

Gazette Date: 30/11/2013
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Category No: 469/2013

PART I (DIRECT RECRUITMENT)

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 : Lower Division Clerk (Tamil and Malayalam knowing)

Note:-(i) The above post is Re-designated as Clerk (Tamil and Malayalam knowing) as per G.O (Ms.) No. 120/2013/ (138)/Fin. dated 04.03.2013.

(ii) This will include the integrated post of Lower Division Clerk/Village Assistant (Tamil and Malayalam knowing) in the Revenue Department.

(iii) Vacancies of Lower Division Clerk (Tamil and Malayalam knowing) in Kerala Municipal Common Service, if any reported to the commission, will also be filled up from the Ranked Lists prepared in pursuance of this notification. (For Direct Recruitment only).

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

4. Number of Vacancies : District Wise

Idukki - 8 (Eight)

Note:-(i) The Ranked List prepared and published by the Commission in pursuance of this notification for Idukki district shall remain in force for a minimum period of one year, subject to the condition that the said lists 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 for appointment against the aforesaid vacancies and also against the vacancies, if any, reported during the currency of the list.

(ii) 3% of the vacancies reported to the Commission for the above post shall be reserved for appointment of Physically disabled persons, limited to the categories of Locomotor Disability/Cerebral Palsy, Hearing Impairment and Low Vision as per

G.O(P)1/13/SJD dated 03.01.2013. A separate list of such candidates shall be prepared along with the Ranked List (Physically disabled candidates must specify the details in the relevant column of application). They shall be advised against Sl.No. 33, 66, 99 in a cycle of 100 vacancies as per rules. Physically disabled candidates included in the Main list/Supplementary lists for reservation communities shall also be included in the list exclusively prepared for them on the basis of merit. If candidates in the list (Main list/Supplementary list/List for PH) is advised from any one of the above list on Open/Reservation/PH quota, the name of the candidate shall be deleted from the other list(s). Relaxation in age and award of Grace marks will be given to Physically disabled candidates as stipulated in the existing Acts & Rules.

(iii) 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.

(iv) Candidates willing to be posted as L.D. Clerk (Tamil and Malayalam knowing) 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.

(v) 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 conditions

prescribed in G.O.(P)No.36/91/P&ARD dated 02.12.1991 in the case of Inter-district transfers within the same department and G.O.(P)No.05/2013/P&ARD dated 06.02.2013 in the case of 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 into 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 in response to this notification.

5. Method of Appointment : Direct Recruitment

6. Qualifications:-

- (1) A pass in SSLC or any equivalent Examination.
- (2) Working Knowledge of both Tamil and Malayalam languages.

Note:- In the case of candidates advised for the post in the Registration Department, they should also pass a 'Handwriting test' in Tamil.

7. Age Limit : 18-36. Only candidates born between 02.01.1977 and 01.01.1995 (both dates included) are eligible to apply for the post with usual relaxation to SC/ST and OBC candidates.

(For conditions regarding age relaxation, please see para (2) of the general conditions under part II of this Notification)

Note :- (i) Typists in the Various Departments including Secretariat and Office of the Kerala Public Service Commission possessing SSLC qualification are eligible to apply in response to this notification in case they possess not less than 4 (four) years regular service on the date of application. The maximum age limit for such persons will be 40 (forty) years with usual relaxation of three years in case of OBC and 5 years in case of SC/ST candidates. The candidates in this category are not entitled to the benefit of reservation. Such applicants should obtain a service Certificate from the Head of the Department or Office showing their length of service and service to which they belong and produce the same as and when required by the Commission.

(ii) Enumerator-cum-Vaccinator of the National Small Pox Eradication Scheme and the retrenched Malaria Eradication Surveillance workers of the National Eradication Programme and who have completed 4 (Four) years service in the programme on

the date of application are eligible to apply in response to this notification. The conditions regarding age limit and educational qualifications (SSLC) will not apply to them. They need not specify the name of their community in the relevant column of the applications as their selection will be based on the rank secured by them and as they will not be considered for selection against reservation turns. Such candidate should furnish a certificate (in original) obtained from the Head of Department or Office showing their length and nature of service, as and when required by the Commission.

(iii) The candidates belonging to category (i) & (ii) mentioned above should have working knowledge in Tamil and Malayalam languages.

8. Last date for receipt of Application:01/01/2014 Wednesday up to 12.00 Midnight.

9. 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.

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

(For more 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**