

<b>Gazette Date: 14/06/2016</b> <b>Last Date: 20/07/2016</b>
<b>Category No: 115/2016</b>

Applications are invited Online only from qualified candidates for appointment in the undermentioned post in Kerala Government Service. Before applying for the post the candidates should register as per the One Time Registration through the official website of Kerala Public Service Commission.

- 1 Department** : Scheduled Castes Development Department
- 2 Name of Post** : Instructor in Stenography
- 3 Scale of pay** : ₹ 15380-25900
- 4 Number of vacancies** : 1 (One)

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

- 5 Method of appointment** : Direct Recruitment
- 6 Age limit** : Age 18-36. Only candidates born between 02.01.1980. and 01.01.1998 (both dates are included) are eligible to apply for this post with usual relaxation to Scheduled Castes, Scheduled Tribes and Other Backward Communities. (for other conditions regarding the age relaxation please see part 2 of the General Conditions.)

**7 Qualifications**

1. Must possess B.A./B.Sc. Or B. Com. Degree of a recognised University or equivalent qualification
2. K.G.T.E Higher Grade Certificates in Typewriting (English and Malayalam) and K.G.T.E Higher Grade Certificates in Shorthand (English and Malayalam) issued by Government of Kerala.

OR

Diploma in Commercial Practice with Typewriting and Shorthand issued by the Government of Kerala.

Preferential qualification: P.G.D.C.A from a recognised Institution.

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

8. **Probation** : Every person appointed to the post shall, from the date on which he joins duty be on probation for a total period of two years of duty within a continuous period of three years.
9. **Tests** : A candidate appointed to the post shall, during the period of probation, pass the following tests, unless he has already passed these tests.
- (i) Manual of Office Procedure
  - (ii) Account Test (Lower)
  - (iii) Hand Book of Scheduled Castes Development Department

**10. 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 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 should be taken on or 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 be 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 User-Id for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. The applications will be summarily rejected if non compliance 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.

**11. Last date for receipt of applications :- 20.07.2016 Wednesday up to 12 midnight.**

**12. Address to which applications are to be submitted :** [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

13. "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 Calender. 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 including Photo ID Card, etc. refer the General Conditions given in Part II of the Gazette Notification. )

**SECRETARY**  
**KERALAPUBLIC SERVICE COMMISSION**