

Gazette Date: 12/08/2014 Last Date: 17/09/2014
Category No: 375/2014

**FIRST NCA NOTIFICATION**

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 : Various Departments
2. Name of post : Confidential Assistant Gr II
3. Scale of pay : ₹ 10,480- 18,300/-
4. Number of vacancies : District wise

Kozhikkode – LC/AI - 2 (Two)

- Note:-**
- (i) Applications submitted by candidates belonging to the community other than that notified, will summarily be rejected. No rejection memo will be issued.
  - (ii) Ranked List prepared and published in pursuance of this notification shall remain in force until candidates are advised and appointed against the NCA turns identified as unfilled during the currency of the Ranked List published for the post in the following district. Candidates will be advised from the Ranked List for appointment against head quarters vacancies also. Such candidates will be eligible for transfer as per the terms and conditions in G.O (MS) No 442/80/GAD dt 26.09.1980.

Name of District	Date of Publication of Ranked List	Category No.
Kozhikkode	23-09-2009	223/05

- (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 (MS) No.4/61/PD, dated 2.1.1961. Candidates already in Government Service holding the same post in any one district are prohibited from applying in response to this notification.

5. Method of appointment :- Direct Recruitment from candidates belonging to the above mentioned community)

6. Age Limit :- 18-39. Born between 2.1.1975 and 1.1.1996 (both dates included) only are eligible to apply.  
(In other conditions regarding age relaxation, please see para 2 of the General conditions except para 2 (i).

**7. Qualifications:-**

1. Pass in SSLC or equivalent qualification.
2. Lower Grade Certificate in English Typewriting (KGTE) and Computer Word Processing or its equivalent (G.O (P) No. 17/2005/P&ARD dated 09.05.2005).
3. Lower Grade Certificate in Malayalam Typewriting (KGTE) or its equivalent.
4. Lower Grade Certificate in Short Hand English (KGTE) or its equivalent.
5. Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent.

Note:- Those who have passed KGTE Typewriting English before January 2002 should produce separate certificate in Computer Word Processing or its equivalent. Certificate 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. Certificates issued from Typewriting Institutions and IMC Certificates will not be accepted.

**8. Mode of submitting Applications :-**

Candidates must register as per “ ONE TIME REGISTRATION” on the Official Website of Kerala Public Service Commission '[www.keralapsc.gov.in](http://www.keralapsc.gov.in)'. Those who have registered shall apply by logging on the 'Apply Now' button of the respective posts in the Notification Link to apply for a post. No application fee is required. Candidates can view and have a printout of the details on the registration card by clicking the link **Registration Card** after entering the home page. 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 and they shall keep in mind the User Id for further communication with the Commission. Application once submitted will be received as provisional and cannot be deleted or altered on after submission. Applications once 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.

**9. Last date of receipt of applications : 17/09/2014 Wednesday upto 12 midnight.**

**10. Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in).**

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

(For details, please see the General Conditions given below as Part II of this Notification).

P.C. BINOY  
SECRETARY,  
KERALA PUBLIC SERVICE COMMISSION.