

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

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

**Category No: 219/2013**

**PART II (BY TRANSFER)**

Applications are invited through 'ONE TIME REGISTRATION' from qualified candidates for selection to the under mentioned post in Kerala Government Service. Candidates who have already registered can apply through their profile.

**1. Department :** Various

**2. Name of post :** Lower Division Clerk

(Re-designated as Clerk as per G.O (Ms.) No. 120/2013/(138)/Fin.  
dated 04.03.2013)

Note:- This will include the integrated post of Lower Division Clerk/ Village Assistant  
in the Revenue Department.

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

**4. Method of Appointment :** Recruitment by Transfer

Applications are invited from low paid employees of the Kerala State Subordinate Service for appointment as Lower Division Clerk in the 10% (Ten percent) of vacancies arising in the cadre of Lower Division Clerk in the various Departments including Lower Division Clerk/Village Assistants in Revenue Department reserved for persons holding Posts having scale of pay below Rs.9940-16580/- in the State Subordinate Services as per G.O.(P) 12/2010 /P&ARD dated 05.04.2010.

(a) Candidates holding low paid posts in the Kerala State Subordinate Services (including part time contingent Service) in the Scale of pay lower than Rs. 9940-16580/- can apply for the above post. The applicant should be a full member or an approved probationer of the Subordinate Services. The applicants 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 for recruitment by transfer as  
Lower Division Clerk.**

1. Name of the Candidate :
2. Name of post held by the applicant with :  
scale of pay and the pay now drawn by  
the applicant
3. Name of the Department :
4. Name of the Subordinate service to :  
which the applicant belongs
5. Date of commencement of probation and :  
date of completion of probation in the  
above subordinate service. State whether  
an approved probationer or full member  
of the service

Certified that the above details in respect of Shri/Smt ..... who is an approved probationer/full member of the Subordinate services, have 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 in Various Departments as per Rule 2(13) of the KS & SSR 1958.

Place \_\_\_\_\_ Signature of Head of the Office  
Date \_\_\_\_\_ with the name and the designation

(Office Seal)

(b) Low paid employees in the State Subordinate Service who apply under this category are exempted from the minimum General Educational qualification of pass in SSLC and also from the maximum age limit prescribed for the post. The candidates in this category are not entitled to the benefit of physically disabled candidates.

(c) The Commission will conduct a competitive test for Direct Recruitment and By Transfer candidates. Based on the marks secured by the candidates in the test, separate Ranked Lists will be prepared for Direct Recruitment and Recruitment By Transfer in respect of each district. Candidates who secure not less than 40 % marks in the test for By Transfer category are eligible to be included in the Ranked list for recruitment By Transfer.

(d) 10% of vacancies which are reported to the District Office of the Public Service

Commission will be filled up by candidates selected from Low paid Employees in the Subordinate Services. The rules regarding the reservation of appointment contemplated in the Rules 14 to 17 of part II of the Kerala State and Subordinate Service Rules, 1958 are not applicable to appointment By Transfer. If sufficient number of candidates are not available to fill up the 10% reservation quota mentioned above, such vacancies will be filled up by candidates included in the ranked list prepared for Open Quota. In case candidates included in the Ranked List prepared for recruitment By Transfer 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.

**5. Last date for receipt of applications :** .04/09/2013 Wednesday upto 12.00 Midnight

**6. 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, community, age etc. have to be produced as and when called for .

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

**8. Syllabus and Exam Time Table:-**

**Syllabus**

Part I - Simple Arithmetic and Mental Ability

Part II - General Knowledge and Current Affairs

Part III - General English

Part IV - Regional Language (Malayalam/Tamil/Kannada)

Total Marks - 100

Duration of OMR test – 75 minutes.

Medium of Question Paper: Malayalam, Tamil & Kannada (except General English)

**Exam Time Table**

<b>District</b>	<b>Date of Exam</b>	<b>Time</b>
By Transfer (All Districts)	01.03.2014 (Saturday)	2:00 PM – 3:15 PM

**COMMON STIPULATIONS**

The following conditions are applicable to the candidates applying for selection by Direct Recruitment as well as By Transfer from low paid Employees.

1. Candidates who are eligible to apply for both Direct Recruitment and Recruitment By Transfer need not select the same district for both categories. But they should submit separate applications for each category even if they selected the same district. Candidates who are included in both lists under this notification and advised from anyone of the lists shall be deleted from the other list as per Rule 18 (iii) of the KPSC Rules of Procedure.
2. Candidates advised as Lower Division Clerk/Village Assistant in the Revenue Department from the Ranked List to be prepared in pursuance of this notification will be sent by the Department for Survey Training if they have not already passed Chain Survey Test.
3. Selection to this post will be made on the basis of a Competitive Test of the SSLC Standard.
4. Candidates willing to be posted as Lower Division Clerk in Kerala State Archives Department must submit willingness at the time of verification of documents. When the Ranked List for the post is published, the fact whether the candidates are willing to be appointed in the State Archives Department will be noted against their names. Such candidates are eligible for appointment in other departments also, as and when their turn for recruitment arises. If a person is once advised for appointment in the State Archives Department, he will not be further considered for appointment in any other Department on the basis of that select list. Persons appointed as Lower Division Clerk in State Archives Department have to undergo during the period of probation, an Inservice Training in “Old Scripts” as may be prescribed by the Government.
5. The selection test will be conducted at different centers in each district (The name of the Examination Centres will be published later). The candidates should appear for the examination wherever they are admitted. As the selection is District wise, candidates will be allowed to appear for the test only in the examination centres for the District, which they have opted in

the relevant column of the application. Candidates should be present at the examination centre on or before 1.30 pm on the date of examination. Candidates who failed to do so will not be permitted to attend the examination.

6. The selection in pursuance of this notification will be made on district wise 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 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 rules in G.O. (P) No.36/91/P&ARD dated 02.12.1991 for inter district transfers in same Department and G.O. (P) No.5/2013/P&ARD dated 06.02.2013 for inter departmental transfers. 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 Kasaragod. This concession will be available only for getting transfer in to these districts, but not for getting transfer out of these districts and this concession will be granted only once in the career of a Government Servant. Candidates already in Government Service holding the post in any one district are prohibited from applying for the same post in another District.

7. For appointment in the Head Quarters vacancies no separate option is necessary. They will be considered for appointment in the head quarters vacancies also without such option. Vacancies arising in the Head quarters will be filled up according to the terms and conditions of G.O.(Ms) No 154/71/PD dated 27.05.1971, commencing from Thiruvananthapuram District.

[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**