

Gazette Date: 12/08/2014

Last Date: 17/09/2014

Category No: 347/2014

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. Department : Kerala Municipal Common Service

2. Name of Post : Lower Division Clerk/Bill Collector

3. Scale of pay : Rs. 9940 - 16580/-

4. No. of vacancies : District wise

1. Thiruvananthapuram	}	Not Estimated
2. Kollam		
3. Pathanamthitta		
4. Alappuzha		
5. Kottayam		
6. Idukki		
7. Ernakulam		
8. Thrissur		
9. Palakkad		
10. Malappuram		
11. Kozhikkode		
12. Wayanad		
13. Kannur		
14. Kasaragod		

5. Method of appointment: Direct Recruitment (From Low Paid Employees in Kerala Municipal Common Service only)

Applications are invited only from low paid employees holding posts having scale of pay below Rs.9940-15680/- in regular service of Municipalities and Corporations of Kerala for appointment as Lower Division Clerk/Bill Collector in the 5% (Five percent) of the total vacancies reserved for filling through direct recruitment arising in the cadre of Lower Division Clerk/Bill Collector in Kerala State Municipal Common Service as per G.O (Ms.)66/80/LSD

dated 17.03.1980.

(a) Candidates holding low paid posts having scale of pay below Rs.9940-15680/- in regular service in Kerala State Municipal Common Service can apply for the above post. The applicant should obtain a Certificate from the Head of Office showing their service particulars in the form given below 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 the post in response to this notification.

Format of Service Certificate to be produced by candidates for recruitment as Lower Division Clerk/Bill Collector

1. Name of the Candidate :
2. Name of post held by the applicant in :
Kerala Municipal Common Service
with scale of pay and the pay now
drawn by the applicant
3. Name of the Municipality/Corporation :
in which the applicant is now working
4. Date of entry in Kerala Municipal :
Common Service
5. Whether He/She is a Permanent :
Member

Certified that the above details in respect of Sri/Smt who is a member of Kerala Municipal Common Service has been verified by me with the service particulars of the candidate and that they are found correct. He is eligible to apply for the post of Lower Division Clerk/Bill Collector in Municipal Common Service as per G.O.(Ms.)66/80/LSD dated 17.03.1980.

Place
Date

Signature of Head of the Office
with the name and the Designation

(Office Seal)

(b) Low paid employees in the State Municipal Common Service who apply under the category are exempted from the minimum general educational qualification (SSLC) and also from the age limit prescribed for the post. The candidates in this category are not entitled to the benefit of physically handicapped candidates.

(c) The Commission will conduct a competitive test of S.S.L.C. standard and based on the marks secured by the candidates in the test, a Ranked List will be prepared in each District. Candidates who secure more than 40% marks in the test are eligible to be included in the Ranked List.

(d) The Rules regarding the reservation of appointment contemplated in the Rules 14-17 of part II of the Kerala State and subordinate service rules 1958 are not applicable to this appointment. In case the candidates included in the Ranked List 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 dated 08.12.1989.

(e) The selection in pursuance of this notification will be made on district wise basis subject to the special condition laid down in G.O M.S) No.154/71/PD dated 27.05.1971. A candidate advised for appointment in one district from the Ranked List prepared for that District is not eligible for transfer to another district for a period of 5 years from the date of commencement of regular service in the former district. Even if transfer is allowed after 5 years it will be subject to the condition laid down in G.O (M.S) No.36/91/P&ARD dated 02.12.1991. But as per G.O (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 Kasargod. This concession will be available only for getting transfer to these districts but not for getting transfer out of these districts and the concession will be granted only once in the carrier of a government servant. Candidates already in Municipal Common Service holding this post in any one district are prohibited from applying in response to this notification.

6. Last date for receipt of applications: 17/09/2014 Wednesday upto 12:00 Midnight.

7. Mode of Submitting Application:-

Candidates shall register as per 'ONE TIME REGISTRATION ' system on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' for applying for the post. Candidates who have registered shall apply by logging in to their profile using their User- ID and password. Candidates shall click on the 'Apply Now' button of the respective posts in the Notification link for applying for a post. No application fee is required. Candidates can view and have a print-out of the details in the profile by clicking the link Registration Card, if required. Candidates are responsible for the correctness of the personal information and secrecy of password. Before applying for a post, candidates must ensure correctness of the information in their profile. They must quote the User- ID for further communication with the

Commission. Applications once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove qualification, experience, community, age etc. have to be produced as and when called for.

8. Address to which applications are to be submitted :- www.keralapsc.gov.in

[For details, including Photo, ID Card etc. please see the General Conditions given in Part II of this notification]

**P C BINOY
SECRETARY
KERALA PUBLIC SERVICE COMMISSION**