

<b>Gazette Date: 12/05/2016</b> <b>Last Date: 15/06/2016</b>
<b>Category No: 112/2016</b>

**FIRST NCA NOTIFICATION**

Applications are invited through **One Time Registration** scheme exclusively from qualified candidates belonging to Latin Catholic/Anglo Indian reservation group of community of Kerala State for NCA recruitment for the under mentioned post in Kerala Government Service

1. Department : **Various**
2. Name of post : **Lower Division Typist**
3. Scale of pay : **₹ 9,940 - 16,580/- (Pre-Revised)**
4. Number of vacancies : **District wise**

**Kannur – Latin Catholic/Anglo Indian - 1 (One)**

- Note:-**
- (i) Applications submitted by candidates belonging to the community other than that mentioned above will summarily be rejected. No rejection memo will be issued.
  - (ii) Ranked List prepared and published in pursuance of this notification shall remain in force until candidates are advised and appointed against the Latin Catholic/Anglo Indian NCA turns identified as unfilled during the currency of the Ranked List published for the post in Kannur district. Candidates will be advised from the Ranked List for appointment against head quarters vacancies also. Such candidates will be eligible for transfer as per the terms and conditions in G.O (MS) No 442/80/GAD dt 26.09.1980.

Name of District	Date of Publication of Ranked List	Category No.
Kannur	17.05.2012	205/2009

- iii) The selection in pursuance of this notification will be made on a Revenue District basis. A candidate advised for appointment in one Revenue District from the Ranked List prepared 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 in same department and GO (P) No.5/2013/P&ARD dtd. 06.02.2013 for inter departmental transfers. Candidates already in Government Service holding the same post in any one district are prohibited from applying in response to this notification.

5. Method of appointment :- **Direct Recruitment (from candidates belonging to Latin Catholic/Anglo Indian community only)**
6. Age Limit **18-39. Born between 2.1.1977 and 1.1.1998 (both dates included) only are eligible to apply (including age relaxation as per Para 2 (1) of the General conditions).**  
For conditions regarding age relaxation, subject to the condition that the maximum age limit shall in no case exceed 50 years, please see para 2 of the General conditions, except Para 2 (1)

## 7. Qualifications:-

1. Pass in SSLC or equivalent qualification.
2. Lower Grade Certificate in Malayalam Typewriting (KGTE)
3. Lower Grade Certificate in English Typewriting (KGTE) and Computer Word Processing or its equivalent. Those who have passed KGTE Typewriting English (Lower) before January 2002 should produce separate certificate in Computer Word Processing or its equivalent.

Note:-

- (a) Certificates in Computer Word Processing issued by Central/State Government Departments, Agencies, Societies, Universities after successfully completing course of study not less than three months duration are 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) Service as Clerk/Writer in the defence forces as detailed in notes below 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.
- (d) 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 possess 15 years service 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 selected they have to pass Malayalam Typewriting Lower 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 marks.
- (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 Institutes will not be accepted.)
- (g) KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post.

## 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](http://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 applying for a post. The photograph uploaded should be one taken 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 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 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 the correctness of the information on their profile. They must quote their User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. 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.

9. Last date of receipt of applications : **15.06.2016 Wednesday upto 12 midnight.**
10. Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in).
11. If a Written Test/OMR/Online Test is conducted as a 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.

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

SECRETARY  
KERALA PUBLIC SERVICE COMMISSION.