

**Extraordinary Gazette Date:- 29.05.2019**  
**Last Date:- 03.07.2019**  
**Category No: 053/2019**

**KERALA PUBLIC SERVICE COMMISSION**

**NOTIFICATION**

- 1 Department : Various**  
**2 Name of Post : Administrative Officer Grade - II**  
**3 Scale of pay : 45800-89000/-**  
**4 Number of vacancies : 9 (Nine)**

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 that may be reported to the commission in writing during the period of currency of the list.

**5. Method of appointment and Qualification :**

Recruitment from among Officers in the grade of Senior Superintendents, Office Manager and other Non- Technical Officers in the scale of pay of Rs.36600-79200/- or higher scales of pay in all departments excluding Secretariat (including Administrative, Law, Finance and Legislature), Revenue Department and Officers of the Public Service Commission, Advocate General, High Court and Kerala State Audit Department, who have put in not less than three years service in a supervisory post.

The supervisory experience required is full time Supervisory work in an office and not the type of Supervisory work which an officer with executive functions also exercises in an office ie, the term ‘ Supervisory post’ means holding the post in a supervisory capacity in the ministerial line and not the type of supervision over an office exercised by officers holding the executive assignments [Vide GO(MS)No. 140/76/PD dated, 15.05.1976]

Note: To prove the above service, the candidates should obtain original service certificate in the form given below, from the office/department authority and submit the same as and when called for by the Commission.

**SERVICE CERTIFICATE (IN ORIGINAL)**



Certified that the above details have been verified with the service records of the applicant and they are found correct. Also certified that the candidate acquired the three years supervisory experience as per the guidelines of GO(MS).No.140/76/PD dated 15.05.1976. [The supervisory experience required is full time supervisory work in an office and not the type of supervisory work which an officer with executive functions also exercises in an office ie,the term 'supervisory post' means holding of a post in a supervisory capacity in the ministerial line and not the type of supervision over an office exercised by officers holding the executive assignments (vide GO(MS) No. 140/76/PD dated 15.05.1976)] and that the candidate is eligible to apply for this post as per Part I Rule 2(13) KS & SSR, 1958.

Place :

Signature

Date :

Name and Address of the Head of

Office/Department/Authority

(Office seal)

N.B: 1. Categories of posts to be specified in the certificate should be those declared eligible by rules.

2. The veracity of the certificate is liable to scrutiny and if found incorrect, action will be initiated against those who produce and issue it.

**6. a)** The rules of Reservation prescribed in Rules 14 to 17 of the KS &SS Rules Part II are not applicable to this post

**b)** The persons selected for appointment to the post of Administrative officers will not normally be retained in the Department, where they are working before their selection. They will sever their connection with their parent Department subject to the general protection in Service Rule applicable to all services.

**7.** Each person appointed to this post will be on probation for a period of two years within a continuous service of three years

**8.** Age Limit : No maximum age limit for recruitment by transfer.

## **9. Mode of submitting Application:-**

(a) Candidates must register as per 'ONE TIME REGISTRATION' with the official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' before applying for the post. Candidates who have registered can apply by logging on to their profile using their User-ID and password. Candidates must click on the 'Apply Now' button of the respective posts in the Notification Link to apply for a post. The Photograph uploaded should be taken after 31.12.2010. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of uploading. There is no change in other instructions regarding the uploading of photographs. No application fee is required. Candidates shall take a printout of the application by clicking the link Registration Card in their profile. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application on the profile candidates must ensure correctness of the information in their profile. They must quote the User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. The application will be summarily rejected if noncompliance with the notification is found in due course of processing. Documents to prove qualification, age, Community etc. have to be produced as and when called for.

(b) Candidates who have AADHAR card should add AADHAR Card as I.D Proof in their profile.

**10.** If written OMR/Online Test is conducted as part of this selection, candidates shall submit a confirmation for writing the examination through their One Time Registration Profile. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The applications of candidates who do not submit confirmation within the stipulated period, will be rejected absolutely. The periods regarding the submission of confirmation and the availability of Admission Tickets will be published in the Examination Calender itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phone number registered in it.

**11.** Last date for submission of application:- **03/07/2019**, Wednesday upto 12.00 midnight.

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

(Candidates must see the General Conditions in Part II of the Gazette Notification for instructions regarding Photo, ID Card etc.)

**SAJU GEORGE**

**SECRETARY**

**KERALA PUBLIC SERVICE COMMISSION**