

Extraordinary Gazette Date:- 30.11.2017
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Category No: 534/2017

Applications are invited from qualified candidates for appointment in the undermentioned post in Kerala Government Service. Before applying for the post candidates should register as per One Time Registration through the official website of Kerala Public Service Commission. Candidates who have already registered can apply through their Profile.

- 1 Department** : Information and Public Relations  
**2 Name of Post** : Assistant Information Officer  
**3 Scale of pay** : ₹ 27800 - 59400 /-  
**4 Number of vacancy** : 8 (Eight)

The above vacancies are now in existence. 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 vacancy noted above and that may be reported to the Commission in writing during the period of the currency of the list.

**5 Method of appointment** : Direct Recruitment

**6 Age limit** : **19-39**

Only candidates born between 02.01.1978 and 01.01.1998 (both dates included) are eligible to apply for this post with usual relaxation to Scheduled Castes, Scheduled Tribes and Other Backward Communities (For other conditions regarding the age relaxation please see Part 2 Para II of the General Conditions)

**7 Qualifications** :

1. B.A., B.Sc, or B.Com. Degree of any recognised University.
2. Two years experience in a Government Publicity Organisation or Publicity Department of a private organisation or firm or the editorial section of a daily newspaper or news agency.
3. Ability to prepare Press Bulletin and Press publicity handouts.

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

The aptitude for publicity work and ability to prepare Press Bulletin and publicity handouts being assessed on the basis of rank in a common written test to be conducted by the public service commission.

**Desirable:-** Publication of works in English or Malayalam on Literature, Art, Culture, Economics or politics and/or experience in Editorial work in an English or Malayalam Newspaper.

**Experience Certificate:-** The candidate should produce experience certificate in the form given below:

### CERTIFICATE OF EXPERIENCE

Name of Firm (Company/Corporation/  
Govt. Department/Co-Operative Institution etc.) :  
Registration Number [SSI Registration or any  
other Registration Number and Date of Registration] :  
Authority from where registration obtained :

Issued to Sri/Smt.....(here enter name and address of the candidate). This is to certify that the above mentioned person has worked/is working in the Institution as .....(here enter the name of post held or held) as Regular worker/Temporary worker/Apprentice/Trainee/Casual Labourer (Strike off whichever is not applicable) on Rs.....per day/ per mensem for a period of.....years.....months.....days from. ....to.....

Place:

Date:

Dated Signature, Name and  
Designation of the issuing Authority  
with name of institution

(Office Seal)

### **DECLARATION**

Certified that Sri/Smt.....mentioned in the above experience Certificate has worked/is working as .....(specify the name of post held and nature of employment) in the above institution during the period mentioned therein as per the entry in the above .....register (Name of the register to be specified) maintained by the employer as per the provision of the..... Act (Name of Act/Rules to be specified).

Also certified that I am the authorized officer to inspect the registers kept by the employer, as per the provisions of the .....Act/Rules of the State/Central Government.

Place:

Date:

Dated Signature, Name of Attesting  
Officer with designation and Name of office.

(Office Seal)

**Note:-** (1) Proof reading and similar items of works in a Newspaper office not involving original

writing will not be considered as Journalistic experience.

(2) The veracity of the experience certificate will be subjected to scrutiny and legal action will be initiated against those who issue and candidates who produce bogus certificate. The experience certificate should be got attested by an authorized officer of the State/Central Government.

#### **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 log in 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 should be one taken after 31/12/2010. 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. 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 by clicking the link **Registration Card** in their profile. 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 on their profile. Application submitted is provisional and cannot be deleted or altered after submission. The applications will be summarily rejected if non compliance with the notification is found in due course of processing. Documents to prove qualification, experience, community, age etc have to be produced as and when called for. Candidates must quote User-Id for further communication with the Commission.

(b) Candidates who have AADHAAR card should add AADHAAR as I.D. Proof in their profile.'

9. If a written/ OMR / Online Test is conducted as part of this selection, Admission Ticket for eligible candidates will be made available in their profile for One Time Registration and the date of downloading will be included in the Examination Calendar. Candidate can download Admission Ticket for 15 days from this date. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

10. **Last date for receipt of applications: ....03.01.2018.....** Wednesday upto midnight.

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

(For instructions on Photo ,ID Card etc. please also see part II of the General Conditions)

**SAJU GEORGE**  
**SECRETARY**  
**KERALA PUBLIC SERVICE COMMISSION**