

Part – II By Transfer

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 (By Transfer)
3. Scale of pay : Rs.19000-43600/-
4. Method of appointment : Recruitment by transfer (from persons holding posts in the Government Services) having scale of pay lower than the above.
5. 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 :-

- (i) Certificates in Computer Word Processing issued by Central, State Government Departments/Agencies/ Societies, Universities after successfully completing course of study not less than three months duration are considered as equivalent. The details of the qualifications which had already been decided to be accepted as equivalent to

Computer Word Processing, 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.

- (ii) Applications are invited from low paid employees in the Kerala Government Subordinate Services for appointment as Clerk Typist/Typist Clerk in the 5% of vacancies arising in the cadre of Clerk Typist/Typist Clerk reserved for the persons holding posts having scale of pay below Rs. 19000-43600/- included in the Subordinate Service. The applicant should be an approved probationer/full member of the Kerala Government Subordinate Service (including Part Time Contingent Services). The applicants should obtain a Certificate from the Head of the Department or office showing their service particulars in the form given as Annexure I of the notification and produce the same as and when required by the Commission. Persons appointed through Employment Exchange or otherwise and working on a temporary/provisional basis are not eligible to apply for this post in response to this notification.
- (iii) 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.
- (iv) Candidates who are eligible to apply for the Direct Recruitment and Recruitment By Transfer need not select the same district for the both categories. But they should submit separate applications for each category even if selected the same district. Candidates who are included in both lists under this notification and advised from anyone of the lists shall be deleted from the other list as per Rule 18 (iii) of the KPSC Rules of Procedure.
- (v) 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 the same department in any one district are prohibited from applying again for this post, but they can apply to higher posts when notified.

- (vi) 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.
- (vii) The low paid employees in the Subordinate Service are exempted from the maximum age limit prescribed for the post. But they should possess the qualification prescribed for the post. The candidates in the category are not entitled to the benefit of Differently Abled candidates.
- viii) The Commission will conduct a competitive test for Direct Recruitment and By Transfer candidates. Based on the marks secured by the candidates in the test, separate Ranked List will be prepared for Direct Recruitment and Recruitment By Transfer in respect of each districts. Candidates who secure not less than 40% marks in the test for By Transfer category are eligible to be included in the Ranked List for recruitment by transfer.
- (ix) 5 % of vacancies which are reported to the district office of the Public Service Commission will be filled up by candidates selected from low paid employees in the subordinate services. The rules regarding the reservation of appointment contemplated in the Rules 14 to 17 of Part II of the Kerala State and Subordinate Service Rules, 1958 are not applicable to appointment By Transfer. If sufficient number of candidates

are not available to fill up the 5% reservation quota mentioned above, such vacancies will be filled up by candidates included in the ranked list prepared for open quota. In case candidates included in the ranked list prepared for recruitment By Transfer could not secure appointment before the expiry of the ranked list, the names of such candidates will be included at the top of the new ranked list of the low paid employees drawn up by the Commission subsequently in the same order and they will be advised for appointment accordingly vide G.O. (P) No. 39/89/P&ARD dtd. 08.12.1989.

- (x) The qualification prescribed as per GO(MS)No.21/2011/P&ARD dated 01.07.2011 is not applicable for those Low Paid Employees who entered Government Service before 01.07.2011. The qualification prescribed as per GO(P)No.17/2005/P&ARD dated 09.05.2005 is applicable to such candidates ie, qualification no.1 is 'Pass in SSLC or its equivalent' and no provision is prescribed for equivalent qualification in the case of qualification no.2, KGTE Malayalam Typewriting Lower.
- (xi) 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.
- (xii) KS&SSR Part II Rule 10 (a) (ii) is applicable for selection to this post.

Form of Service Certificate

ANNEXURE I

SERVICE CERTIFICATE

(Original to be submitted)

1. Name of the candidate :
2. Name of post now held by the applicant with scale of pay :
3. Name of the Department in which now working :
4. Name of service to which the applicant belongs :
5. Date of commencement of Service and Date of commencement of probation. :
6. Whether the applicant is Probationer/Approved :
probationer or Full member of the service
7. Service Particulars :

Sl No	Name of post held	Period		Length of Service			Date of declaration of
		From	To	Year	Month	Days	

							probation
Total Service:							

Certificate

Certified that the above details in respect of Shri/Smt who is a Probationer/Approved Probationer/Full member of the..... subordinate Service have been verified by me with the service particulars as given in the Service Book of the candidate and that they are found correct.

Signature

Name & Designation
of the Head of Office

Place :

Date :

(Office Seal)

6. Mode of Sending 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.**

7. Last date of receipt of applications : **29/08/2019 Thursday** upto 12 midnight.
8. Address to which applications are to be sent : www.keralapsc.gov.in.
9. 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.