SECOND 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

2 **Name of post**   :   Confidential Assistant Gr.II

3 **Scale of pay**   :   ₹ . 10480-18300/-

4 **Number of vacancies**   :   District wise

                  Scheduled Tribe   - Ernakulam-1 (One)

                  SIUCN/Anglo Indian - Malappuram - 1 (One)

                                          Kasargod   - 1 (One)

                  LC   - Malappuram - 1 (One)

                                        Kannur   - 1 (One)

Category Number	Community
192/2013	Scheduled Tribe
193/2013	SIUCN/ AI
194/2013	LC

Note:-

(i)   Applications submitted by candidates other than those belonging to the above mentioned categories will summarily be rejected. No rejection memo will be issued.

(ii)   Separate ranked list will be prepared for each district and for each community in pursuance of this notification. Ranked List thus 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 Lists published for the post in following districts. Candidates will be advised from the Ranked List for appointment against the 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 dated 26.09.1980.

Name of District	Date of Publication of Ranked list	Category Number
Ernakulam	28-10-2009	223/05
Malappuram	02-07-2009	223/05
Kannur	10-06-2009	223/05
Kasargod	03-02-2009	223/05

(iii)   Applications should not be sent to more than one district in response to this notification. If applications are sent contrary to the above direction and if he/she is selected, his/her name will be removed from the ranked lists and disciplinary action will be taken against him/her. Candidates should note the name of the district concerned in the relevant column.

(iv)   The selection in pursuance of this notification will be made on a Revenue District basis, subject to the special conditions laid down in GO(MS) No. 154/71/PD dated, 27.5.1971. 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 5years continuous service from the date of commencement of service in the former District. Even if transfer is allowed after 5 years, it will be subject to the rules in GO (MS) No.4/61/PD dated, 02.01.1961. 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.

5. Method of appointment   :   Direct Recruitment from candidates belonging to the above mentioned communities. In the absence of Scheduled Tribe candidates, applications of scheduled caste candidates will also be considered.

6. Age limit   :   SC/ST   18-41 Born between 02.01.1972 and 01.01.1995 (both dates included)
     SIUCN/AI, LC   18-39 Born between 02-01-1974 and 01-01-1995.

(For other conditions regarding age relaxation, subject to the conditions that the maximum age limit shall in no case exceed 50 years please see para 2 of the general conditions).

7. Qualifications:

    1. SSLC or its equivalent.

    2. Lower Grade Certificate in KGTE English Typewriting and Computer Word Processing or its equivalent (G.O.(P) No. 17/2005/P&ARD dated 09.05.2005).

    3. Lower Grade Certificate in KGTE Malayalam Typewriting 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:- (1) Certificates issued from Typewriting Institutions and IMC Certificates will not be accepted.

(2) Those who have passed KGTE Typewriting 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.

8. **Method of submitting applications:-**

Before applying for the post, candidates should register as per "ONE TIME REGISTRATION" scheme through the Official Website of Kerala Public Service Commission **'www.keralapsc.gov.in'.** Those who have already registered can apply by logging in to their profile using his/her **User-ID and password**. No application fee is required. Candidates can view, rectify defects and print the details in the registration card by clicking the link **Registration card** after entering the Home Page. Candidates are responsible to ensure correctness of the personal information and secrecy of password and they shall keep in mind the user ID for further communication with the Commission. Applications which are

submitted not in accordance with the instructions given in the website will be summarily rejected. Documents to prove Qualification, age, community etc have to be produced as and when called for.

9.   **Last date of receipt of applications** : 31/07/2013 Wednesday upto 12 Midnight**.**

10.   **Address to which applications are to be sent**:-   www.keralapsc.gov.in

11.   If a Written Test/OMR Test is Conducted as part of the Selection, Hall ticket of eligible Candidates will be made available in the Website of the Kerala Public Service Commission, Candidates are instructed to download their Hall Ticket as per the instructions in the Website.

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

P. C. BINOY
SECRETARY
KERALA PUBLIC SERVICE COMMISSION