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Category No:268/2017

Part – I Direct Recruitment

Applications are invited online only by 'One Time Registration' from qualified candidates for the under mentioned post. Candidates shall apply only through the online facility provided in the website of Kerala Public Service Commission.

1. Department : Judicial (Civil)
2. Name of Post : Lower Division Typist (Kannada)
3. Scale of pay : ₹ 19,000 – 43600/-
4. No. of vacancies : Kasaragod – 1 (One)

Notes :

- (i) Conventional type applications for the post will be summarily rejected. Candidates shall apply only through online facility available in the Kerala Public Service Commission website viz www.keralapsc.gov.in.
- (ii) Ranked List will be prepared for Kasaragod district in pursuance of this notification. The Ranked list thus prepared and published by the Commission, shall remain in force for a minimum period of one year, subject to the condition 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 for appointment against aforesaid vacancy and also against the vacancies, if any, reported during the currency of the list. In case no candidate is advised from the ranked list till the expiry of the period of three years, the duration of the ranked list shall be extended for a further period of one year or till at least one candidate is advised from the list whichever is earlier.
- (iii) Candidates already in Government service holding this post in any one district are prohibited from applying again for this post.
- (iv) 3% of the vacancies reported to the Commission for the above post shall be reserved for appointment of physically disabled persons, limited to the categories of Locomotor Disability/Cerebral Palsy, Hearing Impairment and Low Vision as per G.O (P) No. 1/13/SJD dtd 3.1.13. A separate list of such candidates shall be prepared alongwith the Ranked List (Physically disabled candidates must specify the details in the relevant column of application). They shall be advised against Sl. Nos 33,66,99 in a cycle of 100 vacancies as per rules. Physically disabled candidates included in the Main list/supplementary lists for reservation communities shall also be included in

the list prepared exclusively for them on the basis of merit. If candidates in the list (Main list/Supplementary list/list for PH) is advised from any one of

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the above lists on Open/Reservation/PH quota, the name of the candidate shall be deleted from other list (s) as per Rule 18(iii), Kerala Public Service Commission Rule of procedure. Relaxation in age and award of grace marks will be given to the Physically disabled candidates as stipulated in the existing Acts & Rules.

5. Method of appointment : Direct Recruitment
6. Age : 18-36. Only candidates born between 2.1.1981 and 1.1.1999 (both dates included) are eligible to apply for this post. (SC/ST candidates and Other Backward Communities are eligible for usual age relaxation).

Note :- For concessions allowed in upper age limit, subject to the condition that the maximum age limit shall in no case exceed 50 years, please see para (2) of the General Conditions under Part II of this Notification.

7. Qualifications :-

- (1) Pass in SSLC or its equivalent.
- (2) Lower Grade Certificate in English Typewriting conducted by the Government of Kerala/Karnataka or its equivalent.
- (3) Lower Grade Certificate in Kannada Typewriting conducted by the Government of Kerala/Karnataka or its equivalent.
- (4) Lower Grade Certificate in Computer Word Processing (KGTE) 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. (G.O(MS) No. 21/2011/P&ARD dated 01.07.2011).

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 3 months duration are considered as equivalent. The details of the qualification which had already been decided to be accepted as equivalent to Computer Word Processing in accordance with the above conditions have been made available in the official website of Kerala Public Service Commission as well as in the PSC Bulletin. As regards the other qualifications claimed as equivalent to Computer Word Processing, the acceptability will be decided after detailed examination of the same. The candidates who claim such qualifications shall submit sufficient documents to

prove that the qualifications agree with the above conditions, at the time of production of other documents proving qualifications.

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- (b) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification. (Certificates obtained from the Typewriting Institutes will not be accepted.)
- (c) 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 viz 'www.keralapsc.gov.in' before applying for the post. Candidates who have registered shall apply by logging in to their profile using their User-ID and password. Candidates shall click on the 'Apply Now' button of the respective posts in the Notification Link to apply for a post. No application fee is required. Candidates can view and have a printout of 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 the post, candidates must ensure the correctness of the information in their profile. They must quote their User Id for further communication with the Commission. Application once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove Qualification, experience, Community, age etc. have to be produced as and when called for. **Candidates who have AADHAAR card should add AADHAAR card as I.D. Proof in their profile.**

9. **Last date of receipt of applications :-20-09-2017 Wednesday upto 12 midnight.**

10. Address to which applications are to be sent : www.keralapsc.gov.in.

11. If a Written Test/OMR Test is conducted as a part of the selection Admission Tickets of 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 please see the General Conditions given below as Part II of this Notification).

SAJU GEORGE
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION