CATEGORY NO: 779/2021 -780/2021
FIRST NCA NOTIFICATION

Applications are invited online only by One Time Registration facility, exclusively from qualified Ex-servicemen belonging to **Muslim & LC/AI** reservation group of communities of Kerala State for NCA recruitment for the under mentioned post.

1. Department : N.C.C./SAINIK WELFARE

2. Name of post : L.D. Typist/Clerk Typist/Typist Clerk (Ex-Servicemen Only)

3. Scale of pay : Rs.19,000- 43,600/- (PR)

4. Number of vacancies : District wise

779/2021	Kottayam	Muslim - 01 (One)
780/2021	Kottayam	LC/AI - 01 (One)

Note:-

(i) Applications submitted by candidates belonging to the communities other than those notified will summarily be rejected. No rejection memo will be issued.

(ii) Ranked List will be prepared for the above mentioned district in pursuance of this notification .The Ranked List thus prepared and published as per this notification shall remain in force for a period of 3 years from the date of publication of NCA Ranked List or until candidates are advised and appointed against the vacancies earmarked for the above community , but remain unfilled due to paucity of candidates during the currency of the Ranked List published for the post in the following district which ever is earlier.

Name of District	Date of publication of Ranked List	Category No.
Kottayam	23.02.2021	282/2018

(iii) The selection in pursuance of the notification will be made on a revenue district basis. A candidate advised for appointment from the Ranked List prepared in one revenue district is not eligible for transfer to another district unless he/she completes five years continuous service from the date of commencement of service in the former district. Even if transfer is allowed after five years, it will be subject to the rules in G.O. (P) No. 36/91/P&ARD, dated 02.12.1991 for inter district transfers. Candidates already in Government service holding this post in any district are prohibited from applying for this post.

(iv) Candidates will be advised from the Ranked list for appointment against the Head Quarters vacancies also. Such candidates will be eligible for transfer to another district as per the terms and conditions in G.O.(Ms)No.442/80/GAD dated 26/09/1980. As selection to this post is exclusively made for Ex-Servicemen, candidates advised subsequently for appointment from a particular district will not be eligible for Inter-departmental transfer as per G.O.(P) 51/90/P&ARD, dated 22/11/1990.

(v) If there is any change in caste with respect to the entries in SSLC, then such changes is to be published in the gazette notification and the same along with the Community Certificate/Non Creamy Layer certificate issued by the Revenue authorities, is to be produced to prove their claim in application, at the time of One Time Verification.

5. Method of appointment
: Direct Recruitment (From ex-servicemen of Muslim &LC/AI reservation group of communities only).

6. Age limit
: 18- 39. Candidates born between 02/01/1982 and 01/01/2003 (Including both dates) only are eligible to apply for the post.
[For Concessions allowed in upper age limit ,subject to the condition that the maximum age in no case exceed 50 (fifty) years (including all concessions) please see para(2) of the General Conditions under part II of this notification.]

7. Qualifications:

1 Pass in SSLC or its equivalent.

2 Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.

3 Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent (IMC Certificate in Typewriting will not be accepted). Those who have passed the KGTE Typewriting English Lower before January 2002 must have acquired separate certificate in Computer Word Processing or its equivalent before the last date for receipt of application for the post, fixed by the Commission. (GO(MS)No.21/11/P&ARD dtd.01.07.11)
All the qualifications for the post must have acquired before the last date of receipt of application.

Note:-

a) Certificate in Computer Word Processing issued by Central/State Government Department/Agencies/Societies/Universities after successfully completing course of study not less than three months duration is considered as equivalent to KGTE Computer Word Processing.

b) Malayalam Typewriting lower is not compulsory for the Ex-servicemen who have completed normal tenure of service for applying to the post of Typist in the Government service. But if they are selected, the above qualification should be acquired before completing probation.

c) Ex-servicemen with service as Clerk (General duties) Clerk (Staff duties) Clerk (A.O.C) and personal Assistants in the Army, Writers in the Navy and Clerks (General duties) in the Air Force, who were under the Category "Class I" or those who served 15 years in the Clerical cadre in the Defence Forces will be treated as eligible to apply for this post. (G.O(P) 143/77/GAD dated 18.5.1977, G.O(P) No. 35/79/GAD dated 6.1.1979, G.O. (P) No.143/86/GAD dated 30/04/1986). If appointed they have to acquire Malayalam Typewriting(Lower) qualification before completing probation. The service period of 15 years which makes one qualified for the post, will not be considered for the award of weightage.

d) Service as Clerk/Writer in the Defense forces as detailed in notes above 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.

e) Subject to the conditions laid down in GO(P) NO. 139/77/GAD dated 11/05/77, linguistic minority candidates whose first language for 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.

f) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification(Certificates obtained from the Typewriting Institute will not be accepted)

g) Those who claim equivalent qualification shall produce the respective Government Order to prove the claim at the time of One Time Verification.

h) KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post

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

9 **Method of submitting applications:-**

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 in 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 31.12.2011. 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 taking photograph. There is no change in other instructions regarding the uploading of photographs. No application fee is required. 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. **Candidates are advised to keep a printout or soft copy of the online application for future reference. Candidates can take the printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the Commission, regarding the application should be accompanied with the print out of the application.** The application will be summarily rejected if non-compliance with the notification is found in due course of processing. Original documents to prove qualification, experience, age, Community etc. have to be produced as and when called for.

Candidates who have AADHAAR card should add AADHAAR card as I.D. Proof in their profile.

10. Last date of receipt of applications : 02 February 2022 Wednesday upto 12 midnight.

11. If Written Test/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 phones registered in it. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

Appropriate disciplinary action as per Kerala Public Service Commission Rules of Procedure Rule 22 shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc and submit confirmation for writing the examination, irrespective of whether they are present or absent for the examination.

(For details, please see the General Conditions given below as Part II of the notification).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION