

GAZETTE DATE : 30/11/2022

LAST DATE : 04/01/2023

**CATEGORY NO: 492/2022**

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** : Legislature Secretariat
2. **Name of Post** : Copy Holder
3. **Scale of pay** : ₹ 27900-63700/-
4. **Number of vacancies** : 01(One)

The above vacancy is now in existence. The Ranked list of selected candidates published by the Commission in response to this notification shall remain in force for a minimum period of one year provided 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 from the said list against the vacancies noted above and also against the vacancies if any reported to the Commission during the period of the currency of the list.

5. **Method of appointment** : Direct Recruitment  
**Note:** Differently abled candidates belonging to Blind, Deaf and Dumb categories are not eligible to apply for this post.
6. **Age limit** : 18-36. Only candidates born between 02.01.1986 and 01.01.2004(both dates included) are eligible to apply for this post with usual relaxation to Scheduled Castes, Scheduled Tribes, Other Backward Communities subject to the condition that the maximum age shall not exceed 50 years.

[For other conditions regarding the age relaxation please see Part-II, Para 2 of the General Conditions ]

**7. Qualifications:**

- 1 A pass in SSLC or its equivalent qualification.
- 2 Diploma in Printing Technology or KGTE (Lower)/ MGTE(Lower) Certificate in Proof Reading and Composing  
OR  
VHSE with Printing Technology or its equivalent qualification and Certificate in DTP from a Govt. approved institution with not less than 3 months course duration.

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

**Note: (b)** In addition to the qualifications specified in this notification, the qualifications declared by the Government as equivalent to the prescribed educational qualification through executive orders or standing orders, qualifications fixed by the Commission as equivalent to the qualifications laid down in the special rules and higher qualifications for which prescribed qualification is recognized as its basic qualification are also accepted. Government orders regarding equivalent qualification / higher qualification should be produced as and when called for the same by the Commission.

Note:(c) If the caste/community claimed by the candidate in the application is different from the one recorded in the SSLC book, the non-creamy layer certificate/caste certificate along with the gazette notification in this regard should be produced at the time of certificate verification.

Probation: Candidates appointed to the post shall be on probation for a total period of 2 years on duty within a continuous period of 3 years from the date on which he / she joins duty.

**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](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 the post. The photograph uploaded in the profile should be one taken after 31.12.2012. 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. Those candidates who create profile for the first time from 01.01.2022 onwards, should upload a photograph taken within a period of Six months. 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 from their one time registration 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. **Candidates are advised to keep a printout or soft copy of the online application for future reference. Candidates can take the printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the Commission, regarding the application should be accompanied with the print out of the application.** The application submitted not in accordance with the conditions stipulated in the notification will be summarily rejected in due course of processing.
- (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 prior to 15 days of 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 profiles and in the mobile phone number registered in it.
- (C) As per KPSC Rules of Procedure Rule 22, action shall be taken against those candidates who submit applications making false claims regarding qualifications, experience etc., such as disqualifying from being considered for any job for which they apply, debar them from sending applications to the Kerala Public Service Commission permanently or for a fixed period, invalidate the materials produced in the practical examination they appear in or the answer sheets of Written examination, take legal action against them, or if they are appointed to a job, they may be removed from that job or dismiss them, other suitable disciplinary action/ legal action taken against them, or one or more of the above actions may be taken against them.
- (D) Candidates should refer to the General Conditions laid down in Part II of the Gazette Notification before submitting applications. Applications submitted in contradiction to the General Conditions will be rejected.
- (E) Candidates who have AADHAAR card should add AADHAAR card as ID Proof in their profile.
- 9 **Last date for receipt of applications :- 04.01.2023** Wednesday upto 12.00 midnight.
- 10 **Address to which applications are to be submitted: -** [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

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

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION