

**GAZETTE DATE : 15/12/2022**  
**LAST DATE : 18/01/2023**

**CATEGORY NO: 554/2022 – 555/2022**  
**FIRST NCA NOTIFICATION**

Applications are invited online only by 'One Time Registration' exclusively from qualified candidates belonging to Viswakarma & OBC communities of Kerala State for selection to the under mentioned post. Application 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.

1. **Department** : Various
2. **Name of post** : Ayah
3. **Scale of pay** : ₹ 23,000-50,200/-
4. **Number of vacancies** : District wise

Category No:	Community	District	No of vacancy
554/2022	Viswakarma	Ernakulam	1
555/2022	OBC	Palakkad	1

Note :-

- i) A Ranked list will be prepared for above Districts for the above communities in pursuance of this notification. The Ranked List thus prepared and published by the commission shall remain in force until candidates are advised and appointed against the vacancies earmarked for the above communities, but remain unfilled due to the paucity of candidates during the currency of the Ranked List published for the post in the following date in the following district

Name of District	Date of publication of Ranked List	Category No.
Ernakulam	15.10.2019	282/17
Palakkad	23.10.2019	282/17

- ii) Candidates belonging to the above reservation communities shall submit application for this post to the above Districts where the Vacancy is existing for the communities and shall note the name of that districts against the relevant column in the online application.
  - iii) The selection in pursuance of this notification will be made on a revenue district basis, subject to the special conditions laid down in G.O.(MS) No. 154/71/PD dated 27/5/1971. A candidate advised for appointment in one Revenue District from the ranked list prepared is not eligible for transfer to another district unless she completes five years continuous service in the former district. Even if transfer is allowed after five years, it will be subject to the rule in G.O (MS)No.4/61/PD dated 02.01.1961. Candidates already in Government service holding this post in any one district are prohibited from applying again for this post.
5. **Method of appointment** : Direct Recruitment (From among candidates belonging to the Viswakarma & OBC communities of Kerala State only).  
Note :- Applications submitted by candidates belonging to the communities other than those notified will be summarily rejected. No rejection memo will be issued to those candidates.
  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. (Including the relaxation as per para

2 (i) of General Conditions).

Note :- For concessions allowed in upper age limit, subject to the condition that the maximum age limit shall in no case exceed 50 years, please see para (2) of the General Conditions under Part II of this Notification except para 2 (i).

7 **Qualifications:-**

- 1) Should have passed Standard VII or equivalent qualification and should not have acquired graduation.
- 2) Should possess Experience certificate for not less than one year as 'Ayah' of children gained from a Government Institution or from any institution registered under the Societies Registration Act 1860 (Central Act XXI of 1860) or the Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955 (XII of 1955) or any institution run by the local bodies using Government grant or from any autonomous grant-in-aid institutions.

- Note (i) Experience mentioned in item 2 should be the one gained after acquiring the General Educational Qualification prescribed in item 1.
- (ii) The post of Ayah in all the Departments shall be reserved exclusively for women candidates.
- (iii) Note : Rule 10 (a) (ii) of Part II of KS&SSR is applicable.  
In addition to the qualifications prescribed in the notification, the qualifications recognized by executive orders or standing orders of Government as equivalent to a qualification specified for a post, in the Special Rules or found acceptable by the Commission in cases where acceptance of equivalent qualifications is provided for in the rules and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post, shall also be sufficient for the post. The copy of the Government orders declaring equivalent/higher qualifications shall be produced as and when required by the Commission.
- (iv) The genuineness of the experience certificate shall be subjected to verification and legal action will be taken against those candidates who produce and those who issue bogus experience certificates.

The Certificate to be produced in proof of Experience shall in the form given below

**CERTIFICATE OF EXPERIENCE**

Name of the Institution (Govt/Regd society/ :  
Local body/Grant-in-aid Institution)

Register Number (SSI Registration or any other :  
Registration Number and date of Registration)

Authority Issued Registration  
Issued to( here enter Name and Address)

.....  
.....  
.....

This is to certify that the above mentioned person has worked/has been working in this institution as **Ayah of Children** (here enter the name of the post held and the nature of assignment held in the capacity) on Rs.....per day/per mensem for a period of.....years .....months.....days from .....to.....

Signature with the date,  
Name and Designation of the Issuing Authority with  
Name of the Institution

Place :  
Date :

**(Office Seal)**

## DECLARATION

Certified that Sri/Smt..... mentioned in the above experience Certificate has actually worked/is working as..... (specify the nature of employment) in the above Institution during the period mentioned there in as per the entry in the above Register maintained by the employer as per the provision of.....act (Name of Act/Rules to be specified) .  
I am the authorized person to inspect the Registers kept by the employer as per the provision of the Act/Rules of the.....State/Central Act.

Signature with date,  
Name of Attesting Officer with  
Designation and Name of Office, who is the notified  
Enforcement Officer as per the Act/Rules.

Place:  
Date :

**(Office Seal)**

## DECLARATION FOR THOSE WHO COULD NOT OBTAIN EXPERIENCE

### CERTIFICATE

I Sri/Smt (here enter name and address.....) certify that I have worked/have been working / is working in ( here enter name of Institution/ Company /Corporation /Govt. Department/Co-operative Institution etc) as Ayah of Children .(here enter the name of post holding or held ie, Regular worker/Temporary worker/paid /Apprentice Trainee/ Casual Labourer etc.) on Rs.....per day/per mensem for a period of ..... years.....months .....days from .....to .....I will produce the prescribed experience certificate as and when called for the Commission.

Signature of Candidate

Place:  
Date :

Candidates who claim experience qualification should obtain experience certificate in the format given above itself and enter details regarding experience (certificate number, date, name of post, period, issuing authority, name of institution etc) and upload scanned image of the same/declaration (In the case of candidates who have possessed the required experience but have not obtained the experience certificate due to prevailing pandemic situation restrictions) in the profile to make submission of application possible. Candidates should produce the experience certificate as and when called for the same by the Commission.

## **8 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](http://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 31.12.2012. 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 but while creating new profile, from 01.01.2022, photographs uploaded should be those taken within six months. 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, community, age 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.

9. Last Date for receipt of applications : **18.01.2023** Wednesday upto 12.00 Midnight.
10. If a Written Test/OMR/Online Examination is conducted as a 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 Ticket in the last 15 days till the date of test. The applications of the 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 Ticket 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 phones registered in it.

**SPECIAL INSTRUCTIONS TO CANDIDATES :**

- (i) In the case of difference in 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.
- (ii) Candidates are required to acquaint themselves with the instructions given in the notification as Part II, General Conditions before submitting application for the post. Applications which are not submitted in accordance with the terms and conditions laid down in the General Conditions are liable to be rejected.
- (iii) Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission Rules of Procedure shall be initiated against those candidates whose submit applications with bogus claims of qualification regarding education, experience etc. and are liable to be disqualified for being considered for a particular post or debarment from applying to the Commission either permanently or for any period or the invalidation of their answer scripts or products in a written/ practical test or the intiation of criminal or other proceedings against them or their removal or dismissal from office or the ordering of any other disciplinary action against them if they have already been appointed, or any one or more of the above.

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION