

**GAZETTE DATE : 16/08/2022**

**LAST DATE : 22/09/2022**

**CATEGORY NO: 329/2022**

Applications are invited from qualified 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.

- 1 Name of Department** : Various
- 2 Name of post** : Clerk-Typist  
(Special Recruitment from Scheduled Tribe Only)
- 3 Scale of pay** : ₹ 19000-43600/- (PR)
- 4 No. of Vacancy** : Districtwise  
Kozhikkode – 01 (One)

**Note: i)** The above vacancy is now in existence. 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 or till the expiry of three years which ever is earlier. Recruitment will be made for the above vacancy and also for the vacancies reported for Special Recruitment from Scheduled Tribe during the validity of the list.

**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) 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 rules in G.O(P)No. 4/61/PD dated 02.01.1961. Candidates already in Government service, holding this 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 included in the Ranked List for district wise selection will be advised for appointment against the Head Quarters vacancies also. As per the provision in GO(MS)No. 154/71/PD dated 27/05/1971, appointment against the Headquarters vacancies will be started from Thiruvananthapuram district. Separate option need not be given for this. The conditions laid down in GO(P) 27/13/PD dated 28/09/13 shall be applicable to the candidates thus appointed.

**iv)** Advice will be made to the posts of Clerk-Typist in the Kerala Municipal Common Service also, from the Ranked List prepared in pursuance of this notification.

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

**Note:** Applications received from candidates other than Scheduled Tribe candidates 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 02.01.1981 and 01.01.2004 (both dates included) are eligible to apply for this post.

**Note:** *In the absence of qualified candidates within the age limit 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 qualification.
2. Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.
3. Lower Grade Certificate in Typewriting English ( KGTE) and Computer Word Processing or its equivalent.

Those who have passed KGTE Typewriting (English) Lower before January, 2002, should produce separate certificate in "Computer Word Processing or its equivalent." (G.O.(MS) No. 21/2011/P&ARD dated 01/07/2011).

- 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 to KGTE Computer Word Processing.
- (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) No. 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)** KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post.
- (h)** Candidates claiming higher/ equivalent qualification should produce equivalency certificate from the concerned Institution or Government Order proving the equivalency at the time of certificate verification.
- (i)** If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce community certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.

#### **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 31.12.2012. **In the case of candidates who are creating a new profile the uploaded photograph must be 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 receipt of applications :** **22-09-2022 Thursday**  
upto 12 Midnight.
- 10** If Written/OMR/Online Test is conducted as 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 Programme 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.
- 11** Paragraphs two, three and twenty five (except the conditions laid down in the Rule 3 (C) of Part II of the Kerala State and Subordinate Service Rules) are not applicable to this selection.
- 12** Appointment 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.

(For details regarding photo, ID card etc. refer to the General Conditions at the end of the Gazette notification).

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