

**Gazette Date: 31/07/2013**

**Last Date: 04/09/2013**

**Category No: 205/2013**

**NOTIFICATION (DIRECT)**

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 Vocational Higher Secondary Education
2. **Name of post** : Vocational Teacher in Office Secretaryship
3. **Scale of pay** : ₹ 19,240 - 34,500/-
4. **Number of vacancy** : 4 (Four)

The above vacancies are now in existence. The ranked list published by the Commission in pursuance of this notification shall remain in force for a minimum period of one year provided that the said list will continue to be in force till the publication of a new list after the expiry of the minimum period of one year or till the expiry of three years whichever is earlier. Candidates will be advised from the said list against the vacancies noted above and also against the vacancies if any reported to the Commission in writing during the period of currency of the list.

**Note :-** 3% of the vacancies shall be reserved for physically handicapped candidates (Locomotor disability, cerebral palsy, Low Vision, Hearing impairment) for recruitment to the post as per G.O.(P) No.61/2012/SWD dated 17-10-2012.

5. **Method of appointment** : Direct Recruitment.

6 **Age limit** : 23 – 40. Only candidates born between 02.01.1973 and 01.01.1990(both dates included) are eligible to apply for this post. Other Backward community and SC/ST candidates are eligible for usual age relaxation. (For conditions regarding the age relaxation, please see para (2) of the General Conditions).

7. **Qualifications** : -

M.Com. Degree with not less than 50% marks awarded by any of the Universities in Kerala with Typewriting (English) Higher and Shorthand (English) Higher from the Board of Technical Examinations, Kerala or equivalent. Preference will be given to persons having additional qualification of Diploma in Computer Application.

Note :- (1) In the appointment of Vocational Teacher preference will be given to persons having additional qualification of Diploma in Computer Application from a recognised institution.

(2) All the Educational Qualifications for teaching posts should be one acquired after a regular course of study from a recognised University in Kerala or recognised as equivalent thereto by any of the Universities in Kerala.

**8 Method of submitting applications:-**

Candidates shall register as per 'ONE TIME REGISTRATION ' system on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in before applying for the post. Candidates who have registered shall apply by logging into 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. And they shall keep in mind the User-id for further communication. Before applying for a post, candidates must ensure the correctness of the information in their profile. The candidate can make any correction in their profile. But the corrections which had made before the last date fixed for the receipt of application alone will be available in the application of each post. 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.

**9. Last date for receipt of applications:** 04/09/2013 Wednesday upto 12 Midnight.

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

*(For details including photo, I.D Card etc, Please also see the General Conditions given in Part II)*

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