

GAZETTE DATE : 15-07.2023

LAST DATE : 16.08.2023

**CATEGORY NO: 146/2023**

Applications are invited from qualified **Scheduled Caste/Scheduled Tribe** candidates of Kerala State for selection to the following post. Applications must be submitted online through the official website of the Kerala Public Service Commission after one time registration. Candidates who have already registered can apply through their profile.

1. **Department** : Various
2. **Name of post** : Clerk-Typist (Special Recruitment for SC/ST)
3. **Scale of pay** : ₹. 26,500-60,700/-
4. **Number of Vacancies** : District wise  
: Malappuram – 01 (SC/ST)

Notes: i) A Ranked List will be prepared for Malappuram district in pursuance of this notification. The Ranked List thus prepared and 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. *Recruitment will be made for the above vacancies and also for the vacancies reported for Special Recruitment from Scheduled castes/Scheduled Tribes during the currency of the list. Candidates shall also be advised from this list against vacancies reported exclusively for Scheduled Tribes and only in the absence of Scheduled Tribe candidates in this list fresh notification for Scheduled Tribes will be issued for vacancies reserved exclusively for them.*

ii) The selection in pursuance of this 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 so 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 orders contained in G.O.(MS) No. 4/61/PD, dated 02.1.1961. Candidates already in Government service, holding the post in any one district are restricted from applying for the same post in another district. But they can apply for higher posts when notified.

iii) Candidates will be advised from the ranked list for appointment against the Headquarters vacancies also. Vacancies arising in the Head Quarters will be filled up according to the terms and conditions of G.O.(MS)No. 154/71/PD dated 27/05/1971 commencing from Thiruvananthapuram District. Separate option need not be given for this.

5. **Method of appointment** : Direct Recruitment  
(Special Recruitment from among Scheduled Caste/Scheduled Tribes)

**Note** : Applications received from candidates other than Scheduled Caste/Scheduled Tribe will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

6. **Age** : 18-41. Only Candidates born between 02.01.1982 and 01.01.2005 (both dates included) are eligible to apply for this post.

**Note :-** In the absence of qualified candidates within the age limit the upper age limit shall be relaxed upto 50 years. But in no case the maximum age limit shall exceed 50 (fifty) years.

7. **Qualifications :-**

- (1) A pass in SSLC or its equivalent.
- (2) Lower 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 produce separate certificate in “Computer Word Processing or its equivalent”.

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

Link:

[Equivalent qualification admitted in the previous selection](#)

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

- (a) “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 presuppose 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.”
- (b) Certificates in Computer Word Processing issued by Central, State Government Departments/Agencies/Societies/Universities after successfully completing course of study not less than 3 months duration are considered as equivalent. The details of the qualification which had already been decided to be accepted as equivalent to Computer Word Processing in accordance with the above conditions have been made available in the official website of Kerala Public Service Commission as well as in the PSC Bulletin. As regards the other qualifications claimed as equivalent to Computer Word Processing, the acceptability will be decided after detailed examination of the same. The candidates who claim such qualifications shall submit sufficient documents to prove that the qualifications agree with the above conditions, at the time of production of other documents proving qualifications.
- (c) Malayalam Typewriting lower is not compulsory for the Ex-Servicemen who have completed normal tenure of service for applying to the post of Typist in the Government Service. But if they are selected the above qualification should be acquired before completing probation.
- (d) Service as Clerk/Writer in the defence forces for not less than 15 years will be deemed as sufficient qualification for the post. If selected, they have to pass Malayalam Typewriting Lower before completing probation.
- (e) Ex-servicemen with service as Clerk (General duties) Clerk (Staff duties) Clerk (A.O.C) and personal Assistants in the Army, Writers in the Navy and Clerks (General duties) in the Air Force, who were under the Category “Class I” or those who possess 15 years service in the Clerical cadre in the Defence Forces will be treated as eligible to apply for this post. (G.O(P) 143/77/GAD dated 18.5.1977, G.O(P) No. 35/79/GAD dated 6.1.1979, G.O. (P) No.143/86/GAD dated 30/04/1986). The service period of 15 years which makes one qualified for the post, will not be considered for the award of weightage marks.
- (f) Subject to the conditions laid down in GO(P) No.139/77/GAD dated 11/05/77, linguistic minority candidates whose first language for SSLC Examination is a language other than Malayalam, may apply to this post even if they do not possess Malayalam Typewriting (Lower) qualification. If selected, they have to acquire Malayalam Typewriting (Lower) qualification before completing probation.
- (g) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification (Certificates obtained from the Typewriting Institutes will not be accepted).

8 **Mode of submitting application:-**

(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 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 a post. The photograph uploaded should be taken after 31.12.2013. **Candidates who create new profile should upload photograph taken within 6 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 taking the photograph. 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 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 will be summarily rejected if noncompliance with the notification is found in due course of processing. Original documents to prove qualification, age, community etc. have to be produced as and when called for.

(b) Candidates who have Aadhaar card should add Aadhaar card as I.D proof in their profile.

9 **Last date for submission of application :** 16.08.2023 Wednesday up to 12 midnight.

10 **Website address :** [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

11 If a Written/OMR/Online Test is conducted as part of this selection, candidate shall submit a confirmation for writing the examination through their One Time Registration Profile. Such candidate alone can generate and download the admission tickets in the last 15 days till the date of test. The application 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. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

12 Paragraphs two, three and twenty five (except the conditions laid down in Rule 3 (c), Part II of the Kerala State and Subordinate Service Rules) are not applicable to this selection.

13 Appointments are made on the basis of the rank secured in the ranked list of candidates prepared in pursuance of this notification subject to the conditions laid down in G.O (P) No. 21/76/PD dated, 17.01.1976 and G.O (P) No. 25/94/GAD dated, 22.01.1994 allowing special reservations to Scheduled Tribes in accordance with the procedures made for this purpose from time to time and subject to the rules under sections 3(c), 17(a), 17(b) of Part II of Kerala State and Subordinate Service Rules, 1958.

**Special instructions to candidates :-**

14 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 Community certificate at the time of certificate verification.

- 15 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.
  
- 16 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.

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION