

Gazette Date: 31/12/2013 Last Date: 05/02/2014
Category No: 610/2013 to 611/2013

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	:	Lower Division Typist
3.	Scale of Pay	:	₹ 9940-16580/-
4	Number of vacancies	:	District wise

Category No.	District & Community	No. vacancies
610/2013	Alappizha - ox Malappuram - ox Kasaragod - ox	1 (one) 1 (one) 1 (one)
611/2013	Ernakulam - Hindu Nadar	2 (Two)

Note:-

1. Applications submitted by candidates belonging to the communities other than those specified in item 4 against each district in this notification will be summarily rejected. No rejection memo will be issued.
2. Separate Ranked Lists will be prepared for each district in pursuance of this notification. The ranked list thus prepared and published by the Commission shall remain in force until candidates are advised and appointed against all the N.C.A turns identified as unfilled during the currency of the Ranked List published for the post in the following districts. Candidates will be advised from the ranked list for appointment against the headquarter's 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.

<u>Name of District</u>	<u>Date of publication of Ranked List</u>	<u>Category Number</u>
Alappuzha	17.05.2012	205/2009
Ernakulam	17.05.2012	205/2009
Malappuram	17.05.2012	205/2009
Kasaragod	17.05.2012	205/2009

3. The selection in pursuance of this notification will be made on 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 this 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 02.01.1961. Candidates already in Government service holding this post in any district are prohibited from applying again for this post, but they can apply to higher posts when notified.
4. Applications should not be sent to more than one district in response to this notification. If applications are sent in violation to the above direction and if the candidate is selected; his/her name will be removed from the ranked lists and disciplinary action will be taken against him/her. Candidates shall note the name of the district concerned in the relevant column.

5 Method of appointment : Direct Recruitment (from qualified candidates of above mentioned reservation group of communities only)

6 Age limit : 18-39. Candidates born between 02.01.1974 and 01.01.1995 (both dates included) only are eligible to apply for the post.

[In the case of adult members of SC converted to Christian religion and their children, the upper age limit shall be 41 years. Candidates born between 02.01.1972 and 01.01.1995 (both dates included) are eligible to apply for the post]

Note: For conditions regarding other age relaxation please see Para 2 of the

General Conditions.

7. Qualifications:-
1. SSLC or its equivalent.
 2. Lower Grade Certificate in KGTE Malayalam Typewriting.
 3. Lower Grade Certificate in KGTE English Typewriting and Computer Word Processing or its equivalent (IMC Certificate in Typewriting will not be accepted).

- Note: (i) 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 of not less than three months duration is considered as equivalent.
- (ii) Malayalam Typewriting Lower is not compulsory for Ex-servicemen for applying to the post of Typist in Government Service. But if they are selected, the above qualification should be acquired before completing probation.
- (iii) Service as Clerk/Writer in the defence forces as detailed in note 4 below for not less than 15 years will be deemed as sufficient qualification for the post. If selected, they have to pass Malayalam Typewriting Lower before completing probation.

- (iv) Ex-servicemen with service as Clerks (General duties) Clerks (Staff duties) and Personal Assistants in the Army, Writers in the Navy and Clerks (General duties) in the Air force who were under the category “Class 1” or those who possess 15 years service in the Clerical cadre in the Defence Forces will be treated as eligible to apply for the post [G.O (P)No.143/86 dated 30.04.1986]. If selected, they have to acquire Malayalam Typewriting (Lower) qualification before completing probation.
- (v) Subject to the conditions laid down in G.O (P)No.139/77/GAD dated 11.05.1977, linguistic minority candidates whose first language for the SSLC Examination is a language other than Malayalam may apply to this post even if they do not possess Malayalam Typewriting (Lower) qualification. If selected, they have to acquire Malayalam Typewriting (Lower) qualification before completing probation.
- (vi) Certificate obtained from Government alone will be accepted as proof of Typewriting qualification (Certificates obtained from the Typewriting institutes will not be accepted).

8. Mode 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’ 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.

9. Last date for receipt of applications : ..05/02/2014 Wednesday upto 12.00 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, halltickets of eligible candidates will be made available in the website of Kerala Public Service Commission. Candidates are instructed to download their halltickets as per the instructions in the website.

(For details please see the General Conditions given in Part II of the Notification)

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