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

1. **Department** : **Insurance Medical Services**

2. **Name of Post** : **Medical Record Librarian Grade II**

3. **Scale of pay** : ₹ **13210-22360/-**

4. **Number of vacancies** : **2 (Two)**

The above vacancy is now in existence. The list of selected candidates published by the Commission in response to 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 vacancy noted above and the vacancies that may be reported to the Commission in writing during the period of currency of the list.

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

6. **Age Limit**: **18-36**

Only candidates born between 02.01.1978 and 01.01.1996 (both dates included) are eligible to apply for this post with usual age relaxation to Scheduled Castes, Scheduled Tribes and Other Backward Communities (For other conditions regarding age relaxations, please see part 2 of the General Conditions).

7. **Qualifications:** -

   1. Bachelor's Degree in Medical Documentation from a recognised University.

      OR

   2. Diploma in Medical Records Science awarded by Sree Chitra Tirunal Institute for Medical Science and Technology, Thiruvananthapuram.

   3. In the absence of (1) and (2) above candidates with Pre-Degree/Higher

Secondary /Plus Two or equivalent qualification with training in Medical Records keeping for one year from a recognised Medical College will be considered.

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

8. **Mode of submitting Applications:**

Candidates shall register as per 'ONE TIME REGISTRATION' on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' for applying   for   the post. Candidates who have already 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 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 of receipt of Applications: 04/02/2015** Wednesday up to 12.00 midnight

10.   Website Address : www.keralapsc.gov.in

(For details on Photo, ID Card etc the General Conditions given in Part II of the Notification.

P. C. BINOY
Secretary
Kerala Public Service Commission