NOTIFICATION
(By-Transfer)

Applications are invited online only from qualified candidates for selection to the undermentioned post in Kerala Government Service. Applications must be submitted online only through the official website of the Kerala Public Service Commission after "ONE TIME REGISTRATION".

1. **Department** : Government Secretariat/ Kerala Public Service Commission/ Advocate General's Office (Ernakulam)/ Local Fund Audit Department/ Enquiry Commissioner and Special Judges Office/ Vigilance Tribunal Office/ Kerala Lok Ayukta

2. **Name of Post** : Computer Assistant Grade-II

3. **Scale of pay** : Rs.20000-45800

4. **Number of vacancies** : Anticipated

5. **Method of appointment** : By Transfer appointment from Low Paid Employees included in the subordinate service.

Note:-(1): As per G.O.(Ms).No.08/1981/GAD Dated 13.01.1981, 5 % of the vacancies arising in the cadre of Computer Assistant Grade-II in the Government Secretariat/ Kerala Public Service Commission/ Advocate General's office (Ernakulam)/ Local Fund Audit Department will be reserved for the persons holding low paid post (included in the subordinate services) having the minimum qualification prescribed for appointment to the post of Computer Assistant Grade-II by direct recruitment. Those who secure 40% marks in the competitive test will be selected to the post. The Commission shall maintain a separate ranked list of such persons and candidates from this list will be advised against 5% vacancies set apart for them. In case candidates included in the ranked list (prepared for recruitment by-transfer) and could not secure appointment before the expiry of the ranked list, the names of such candidates will be included at the top of the new ranked list of the low paid employees drawn up by the Commission subsequently irrespective of their service and seniority and they will be advised for appointment accordingly [vide G.O.(P).No.39/1989/P&ARD Dated 08.12.1989].

Candidate applying under the above category [i.e., in accordance with G.O. (Ms).No.08/1981/GAD Dated 13.01.1981] should obtain service certificate in the form given as annexure below and the same have to be produced for verification whenever required by the Commission. Persons appointed through employment exchange or otherwise and working on a temporary/ provisional basis are not eligible to apply under by-transfer category for the post in response to this notification.

Annexure

The service certificate to be obtained at the time of submitting application for the post of Computer Assistant Grade-II, by the Low Paid Employees as per G.O.(Ms).No.08/81/GAD Dated 13.01.1981.

Service Certificate

1   Name of the Service Candidate   :

2   Name of post held by the applicant,   :
     scale of pay, pay now drawn

3   Name of the Department   :

4   Name of Subordinate Service   :

5   Whether the candidate belongs to: Probationer/ Approved Probationer/ Full Member

6   Service Particulars   :

Sl. No.	Name of Post held	Period		Length of Service			Date of declaration of probation
		From	To	Year	Month	Days	
Total Service:							

Certified that the above details in respect of Sri./Smt.., who is a probationer/ approved probationer/ full member of the .... subordinate service have been verified by me with the service particulars of the candidate and that they are found correct.

                                                      Signature of the Head of the Office
                                                          with Name & Designation
Place:

Date:

(Office Seal)

Note:-(2) Candidates will have to submit separate applications for the selection by both methods viz., Direct & By-Transfer.

Note:-(3) The rules regarding reservation of appointment contemplated in Rules 14 to 17 in Part-II of KS&SSR 1958 are not applicable to this method of selection.

6   Age limit   : Upper age limit not applicable

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:(a)   Typewriting Certificate issued by the Government alone will be accepted as proof of Typewriting Qualification. Certificate issued from Typewriting institute will not be considered.

Note:(b)   KS&SSR Part-II Rule 10 (a) (ii) is applicable.

Note:(c)   Candidates who claim equivalent qualifications instead of qualification mentioned in the Notification shall produce the relevant Government Order to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.

8   Mode of Submitting applications:

(A) Candidates must register as per 'ONE TIME REGISTRATION' with the Official Website of Kerala Public Service Commission 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 the post. The photograph uploaded in the profile should be one taken 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 be 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 submission. The applications 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.

(B) If written/ OMR/ Online Test is conducted as part of this selection, candidates shall submit a confirmation for writing the examination through their One Time Registration profile. Such

candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The applications of candidates who do not submit confirmation within the stipulated period will be rejected absolutely. The periods regarding the submission of confirmation and the availability of Admission Tickets will be published in the Examination Calendar itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phone number registered in it.

(C) Candidates who have AADHAAR card should add AADHAAR card as ID Proof in their profile.

9 **Last date for receipt of applications :-** 30.01.2019 Wednesday upto 12.00 midnight.

10 **Address to which applications are to be submitted: -** www.keralapsc.gov.in

(For details including Photo, ID card etc., refer the General Conditions given in Part II of the Notification)

Saju George

Secretary

Kerala Public Service Commission