

GAZETTE DATE : 31/12/2022

LAST DATE : 01/02/2023

CATEGORY No. 725/2022

Part I Direct Recruitment

Applications are invited online only by **One Time Registration** system exclusively from qualified candidates for selection to the under mentioned post. Applications must be submitted online through the official website of the Kerala Public Service Commission after One Time Registration. Candidates who have already registered shall apply through their profile.

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|----|------------------|---|-----------------------------|-------------------------|
| 1. | Department | : | Various | |
| 2. | Name of Post | : | Lower Division Typist | |
| 3. | Scale of pay | : | ₹ 26500-60700/- | |
| 4. | No. of vacancies | : | <u>District wise</u> | } Anticipated vacancies |
| | | | 1. Thiruvananthapuram | |
| | | | 2. Kollam | |
| | | | 3. Pathanamthitta | |
| | | | 4. Alappuzha | |
| | | | 5. Kottayam | |
| | | | 6. Idukki | |
| | | | 7. Ernakulam | |
| | | | 8. Thrissur | |
| | | | 9. Palakkad | |
| | | | 10. Malappuram | |
| | | | 11. Kozhikode | |
| | | | 12. Wayanad | |
| | | | 13. Kannur | |
| | | | 14. Kasaragod | |

Notes :

- (i) Separate Ranked Lists will be prepared for each district in pursuance of this notification. 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 vacancies reported during the currency of the lists.
- (ii) 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.
- (iii) The selection in pursuance of this notification will be made on District basis, subject to the special conditions laid down in GO(MS)No.154/71/PD dated 27.05.1971. A candidate advised for appointment in one District from the Ranked List prepared for that district is not eligible for transfer to another district for a period of 5 years from the date of commencement of regular service in the former districts. 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 2.12.1991 for inter district transfers in same department and GO(P)No.5/2013/P&ARD dated 06.02.2013 for interdepartmental transfers. But as per G.O (P) No. 12/96/P&ARD dated 16.03.1996 the condition of 5 years service is not applicable for the transfer to the districts of Idukki, Wayanad and Kasaragod. This concession will be available only for getting transfer into these districts, but not for getting transfer out of these districts and this concession will be granted only once in the career of a Government Servant. Candidates already in Government Service holding the post in any one district are prohibited from applying for the same post in

another district.

- (iv) Candidates will be advised from the ranked lists for appointment against the Headquarters vacancies also without their consent. Vacancies arising in the Head Quarters will be filled up according to the terms and conditions of G.O. (MS) No. 154/71/PD dated 27.05.1971 commencing from Thiruvananthapuram District. 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.
- (v) 4% of the total vacancies reported shall be reserved for eligible Differently abled candidates with disabilities as specified vide G.O.(P)No.7/2022/SJD dated 28.10.2022.

5. Method of appointment : Direct Recruitment
6. Age : 18-36. Only candidates born between 2.1.1986 and 1.1.2004 (both dates included) are eligible to apply for this post. Other Backward Communities and SC/ST candidates are eligible for usual age relaxation.
For concessions allowed in upper age limit, subject to the condition that the maximum age limit shall in no case exceed 50(fifty)years(including all concessions). 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 KGTE Malayalam Typewriting or its equivalent.
- (3) Lower Grade Certificate in Typewriting English(KGTE) and Computer Word Processing or its equivalent.
Those who have passed KGTE Typewriting before January 2002, must have acquired separate certificate in Computer Word Processing or its equivalent before the last date for receipt of application for the post fixed by the Commission. [G.O(Ms) No. 21/2011/P&ARD dated 01.07.2011, G.O.(Ms)No. 24/2015/P & ARD dated 27.7.2015 & G.O.(P)No.15/2018/P & ARD dated 27.10.2018).

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.
- (b) Malayalam Typewriting lower is not compulsory for the Ex-Servicemen who have completed normal tenure of service for applying to the post of Typist in the Government Service. But if they are selected the above qualification should be acquired before completing probation.

- (c) Service as Clerk/Writer in the defence forces for not less than 15 years will be deemed as sufficient qualification for the post. If selected, they have to pass Malayalam Typewriting Lower before completing probation.
- (d) Ex-servicemen with service as Clerk (General duties) Clerk (Staff duties) Clerk (A.O.C) and personal Assistants in the Army, Writers in the Navy and Clerks (General duties) in the Air Force, who were under the Category "Class I" or those who possess 15 years service in the Clerical cadre in the Defence Forces will be treated as eligible to apply for this post. (G.O(P)No.143/77/GAD dated 18.5.1977, G.O(P) No. 35/79/GAD dated 6.1.1979, G.O. (P) No.143/86/GAD dated 30/04/1986). The service period of 15 years which makes one qualified for the post, will not be considered for the award of weightage marks.
- (e) 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.
- (f) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification. (Certificates obtained from the Typewriting Institutes will not be accepted.)
- (g) Rule 10 a (ii) of Part II of KS & SSR is applicable for selection to this post.
- (h) In addition to the qualification prescribed in the notification, the qualifications recognized by executive orders or standing orders of Government as equivalent to a qualification specified for a post, in the Special rules or found acceptable by the Commission in cases where acceptance of equivalent qualifications is provided for in the rules and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post, shall also be sufficient for the post. The copy of the Government orders declaring equivalent/higher qualifications shall be produced as and when required by the Commission.

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

9 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 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 taken after 31.12.2012. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of taking photograph. Candidates who are creating their profile newly from 01.01.2022, should upload the photograph taken within 6 months . There is no change in other instructions regarding the uploading of photographs. No application fee is required. 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 in 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. **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 will be summarily rejected if non-compliance with the notification is found in due course of processing. Original documents to prove qualification, age, community 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.

10 Last date of receipt of applications : 01.02.2023 Wednesday upto 12 midnight.

11. If Written Test/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 phones registered in it. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

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Special Instructions to Candidates

(i) In the case of difference in Caste/ Community claimed in the application and that entered in SSLC book, the candidate shall produce a gazette notification in this regard, along with Non-creamy layer certificate/ Community Certificate at the time of certificate verification.

(ii) Candidates are required to acquaint themselves with the instructions given in the notification as Part II, General Conditions before submitting application for the post. Applications which are not submitted in accordance with the terms and conditions laid down in the General Conditions are liable to be rejected.

(iii) Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission Rules of Procedure, 1976 shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc and are liable to be disqualified for being considered for a particular post or debarment from applying to the Commission either permanently or for any period or the invalidation of their answer scripts or products in a written/practical test or the initiation of criminal or other proceedings against them or their removal or dismissal from office or the ordering of any other disciplinary action against them if they have already been appointed, or any one or more of the above.

(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