belonging to the communities other than those notified will be summarily rejected. No rejection memo will be issued to those candidates.
6. Age Limit : 18-39, Candidates born between 02.01.1984 and 01.01.2005 (both dates included) are eligible to apply for this post. (Including the relaxation as per para 2(i) of Part II of the General Conditions)

**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 [except para 2(i)]

**7. Qualifications:-**

- (i) Pass in SSLC or its equivalent qualification
- (ii) Three years experience as Warden in a hostel recognized by the Social Welfare Department.

**Note:-**

1. Male candidates are not eligible to the post.
2. Rule 10 a (ii) of Part II of KS & SSR is applicable
3. 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.

The certificate to be produced by the candidates in proof of the experience shall be in the form given below

**Format of Experience Certificate**

**Name of the firm :**

( Hostel recognised by Social Welfare Department)

**Register Number:**

(Recognition Number and Date from Social Welfare Department)

**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 Warden on  
Rs..... per day/per mensum for a period of.....years .....months.....days from  
.....to.....

Signature  
Name and Designation of the Issuing  
Authority with Name of the Institution

Place:

Date :

(Office Seal)

**CERTIFICATE**

Certified that Sri/Smt..... mentioned in the above  
Experience Certificate has actually worked/is working as..... (specify the  
nature of employment) in the above Institution during the period mentioned therein as per the entry in  
the above ..... register (mention the name of Register) maintained by the employer as  
per the provision of.....Act(Name of the Act/Rules to be specified)

I am the authorized person to inspect the Register kept by the employer as per the provision of the Act/Rules of the..... State/Central Act.

Signature with date,  
Name of Attesting Officer with  
Designation and Name of Office  
who is the notified Enforcement Officer  
as per Act/Rules.

Place:  
Date:

**(Office Seal)**

**Note:-**

1. Please specify the post held or nature of assignment, casual Labourer, Paid/ Unpaid Apprentice/Regular worker or Temporary worker.
2. All Experience certificate shall be duly certified by the concerned Controlling Officer/Head of Office of the Government. The genuineness of the certificate shall be subjected to verification and legal action will be taken against those who issue and produce bogus certificate.
3. Candidates should upload experience certificate in the prescribed format while submitting the application and produce the original experience certificate at the time of verification.

**8 Mode of Submitting applications:-**

Candidates must register as per “ONE TIME REGISTRATION” with the official website of Kerala Public Service Commission viz. [www.keralapsc.gov.in](http://www.keralapsc.gov.in) before applying for the post. Candidates who have already 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 a post. The photograph uploaded in the profile should be one taken after 31.12.2013. Name of the candidate and the date of taking photograph should be printed legibly at the bottom portion. The photograph once uploaded meeting all requirements shall valid for 10 years from the date of taking photograph. Candidates creating new profile on or after 01.01.2022 shall upload photograph taken within six months. 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 the correctness of the information in their profile. They must quote the User ID for further communication with the Commission. Applications once submitted is received as provisional and the details 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 due course of processing. Original documents to prove qualification, experience, community, age etc. have to be produced as and when called for. Candidates who have AADHAAR card should add AADHAAR card as I.D Proof in their profile

9 Last Date of receipt of applications : **31.05.2023** Wednesday upto 12.00 Midnight.

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

11. If a Written Test/OMR/Online Examination 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 Calender itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phone number registered in it.

12 **Special Instructions to Candidates**

1. 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.

2. 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.

3. Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission Rules of Procedure 1976 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 the 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 please see the General Conditions given below as Part II of this Notification.)

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION