

**Extraordinary Gazette Date : 29.12.2018**

**Last Date : 30.01.2019**

**Category No : 282/2018**

**NOTIFICATION**

Applications are invited through **One Time Registration** facility from qualified candidates for appointment in the under mentioned post.

1. Department : **NCC/SAINIK WELFARE**
2. Name of Post : **LD Typist/Clerk Typist/Typist Clerk  
(Ex-Servicemen Only)**
3. Scale of pay : **Rs. 19,000- 43600/-**
4. No. of vacancies : **District wise**
  1. Kottayam - 4 (Four)
  2. Idukki - 1 (One)
  3. Palakkad - 2 (Two)
  4. Kozhikode - 1 (One)
  5. Alappuzha - 1 (one)
  6. Kasaragod - 3 (Three)

**Notes:**

- (i) *The vacancies in the NCC and Sainik Welfare Department in each district will be filled up from the common Ranked Lists prepared for that district as per this notification [G.O(P)No.210/01 dated 23.05.2001]. The Ranked lists 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 vacancies and also against the vacancies, if any, reported during the currency of the lists.*
- (ii) *The selection in pursuance of the notification will be made on a revenue district basis. A candidate advised for appointment in one revenue district from the Ranked List prepared is not eligible for transfer to another district unless he/she completes five years continuous service from the date of commencement of service in the former district. Even if transfer is allowed after five years, it will be subject to the rules in G.O. (P) No. 36/91/P&ARD, dated 02.12.1991 for inter district transfers in same department. Candidates already in Government service holding this post in any one district are prohibited from applying again for this post.*
- (iii) *Candidates will be advised from the ranked lists for appointment against the Headquarters vacancies also without their consent. Such candidates will be eligible for transfer to another district as per the terms and conditions in GO (MS) No.442/80/GAD dated 26/9/1980.*

- (iv) Applications should not be submitted to more than one district in response to this notification. If applications are submitted contrary to the above direction, and if he/she is selected, his/her name will be removed from the Ranked List and disciplinary action will be taken against him/her. Candidates should submit the application for this post to the concerned District Office and should note the name of the concerned district against the relevant column of the Online application.
- (v) 3% of the vacancies reported to the Commission for the above post shall be reserved for appointment of Differently Abled 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 along with the Ranked List (Differently Abled candidates must specify the details in their OTR profile). They shall be advised against Sl. Nos. 01, 34, 67 in a cycle of 100 vacancies as per rules. Differently Abled 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 DA) is advised from any one of the above lists on Open/Reservation/DA 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 Differently abled candidates as stipulated in the existing Acts & Rules.
- (vi) If the community claim in the application differs from the community noted in SSLC, then such changes are to be published in the Gazette on or before the last date of the receipt of application and the same should be produced along with the Community Certificate/Non creamy layer certificate issued by the Revenue authorities at the time of One Time Verification or as and when required by the commission.

5. Method of appointment : Direct Recruitment (from Ex-servicemen only)
6. Age : 18-50. Candidates born between 02.1.1968 and 01.01.2000 (both dates included) only are eligible to apply for this post. (including age relaxation under para 2 of the General conditions under Part II of this Gazette).

Note :- (i) Relaxation in upper age limit will not be allowed to this post.

(ii) Military Discharge Certificates should be produced as and when called by the Commission.

(iii) Candidates who are selected for appointment as per this notification should not have completed 56 years of age while joining duty.

## 7. **Qualifications :-**

- (1) Pass in SSLC or its equivalent.
- (2) Lower Grade Certificate in Typewriting Malayalam (KGTE).
- (3) Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent (**IMC certificate in Typewriting will not be accepted**).

Those who have passed KGTE Typewriting (English) Lower before January 2002 should acquire separate certificate in Computer Word Processing or its equivalent.

(G.O(MS) No. 21/2011/P&ARD dated 01.07.2011, G.O(MS)No.24/2015/P&ARD dated 27.07.2015).

**All the Qualifications must be acquired on or before the last date of receipt of application.**

**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 to KGTE Computer Word Processing.
- (b) Ex-Servicemen who are eligible as per the G.O(MS) No.143/77/GAD dated 18.05.1977 and G.O(MS)No.35/79/GAD dated 06.01.1979 can also apply for the post. If appointed they have to acquire Malayalam Typewriting (Lower) qualification before completing probation. The service period of 15 years which makes one qualified for the post, will not be considered for the award of weightage marks.
- (c) Subject to the conditions laid down in GO(P) No.139/77/GAD dated 11/05/77, linguistic minority candidates whose first language for SSLC Examination is a language other than Malayalam, may apply to this post even if they do not possess Malayalam Typewriting (Lower) qualification. If selected, they have to acquire Malayalam Typewriting (Lower) qualification before completing probation.
- (d) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification. (Certificates obtained from the Typewriting Institutes will not be accepted.)
- (e) KS&SSR Part II Rule 10 a (ii) is applicable for selection to this post.
- (f) *Those who claim equivalent qualification shall produce the respective Government Order to prove the claim at the time of One Time Verification or as required by the Commission.*

**8. Mode of submitting applications:-**

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 into 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 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 taking of the photograph. There is no change in other instructions regarding the

uploading of photographs. No application fee is required. Candidates shall take a printout of the profile details 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 the correctness of the information on their profile. They must quote their 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. **Candidates who have AADHAAR card should add AADHAAR card as I.D. Proof in their profile.**

9. Last date of receipt of applications **30.01.2019** Wednesday upto 12 midnight.
10. Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in).
11. If a Written Test /OMR /Online Test is conducted as a 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 Calender itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phones registered in it.

[For details, including Photo, ID Card etc. please see the General Conditions given in Part II of this notification]

**SAJU GEORGE**  
**SECRETARY,**  
**KERALA PUBLIC SERVICE COMMISSION.**