

Gazette Date: 29/12/2015 Last Date: 03/02/2016
Category No: 553/2015

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 Commission after ONE TIME REGISTRATION. Candidates who have already registered can apply through their profile. The photo uploaded through One Time Registration should be the one taken after 31.12.2010. Name of the candidate and the date of the photograph taken should be printed at the bottom portion. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of photograph taken.

- 1 Name of Department** : Various Departments
- 2 Name of post** : Confidential Assistant Grade II (SR for SC/ST only)
- 3 Scale of pay** : ₹ 10480-18300/-
- 4 No. of Vacancy** : District wise
Kottayam - 1 (One) (SC/ST)
Idukki - 1 (One) (SC/ST)

Note:(i) *The above Vacancies are now in existence. Separate Ranked List will be prepared for each Districts in pursuance of this notification. The list of selected candidates published by the Commission shall remain in force for a minimum period of one year and a maximum period of three years provided that the said list will not continue to be in force if a new list after the expiry of the minimum period of one year is published. 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 against vacancies reported exclusively for Scheduled Tribes will also be advised from this list and only in the absence of Scheduled Tribe candidates in this list fresh notification for vacancies reserved exclusively for scheduled Tribes will be issued.*

Note:(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 (5) years continuous service from the date of commencement of service in the former District. Even if, transfer is allowed after five (5) years, it will be subject to the rules in GO(P)No.5/13/P&ARD dated 6.02.2013. But as per GO(P)12/96/P&ARD dated 16.03.1996, the condition of 5 years service is not applicable for the transfer to the Districts of Idukki, Wayanad and Kasaragod. This concession will be available only for getting transfer into these districts, but not for getting transfer out of these districts and this concession will be granted only once in the career of a Government Servant. 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.*

Note:(iii) *Candidates from the Ranked List for districtwise selection will be advised for appointment against the Head quarters vacancies also. Appointment against the Headquarters vacancies will be started from Thiruvananthapuram District. Separate option need not be given for this.*

Note:(iv) *Applications should not be submitted to more than one district in response to this notification. If applications are sent contrary to the above direction and if he/she is selected, his /her name*

will be removed from the Ranked Lists and disciplinary action will be taken against him / her.

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

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 02.01.1974 and 01.01.1997
(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) Pass in Plus Two or its equivalent.
- 2) Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent. *(Those who have passed the KGTE Typewriting before January 2002 should produce separate certificate in Computer Word Processing or its equivalent. Certificates obtained from Central and State Governments or Agencies or Societies or Universities after a course having minimum period of 3 months shall alone be considered as equivalent qualification for Computer Word Processing).*
- 3) Lower Grade Certificate in Typewriting Malayalm (KGTE) or its equivalent.
- 4) Lower Grade Certificate in Shorthand English (KGTE) or its equivalent.
- 5) Lower Grade Certificate in Shorthand Malayalam (KGTE) or its equivalent.
(G.O (Ms) No.21/2011/P&ARD dated 01.07.2011). *Certificates obtained from Typewriting Institute and IMC certificates are not accepted.*

Note:1) *Part II Rule 10(a)ii of KS&SSR is applicable for this selection.*

- 2) *Dictation Test will be conducted for the candidates who submit valid application. A passage in English consisting of 400 (four hundred) words will be dictated within 5 minutes at a rate of 80 words per minute and candidates will be asked to take down the same in shorthand and then to write it in long hand (using ink) within the time limit of an hour. Place, date and time of the test will be published later.*

8 Mode of Submitting application:

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 already 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 while apply for a post. No application fee is required. Candidates can view and have a printout of the details in the profile by clicking the link Registration Card. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of each application, the 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 treated as provisional and cannot be deleted or altered after submission. The application will be summarily rejected if noncompliance 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.

9 Last Date for receipt of applications : 03.02.2016 Wednesday upto 12 Midnight.

10 Website Address : www.keralapsc.gov.in

11 If a written Test/OMR Test is conducted as part of the selection, Admission Ticket of eligible candidates will be made available in the website of Kerala Public Service Commission. Candidates are instructed to download their Admission Ticket as per the instructions in the Website.

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(Ms)No.142/72/PD dated 13.04.1972, G.O (Ms)No.309/73/PD dated 29.11.1973, 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 Castes / 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.

(For details including photo and ID card etc. refer to the General Conditions at the end of the notification).

SECRETARY
KERALA PUBLIC SERVICE COMMISSION