

Extraordinary Gazette Date:- 12.10.2017

Last Date:- 15.11.2017

Category No: 381/2017

**Only for Last Grade Servants and Ministerial Employees
working in Kerala Water Authority**

Applications are invited online only from qualified candidates for appointment in the under mentioned post in Kerala Water Authority. Before applying for the post, candidates should register as per the One Time Registration through the official website of Kerala public Service Commission. The photograph uploaded through One Time Registration should be taken after 31.12.2010 and also bear the name of candidate and date of photo taking photograph. In the bottom portion. The uploaded photo will be having a validity of ten years from the date of photography. Candidates who have AADHAR CARD should add AADHAR Card as I.D. Proof in their Profile.

- 1 Department : Kerala Water Authority
- 2 Name of Post : L.D.Typist(By transfer)
- 3 Scale of Pay : 10470 -26870/-(PR)
- 4 Number of vacancies : 4(four)

Note:- (1) The number of candidates to be included in the shortlist/ probability list of the above post will be decided as per the availability of admitted applications.

(2)The Kerala Public Service Commission shall have the power to cancel the advice for appointment of any candidate if it is subsequently found that such advise was made under some mistake. On such cancellation the appointing authority shall terminate the service of candidate, provided that, the cancellation of advice for appointment by the commission and subsequent termination of service of the candidate by the appointing authority shall be made within the period of his/ her probation or 240 days from the date of his/ her joining duty whichever is earlier.

(5) Method of Appointment : By transfer appointment from LGS and Ministerial employees working in Kerala Water authority

Note:- 10% of the Vacancies in the cadre of Lower Division Typist will be reserved for persons working in any of the lower catergories included under the Kerala Water Authority (Administrative, Ministerial and Last Grade) Service Rules 2011 or Kerala Water Authority Public Health Engineering service Rules/Kerala Water Authority Technical Special Rules holding posts within the purview of the commission (employees should be approved prabationer/full member in respective feeder Catergories) who secure not less than 40% marks in the eligibility test conducted by Public Service Commission. The names of low paid employees who secure 40% marks and above in the selective test conducted by the Public Service Commission and thus became qualified for appointment as Lower Division Typist, but could not secure appointment before expiry of the ranked list will be included at the top of the new separate ranked list of Low paid employees irrespective of their service and seniority and they will be given appointment accordingly.

6. **Age:** Maximum Age limit shall not exceed 50 (Fifty) years.

Note:- Candidates applying for this post are not eligible for benefit entitled to PH candidates.

7. Qualifications:

1. Degree in any discipline
2. Typewriting in (English) (KGTE) Lower or its equivalent
3. Typewriting in (Malayalam)(KGTE) Lower or its equivalent
4. " Diploma in Computer Application (DCA) after undergoing a course of study of not less than 6 months from an institution run/ recognised by the Government of Kerala or quasi Government institution in Kerala".

Rule 10 (a)ii of part - II of KS & SSR is applicable

8. Applicant should obtain a Service Certificate in the format shown below from head of office/Department and should produce when asked by the Commission.

SERVICE CERTIFICATE

1. Name of the Employee :

2. Name of Post now held by the Applicant with scale of pay :

3. Name of the Department in Which now working :

4. Name of service to which applicant belongs :

5. Date of Commencement of Service and date of delcaration of prabation :

6.

DETAILS OF SERVICE

Name of the Post	Scale of pay	Department	Duration of Service	
			From	To

Certified that the above details in respect of Sri/Smt..... who is an approved probationar/full member of the Kerala Water Authority Subordinate Service have been verified by me with the service particulars given in the Service Book of the candidate and they are found correct.

Dated Signature of Head of Office/ Head of Department
with Name and Designation

Place:

Date: (Office Seal)

9. Mode of submitting applications:

Candidates must register as per 'ONE TIME REGISTRATION ' on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' before applying for the post. candidates who have already registered can apply by logging in to their profile using their User- ID and password. Candidates shall click on the 'Apply Now' button of the respective post in the Notification link to apply for a post. No application fee is required. Candidates can view and print the details in the profile by clicking the link Registration Card, if required. Candidates are responsible for the correctness of the personal information and secrecy of password. Before applying for a post, candidates must ensure correctness of the information in their profile. They must quote the User-ID for further communication with the commission. Applications submitted is provisional untill absolute admission and can not be deleted or altered after submission. The application 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.

10. **Last date of receipt of applications:-15-11-2017**

Wednesday up to 12 midnight

11. Address to which applications are to be sent:

www.keralapsc.gov.in

(12) (a) The selection to the above concern will be subject to the rules and regulations made by them from time to time.

(b). "If a Written/OMR/Online 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.

(for more details please see the general conditions given in part II of the Gazette Notification)

SECRETARY
KERALA PUBLIC SERVICE COMMISSION