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Category No: 81/2015

Direct Recruitment

Applications are invited online only from qualified candidates for appointment in the undermentioned post in Kerala Government Service. Before applying for the post candidates should register as per One Time Registration through the official website of Kerala Public Service Commission. Candidates who have already registered can apply through their Profile.

- 1 Department : Government Secretariat/Kerala Public Service Commission/
Advocate General's Office(Ernakulam)/Local Fund Audit
Department
- 2 Name of Post : Computer Assistant Grade II
- 3 Scale of pay : ₹10480-18300/-
- 4 Number of vacancies : Anticipated Vacancies

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 02.01.1979 and 01.01.1997 (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 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 Departments mentioned above. As such a candidate need send only one application. Candidates will be advised for recruitment to each Department according to the order in which vacancies are reported from each Department 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 department . As common ranked list is prepared for more than one department on the basis of a common written examination a candidate appointed in a Department and relieved for want of vacancy can reregister 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 Departments. Provided also that the Seniority of a person appointed in one service from a common selective list, prepared by the Commission and thereafter discharged from service for want of vacancy and got re-appointment in another service or another Department/Institution on the further advice of the Commission shall be determined by the date of first effective advice. [Vide G O (P) No.7/91/P&ARD dated 15.2.1991]. His service in the former Department will be counted for probation in the latter Department. For reappointment in the parent department itself, no reregistration is necessary but one has to wait till vacancy arises in that department . Candidates will have no right to claim initial appointment to any particular department.

2. 3% of the total vacancies reported shall be reserved for eligible PH candidates [Candidates with Locomotor Disability/Cerebral Palsy, Hearing Impairment Vide GO (P)No.1/2013/SJD dt. 03.01.2013).
3. L D Typists of Various Departments having four years of service can apply for the post if they possess SSLC with Typewriting Lower (Malayalam & English). The upper age limit is not applicable to these candidates. In no case, the maximum age limit shall exceed fifty years. They will take their chance for appointment purely on the basis of merit. They will have to produce Service Certificate in original obtained from the Head of Office/Head of Department when required by the Commission.
4. Persons holding low paid posts included in any of the subordinate service under the State Government and work Establishment can apply for this post, if they possess the qualifications prescribed for the post. The upper age limit is not applicable to them. They will take their chance for appointment purely on the basis of merit and will be considered against open competition vacancies only and not against reservation turns. They will have to produce service certificates in original obtained from the Head of Office/Head of Department for verification as and when required by the Commission.

7. Qualifications :

1. SSLC or its equivalent

2. Higher Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.

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.

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) Candidates belonging to Linguistic Minorities whose first language for SSLC is a language other than Malayalam will be given exemption from possession of Malayalam Typewriting (Lower) qualification. But if they are appointed they must acquire the qualification in Malayalam Typewriting within a period of four years failing which they will be discharged from service [G O (P) No.139/77/GAD dated 11.05.1977].

(iii) Ex-servicemen will be exempted from Malayalam Typewriting (Lower) qualification for recruitment to this post subject to the condition that persons so appointed shall acquire that qualification before completion of probation.

(iv) Service as Clerk/Writer in the defence forces for 15 years will be deemed as sufficient qualification to apply for this post subject to the condition that persons so appointed will acquire the required Malayalam Typewriting qualification before completion of probation.

8.Mode of submitting applications :-

Before applying for the post, candidates shall register as per 'ONE TIME REGISTRATION' with through the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' . Those who have registered shall apply by logging in to their profile using his/her User- ID and password. No application fee is required. Candidates can view, rectify defects and have print - outs of the details in the Profile by clicking the link Registration Card after entering the Home Page. Candidates are responsible for the correctness of the personal information and secrecy of password and they shall keep in mind the User ID for further communication with the Commission. Applications once submitted will be received as provisional and the particulars shall not be deleted or altered after submission. Applications which are submitted not in accordance with the instructions given on the website will be summarily rejected. Documents to prove qualification, service, age , community 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.Last date for receipt of applications : **03.06.2015 Wednesday up to 12 midnight.**

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
KERALA PUBLIC SERVICE COMMISSION