

Gazette Date: 12/05/2016 Last Date: 15/06/2016
Category No: 104/2016 &105/2016

FIRST NCA NOTIFICATION

Applications are invited through ONE TIME REGISTRATION from qualified candidates belonging to the following reservation group of communities of Kerala State for appointment in the under mentioned post in Kerala Government Service. Before applying for the post the candidate shall register as per One Time Registration Scheme through the official website of Kerala Public service Commission.

- 1 Department** : Health Services
- 2 Name of Post** : Medical Records Librarian Gr.II
- 3 Scale of pay** : ₹5650-8790/- (PR)
- 4 Number of vacancies** : Cat. No.104/2016 M – 2
Cat. No.105/2016 LC/AI - 1

The above vacancies are now in existence. The Ranked List published as per this notification will be valid until candidates are advised and appointed against the vacancies earmarked for the above communities but remains unfilled due to the paucity of candidates during the currency of the Ranked List published on 21.7.15 for the post (Category No.102/11). This is the First NCA Notification published due to the non-availability of sufficient candidates belonging to the above mentioned communities.

- 5 Method of appointment** : Direct Recruitment (from candidates belonging to Muslim & LC/AI). Applications of candidates other than the above communities will be rejected. Individual rejection memo will not be issued to such applicants.
- 6 Age limit** : 18-39. Only candidates born between 02.01.1977 and 01.01.1998 (both dates included) are eligible to apply for this post. (Including the relaxation as per para 2(i) of the General conditions). [For other conditions regarding the age relaxation, please see para 2 of the General conditions (except para 2 (i))]

7 Qualifications:

- i) Bachelors Degree in Medical Documentation from a recognized University (Those who have Post Graduation in Medical Documentation will have preference)

OR

- ii) Diploma in Medical Records Science awarded by Sree Chitra Thirunal Institute for Medical Science and Technology, Thiruvananthapuram.

In the absence of (i) and (ii) above, candidates with Pre-Degree/Higher Secondary/Plus Two or equivalent qualification with training in Medical Records Keeping for one year from a recognized Medical College.

8. Mode 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 on to their profile using their User-ID and password by clicking on the 'Apply Now' button of the respective posts in the Notification Link. The photograph uploaded in the profile 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 in white background. The photograph once uploaded meeting all requirements shall 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 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. 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. For details regarding Photo, ID Card etc. refer the general conditions given in Part II of the notification.

9. If a Written/OMR Test is conducted as part of this selection, Admission Ticket for eligible candidates will be made available in their Profile for One Time Registration and the date of downloading will be included in the Examination Calendar. Candidates can download Admission Ticket for 15 days from this date. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

10. Last date for receipt of applications :- 15.06.2016 Wednesday up to 12 midnight.

11. Website Address :- ['www.keralapsc.gov.in'](http://www.keralapsc.gov.in)

(For more information please refer the General Conditions given in Part II of the Gazette Notification.)

**SECRETARY
KERALAPUBLIC SERVICE COMMISSION**