

<b>Extraordinary Gazette Date:-14.06.2017</b> <b>Last Date: 19-07-2017</b>
<b>Category No: 193/2017</b>

Applications are invited from qualified candidates of Kerala State for selection to the following post. Applications must be submitted online through the official website of the Commission after ONE TIME REGISTRATION. Candidates who have already registered can apply through their profile. The photo uploaded through One Time Registration should be the one taken after 31.12.2010 and also bear the name of candidate and the date of photo taken should be recorded in the bottom of the photograph. The uploaded photo will be having a validity of ten years from the date of photograph taken. **"Candidates who have AADHAAR Card should add AADHAAR Card as I.D proof in their profile"**.

- 1 Name of Department** : **Various Govt.owned Company/Corporation/Board/Societies/Local Authorities.**
- 2 Name of post** : **Stenographer / Confidential Assistant**
- 3 Scale of pay** : Scale of pay as prescribed for the post by the concerned institution.
- 4 No. of Vacancy** : Not estimated.

**Note:-i)** *The number of candidates to be included in the Short List / Probability list of the above post will be decided as per the availability of admitted applications.*

**ii)** *The List of selected candidates published by the Commission in pursuance of this notification shall remain in force for a minimum period of one year and a maximum period of three years provided that the said list will not continue to be in force if a new Ranked List after the expiry of the minimum period of one year is published. Candidates will be advised against the vacancies shown above and for all the vacancies reported for the post having the scale of pay as prescribed by the concerned Company/Corporation/Board from this Ranked List strictly in accordance with the order of receipt of vacancies in the office of the Commission and in accordance with the rules of reservation and rotation followed by the Commission. Candidates will not have the right to choose a particular Company/Corporation/Board or scale of pay.*

**iii)** *The Kerala Public Service Commission shall have the power to cancel the advise for appointment of any candidates to the above post, 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 probation or 240 days from the date of joining duty whichever is earlier.*

**iv)** *As per G.O(P)No.1/13/SJD dated 03.01.2013, 3% of the total vacancies reported shall be reserved for eligible differently abled candidates (Candidates with Locomotor Disability/Cerebral Palsy).*

**5 Method of Appointment** : Direct Recruitment

**6 Age Limit** : 18-36, Only candidates born between 02.01.1981 and 01.01.1999 (both dates included) are eligible to apply for this post with usual relaxation to Scheduled Caste,

Scheduled Tribes and Other Backward Communities.  
The maximum age limit shall in no case exceed 50 years.

**Note:-** *The provisional hands working in the above concern will be given age relaxation to the extent of their provisional service put in subject to a maximum of five years from the upper age limit provided they are within the prescribed age limit on the date of their first appointment in the above concern. But the regular employees of the concern are not eligible for the above concession for further appointment. The provisional hands should obtain a certificate showing the period of their provisional service in the concern and shall produce the same as and when required by the Commission. It would also be clearly specified in the certificate that they were not working in the regular service of the concern. The overaged candidates who become eligible to included in the ranked list, on the basis of their provisional service will be considered only in the vacancies reported from the concerned company/corporation/board in which they have worked provisionally.*

*(For other conditions regarding the age relaxation, please see Sub paras 2(i), (ii), (iii), (iv), (vi), (vii) and (xii) of the General conditions)*

## **7 Qualifications:**

1. SSLC or its equivalent.
2. Typewriting English (Higher) KGTE/MGTE or its equivalent.
3. Short Hand English (Higher) KGTE/MGTE or its equivalent.

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

## **8 Mode of Submitting application:**

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 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 a post. The photograph uploaded 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. 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 on the profile candidates must ensure correctness of the information on their profile. They must quote the User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. The application will be summarily rejected if noncompliance 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.

**9 Last Date for receipt of applications : 19.07.2017 Wednesday  
upto 12 Midnight.**

**10 Website Address :**

[www.keralapsc.gov.in](http://www.keralapsc.gov.in)

**11** (a) Sub paras V, VIII, IX, X, XI & XIII in para 2, 6 and 7 of the General conditions are not applicable to this post.

(b) The recruitment to the above post will be subject to the orders regarding recruitment to various Company/Corporation/Board/Societies made by them from time to time.

**12** 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 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 details including photo and ID card etc. refer to the General Conditions at the end of the notification).

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION