

<b>Gazette Date: 22/03/2016</b> <b>Last Date: 27/04/2016</b>
<b>Category No: 43/2016</b>

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

- 1 Department/Name of Institution** : Universities in Kerala
- 2 Name of Post** : Computer Assistant Grade II
- 3 Scale of pay** : ₹ 10480-18300/-
- 4 Number of vacancies** : Not estimated

The above vacancy is 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 that may be reported to the Commission in writing during the period of the currency of the list.

- 5 Method of appointment** : Direct Recruitment
- 6 Age limit** : 18-36. Only candidates born between 02.01.1980 and 01.01.1998 (both dates 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).

**Note:** 1. This notification will be applicable to selection to the above mentioned post of all the Universities mentioned in Rule 2 a (i to xiii) of the Kerala Public Service Commission (Additional functions as respects the Service under the Universities) Act 2015 and also of the Universities added by law in due course.

2. Only one ranked list will be published in pursuance of this notification and candidates will be advised from that list against all the vacancies reported for the post from all the Universities mentioned above. As such a candidate need send only one application. Candidates will be advised for recruitment to each University according to the order in which vacancies are reported from each University and in accordance with the ranks secured by them subject to the rules of reservation and rotation in force. Once advised his/her turn will be over and he/she will have no further claim for being considered for appointment from the ranked list to another university. As common ranked list is prepared for more than one university on the basis of a common written examination, a candidate appointed in a university and relieved for want of vacancy can register his/her name in the office of Kerala Public Service Commission and in such case he/she will be advised for appointment against the next vacancy reported from any of the above mentioned

university. His/her service in the former university will be counted for probation in the latter university. For reappointment in the present university itself, no registration is necessary but one has to wait till vacancy arises in that university. Candidates will have no right to claim initial appointment to any particular university.

3. 3% of the total vacancies reported shall be reserved for eligible Differently Abled candidates (Candidates with Locomotive Disability/Cerebral Palsy, Low Vision, Hearing Impairment Vide GO(P) No.8/10/SWD dtd. 1.2.2010)

## 7. Qualifications :-

- 1 SSLC or its equivalent
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- 2 Higher Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.
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Note:- Those who passed KGTE Typewriting before January 2002 should produce separate certificate in “Computer Word Processing” or its equivalent.

- 3 Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.
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Note:- (i) Typewriting Certificate issued by the Government alone will be accepted as proof of Typewriting qualification. Certificate issued from Typewriting Institute will not be considered.

(ii) List of qualifications accepted so far as equivalent to KGTE Computer Word Processing is available in ‘Qualifications’ link of the official website.

**8. Probation:-** The candidates selected to this post shall be on probation for a period of two years on duty within a continuous period of 3 years.

## 9. 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 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 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 the last date of receipt of applications. 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. The profile correction made by candidate or in the office of KPSC on request after the last date fixed for the receipt of application will not reflect in the application. Such corrections will be in effect on the date on which correction have made.

**10.** The tentative date for OMR test for the selection to this post is 26.05.2016. Probability list will be published on 30.06.2016 and one time verification will be held from 15<sup>th</sup> to 31<sup>st</sup> July, 2016. Personal intimation for OTV will not be sent to those candidates included in the probability list. Details regarding One Time Verification will be published in the official website and the candidates included in the list should be present for One Time Verification as per the schedule published as described above.

**11. Last date for receipt of applications :- 27.04.2016 Wednesday up to 12 midnight.**

**12. Website Address :-** 'www.keralapsc.gov.in'

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

**SECRETARY  
KERALA PUBLIC SERVICE COMMISSION**