

EXTRA-ORDINARY GAZETTE DATED : 27/07/2019

LAST DATE : 29/08/2019

CATEGORY NUMBER : 103/2019

KERALA PUBLIC SERVICE COMMISSION

NOTIFICATION

Part – I Direct Recruitment

Applications are invited online only by **One Time Registration** system exclusively from qualified candidates for selection to the under mentioned 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 shall apply through their profile.

1. Department : Various
2. Name of Post : **Clerk Typist / Typist Clerk**
3. Scale of pay : Rs. 19000-43600/-
4. No. of vacancies : **District wise**

1. Thiruvananthapuram
2. Kollam
3. Pathanamthitta
4. Alappuzha
5. Kottayam
6. Idukki
7. Ernakulam
8. Thrissur
9. Palakkad
10. Malappuram
11. Kozhikode
12. Wayanad
13. Kannur
14. Kasaragod

Not Estimated.

Notes :

- (i) Separate Ranked Lists will be prepared for each district in pursuance of this notification. The Ranked lists thus prepared and published by the Commission,

shall remain in force for a minimum period of one year, subject to the condition 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 for appointment against aforesaid vacancies and also against the vacancies, if any, reported during the currency of the lists. In case no candidate is advised from the ranked list till the expiry of the period of three years, the duration of the ranked list shall be extended for a further period of one year or till at least one candidate is advised from the list whichever is earlier.

- (ii) Applications should not be submitted to more than one district in response to this notification. If applications are submitted contrary to the above direction, and if he/she is selected, his/her name will be removed from the Ranked List and disciplinary action will be taken against him/her. Candidates should submit the application for this post to the concerned district office and should note the name of the concerned District against the relevant column of the online application.
- (iii) 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 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 (P) No. 36/91/P&ARD, dated 2.12.1991. But as per G.O (P) No. 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 Government Servant. 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.
- (iv) Candidates will be advised from the ranked lists for appointment against the Headquarters vacancies also without their consent. 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. Such

candidates will be eligible for transfer to another district as per the terms and conditions in GO (MS) No.442/80/GAD dated 26/9/1980.

- (v) 3% of the vacancies reported to the Commission for the above post shall be reserved for appointment of Differently abled persons, limited to the categories of Locomotor Disability/Cerebral Palsy, Hearing Impairment and Low Vision as per G.O (P) No. 1/13/SJD dtd 3.1.13. A separate list of such candidates shall be prepared alongwith the Ranked List (Differently Abled candidates must specify the details in their OTR profile). They shall be advised against Sl. Nos. 01, 34, 67 in a cycle of 100 vacancies as per rules. Differently Abled candidates included in the Main list/ supplementary lists for reservation communities shall also be included in the list prepared exclusively for them on the basis of merit. If candidates in the list (Main list/Supplementary list/list for DA) is advised from any one of the above lists on Open/Reservation/DA quota, the name of the candidate shall be deleted from other list (s) as per Rule 18(iii), Kerala Public Service Commission Rule of procedure. Relaxation in age and award of grace marks will be given to the Differently Abled candidates as stipulated in the existing Acts & Rules.
 - (vi) Advice will be made to the posts of Clerk Typist / Typist Clerk in the Kerala Municipal Common Service also, from the Ranked List prepared in pursuance of this notification.
 - (vii) If the community claim in the application differs from the community noted in SSLC, then such changes are to be published in the gazette on or before the date of verification of original documents and the same should be produced along with the Community Certificate/Non creamy layer certificate issued by the Revenue authorities at the time of One Time Verification or as and when required by the commission.
5. Method of appointment : Direct Recruitment
6. Age : 18-36. Only candidates born between 2.1.1983 and 1.1.2001 (both dates included) are eligible to apply for this post. SC/ST candidates and Other Backward Communities are eligible for usual age relaxation. (Including the relaxation as per Para 2(i) of the General Condition)

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.

7. Qualifications :-

- (1) Pass in SSLC or its equivalent.
- (2) Lower Grade Certificate in KGTE Malayalam Typewriting or its equivalent.
- (3) Lower Grade Certificate in KGTE English Typewriting and Computer Word Processing or its equivalent.

Those who have passed KGTE Typewriting before January 2002, must have acquired separate certificate in Computer Word Processing or its equivalent before the last date for receipt of application for the post fixed by the Commission. (G.O(MS) No. 21/2011/P&ARD dated 01.07.2011).

All the qualifications for the post must have acquired before the last date of receipt of application.

Note :-

- (a) 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.
- (b) 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.

- (c) 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.
- (d) 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.
- (e) 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.
- (f) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification. (Certificates obtained from the Typewriting Institutes will not be accepted.)
- (g) Those who claim equivalent qualification shall produce the respective Government Order to prove the claim at the time of One Time Verification or as required by the Commission.
- (h) KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post.

8. Mode of submitting applications:-

Candidates must register as per ONE TIME REGISTRATION scheme through 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 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 applying for a post. The photograph uploaded should be one taken on or 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 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 the correctness of the information on their profile. They must quote their User-ID for further communication with the Commission. Application submitted is 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. **Candidates who have AADHAAR card should add AADHAAR card as I.D. Proof in their profile.**

9. Last date of receipt of applications **29/08/2019** Thursday upto 12 midnight.
10. Address to which applications are to be sent : www.keralapsc.gov.in.
11. If Written Test/OMR/Online Examination is conducted as a 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 mobiles phones registered in it.

Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

(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.