

GAZETTE DATE : 16/08/2022

LAST DATE : 22/09/2022

CATEGORY NO: 311/2022

Applications are invited online only from qualified candidates for selection to the undermentioned post in Kerala Government Service. Applications must be submitted online only through the official website of the Kerala Public Service Commission after "ONE TIME REGISTRATION".

1. **Department** : Kerala Legislature Secretariat
2. **Name of Post** : Catalogue Assistant
3. **Scale of pay** : ₹ 39300-83000/-
4. **Number of vacancies** : 02 (Two)

The above vacancies are now in existence. The Ranked 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 vacancies noted above and also against the vacancies if any reported to Commission in writing during the period of the currency of the list.

5. **Method of appointment** : Direct Recruitment
6. **Age limit** : 18-39. Only candidates born between 02.01.1983 and 01.01.2004(both dates included) are eligible to apply for this post with usual relaxation to Scheduled Castes, Scheduled Tribes, Other Backward Communities subject to the condition that the maximum age shall not exceed 50 years.

[For other conditions regarding the age relaxation please see Part-II, Para 2 of the General Conditions]

7. Qualifications:

- 1 Graduation from a recognized University or its equivalent
- 2 Degree or Diploma in Library Science

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

Note: (b) Candidates who claim equivalent qualifications instead of qualification mentioned in the Notification shall produce the relevant Government Order/Equivalency Certificate to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.

Note:(c) In the case of difference in original caste/ community claimed in the application and that entered in SSLC book, the candidate shall produce a Gazette notification in this regard, along with Non Creamy Layer Certificate/ Community Certificate at the time of certificate verification.

8 Mode of Submitting applications:

- (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 the post. The photograph uploaded in the profile should be one taken after 31.12.2012. 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. Those candidates who create profile for the first time from 01.01.2022 onwards, should upload a photograph taken within a period of Six months. 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 from their one time registration profile. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application, 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 received as provisional and the details 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 submitted not in accordance with the conditions stipulated in the notification will be summarily rejected in due course of processing. Documents to prove qualification, experience, community, age etc. have to be produced as and when called for.

- (B) 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.
- (C) Appropriate disciplinary action as per KPSC 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.
- (D) Candidates who have AADHAAR card should add AADHAAR card as ID Proof in their profile.

9 **Last date for receipt of applications :- 22-09-2022 Thursday** upto 12.00 midnight.

10 **Address to which applications are to be submitted: -** www.keralapsc.gov.in

(For details including Photo, ID card etc., refer the General Conditions given in Part II of the Notification)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION