

Gazette Date: 31/12/2014

Last Date: 04/02/2015

Category No:625 /2014 to 627/2014

Applications are invited online only from qualified candidates for appointment in the undermentioned post in Kerala Government Service. Before applying for the post candidates should register as per One Time Registration through the official website of Kerala Public Service Commission.

- 1 Department** : Urban Affairs
- 2 Name of Post** : Municipal Secretary Grade III
- 3 Scale of pay** : ₹20740-36140/-
- 4 Number of vacancy** : Anticipated vacancies

Note:-

- 1) The list of selected candidates published by the Commission in pursuance of this notification shall remain in force for a minimum period of one year and a maximum period of three years provided that the list will not continue to be in force if a new Ranked List after the minimum period of expiry of one year is published. Candidate will be advised against all the vacancies reported during the period of pendency of the Ranked List.
- 2) 3% of the vacancies are reserved for Physically Handicapped candidates (Locomotor Disability/Cerebral Palsy, Hearing Impairment, Low Vision) as per G.O(P)No.61/2012/SWD dated 17.10.2012.

5 Method of appointment :

- 1) **Category Number: 625/2014 - By Direct recruitment**
- 2) **Category Number: 626/2014 - By Transfer from among the employees of the Municipal Common Service who have completed 3 (three) or more years of service in the posts carrying the scale of pay of Upper Division Clerk or in any post carrying higher scale of pay than that of Upper Division Clerk.**
- 3) **Category Number: 627/2014 - By Transfer from among the employees of Urban Affairs Department who have completed the service of 3 (three) or more years in the posts carrying the scale of pay of Upper Division Clerk or in any post carrying higher scale of pay than that of Upper Division Clerk.**

- Note :
1. While filling up the posts in the cadre of Municipal Secretary Grade III a ratio of 4:3:1 shall be maintained for appointment by 1st, 2nd and 3rd methods of appointments prescribed.
 2. To prove the Service in the Department of Urban affairs or Municipal Common Service, candidates should produce Service Certificate (in original) in the form given below from the Head of Department as and when called for.

SERVICE CERTIFICATE

- (1) Name of candidate :
- (2) Post now held with the Scale of Pay :
- (3) Department :
- (4) Details of Service :

Sl.No.	Name of Post & Department	Scale of Pay	Duration of Service		Date of declaration of probation and number and date of Order declaring Probation
			From	To	

Certified that the above details in respect of Sri/Smt..... who is an approved probationer/full member of this Subordinate Service have been verified by me with his/her Service Book and found correct. He/she is eligible to apply for the By Transfer Recruitment for the post of Municipal Secretary Grade III as per the provisions of Kerala Urban Affairs Service Special Rules 2010.

Signature

Place:
Date:

**Name and Designation & Address of the
Head of Office/Department.**

(Office Seal)

6 Age limit : For appointment by Direct Recruitment

20.36. Only candidates born between 02.01.1978 and 01.01.1994 (both dates included) are eligible to apply for this post. Candidates belonging to SCs/STs and Other Backward Communities are eligible for usual age relaxation. (For details see Para (2) of the General Conditions.)

Note : Age limit is not applicable for By Transfer appointment from among the qualified employees of Municipal Common Service and Urban Affairs Department.

7 Qualifications :

1) For Direct Recruitment:

Degree in any discipline from a recognised University.

2) a. For By Transfer appointment from among the employees of Municipal Common Service:

Degree in any discipline from a recognised University and Kerala Municipal Test.

b. For By Transfer appointment from among the Employees of Urban Affairs Department:

Degree in any discipline from a recognised University and Account Test (Lower).`

Note: Rule 10 a(ii), Part II of KS&SSR is applicable.

8. Reservation of appointment

The rules regarding reservation of appointment contained in rules 14 to 17 (B) of part II of the Kerala State and Subordinate Service Rules, 1958 shall apply to appointment by Direct Recruitment.

9.Training :

1. Any person selected to the post of Municipal Secretary Grade III by Direct Recruitment has to complete training for 3 months before such appointment and he will be paid the salary at the minimum of the scale of pay of the post of Municipal Secretary Grade III during that period. The training period of Municipal Secretary Grade III will not be treated as duty for increment and probation.
2. Those who are selected for appointment as Municipal Secretary Grade III from Municipal Common Service or Urban Affairs Department, have to undergo training for a period of one month before such appointment. During training they will be paid an amount equal to the pay and allowance of the post held by them. The period of training will not be treated as duty for increment and probation in the post of Municipal Secretary Grade III.
3. In the case of a person who has earlier served as Municipal Secretary for a period not less than one month, no further training is necessary.

10.Probation :

Every person appointed to any of the categories shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

11. Mode of submitting applications :-

Before applying for the post, candidates shall register as per 'ONE TIME REGISTRATION' through the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in'. Those who have registered shall apply by logging in to their profile using his/her User- ID and password. Candidates shall click in the 'Apply Now' button of the respective

posts in the notification link for a post. No application fee is required. Candidates can view, rectify defects and print the details in the Profile by clicking the link Registration Card after entering the home page. 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 with the Commission. Applications once submitted will be received as provisional and the particulars shall not be deleted or altered after submission. Applications which are submitted not in accordance with the instructions given in the Notification and Website will be summarily rejected. Documents to prove qualification, service, age , community etc. have to be produced as and when called for. For details regarding Photo, ID card etc. refer the General Conditions of the Notification

Tentative date for OMR Test : 27/06/2015

12. Last date for receipt of applications :- 04/02/2015 Wednesday up to 12 midnight

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

(Please also see the General Conditions given in Part II of the Gazette Notification.)

**P.C.BINOY
SECRETARY
KERALAPUBLIC SERVICE COMMISSION**