

EXTRA ORDINARY GAZETTE DATE : 30.11.2020

LAST DATE : 30.12.2020

CATEGORY NO: 290 /2020

Applications are invited from qualified Scheduled Caste/Scheduled Tribe candidates of Kerala State for selection to the following post. 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. The photo uploaded through One Time Registration should be the one taken after 31.12.2010 and also bear the name of candidate and the date of photo taken should be recorded in the bottom of the photograph. The uploaded photo will be having a validity of ten years from the date of photograph taken.

- 1 Name of Department : Land Revenue
- 2 Name of post : Confidential Assistant (Selection Grade)
(Special Recruitment from among SC/ST)
- 3 Scale of Pay : Rs.39500-83000/-
- 4 No. of Vacancy : 01 (One)

Note:- The above Vacancy is now in existence. The Ranked list of selected candidates published by the Commission shall remain in force for a minimum period of one year and a maximum period of three years provided that the said list will not continue to be in force if a new list after the expiry of the minimum period of one year is published. Recruitment will be made for the above vacancy and also for the vacancies reported for Special Recruitment from Scheduled Caste/Scheduled Tribe during the currency of the list. Candidates shall also be advised against vacancies exclusively reported for Scheduled Tribes from this list and only in the absence of Scheduled Tribe candidates in this list that fresh notification for Scheduled Tribes will be issued for vacancies reserved exclusively for them.

- 5 Method of Appointment : Direct Recruitment (Special Recruitment from Scheduled Castes/Scheduled Tribes).

Note:- Applications received from candidates other than Scheduled Caste/Scheduled Tribe candidates will be rejected. Individual communication regarding the rejection of their applications for the above reason will not be issued.

- 6 Age : 18 – 41 Only Candidates born between 02.01.1979 and 01.01.2002 (both dates included) are eligible to apply for this post. No other age relaxation will be allowed.

Note:- In the absence of qualified candidates within the age limit the upper age limit shall be relaxed up to 50 years. But in no case the maximum age limit shall exceed 50 (Fifty) years.

7. Qualifications:

1. Pass in Plus Two or its equivalent.
2. Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.

Note : Those who have passed the KGTE Typewriting before January 2002 should produce separate Certificate in Computer Word Processing or its equivalent before the last date for receipt of application for the post, fixed by the Commission.

3. Lower Grade Certificate in Typewriting Malayalam(KGTE) or its equivalent.
4. Lower Grade Certificate in Shorthand English (KGTE) or its equivalent.
5. Lower Grade Certificate in Shorthand Malayalam (KGTE) or its equivalent.

(G.O (MS) No. 21/2011/P&ARD dated 01.07.2011).

Certificates issued from the Typewriting Institute and IMC Certificate are not acceptable

Note :

- 1 Certificate in Computer Word Processing issued by Central/State Governments or Agencies or Societies or Universities after successfully completing a course of study of not less than three months duration are considered as equivalent to KGTE Computer Word Processing.
- 2 Rule 10(a)(ii) of part II of KS&SSR is applicable for this selection.
- 3 Those candidates who have claimed equivalency for qualifications should produce the Government order proving the same at the time of certificate verification in order to consider as equivalent.
- 4 If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce community certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.
- 5 All the qualifications must be acquired before the last date of receipt of application.

8 Mode of Submitting application:

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 one taken on or after 31/12/2010. Name of the candidate and the date of taking photograph should be printed at the bottom portion. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of uploading. No application fee is required. Candidates shall view 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 on their profile. They must quote the User-ID for further communication with the Commission. Application once submitted is treated as provisional and cannot be deleted or altered after last date of receipt of application. The application will be summarily rejected if noncompliance with the notification is found in due course of processing. Documents to prove qualification, experience, community, age etc. have to be produced as and when called for. The profile correction made by the candidate or in the office of the Kerala Public Service Commission on request after the last date fixed for receipt of application will not be reflected in the application. Such corrections will be in effect on the date on which corrections have been made. **Those who have Aadhar Card should add Aadhar card as ID Proof in their profile.**

- 9 **Last Date for receipt of applications : 30.12.2020** Wednesday upto 12 Midnight.
- 10 **Website Address :** www.keralapsc.gov.in
- 11 Paragraphs two, three and twenty five (except the conditions laid down in the Rule 3 (C) of Part II of the kerala State and Subordinate Service Rules) of general conditions are not applicable to this selection.
- 12 Appointment are made on the basis of the rank secured in the ranked list of candidates prepared in pursuance of this notification subject to the conditions laid down in G.O.(MS) No.142/72/PD dated 13.04.1972, G.O.(MS) No. 309/73/PD dated 29.11.1973, G.O.(P) No. 21/76/PD dated, 17.01.1976 and G.O. (P) No.25/94/GAD dated, 22.01.1994 allowing special reservations to Scheduled Castes and Scheduled Tribes in accordance with the procedures made for this purpose from time to time and subject to the rules under sections 3(c), 17(a), 17(b) of Part II of Kerala State and Subordinate Service Rules, 1958.
- Note- candidates advised for appointment will be subject to the probation rules in force.
- 13 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 Calendar itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phone number registered in it.

14 As per Rule – 22 of the KPSC Rules of procedure, appropriate disciplinary action will be taken against those candidates who submit application for the post with false claims of possession of prescribed qualification, experience etc. and give confirmation for examination irrespective of whether they have appeared or not for the examination.

(For details including photo and ID card etc. refer to the General Conditions at the end of the notification).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION