

**GAZETTE DATE : 16/08/2022**

**LAST DATE : 22/09/2022**

**CATEGORY NO: 328/2022**

Applications are invited for Special Recruitment from among qualified Ex-servicemen of **Scheduled Caste/Scheduled Tribe** 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.

- 1) **Name of Department** : NCC/Sainik Welfare
- 2) **Name of post** : **Clerk Typist**  
(Special Recruitment for SC/ST from Ex-servicemen only)
- 3) **Scale of Pay** : ₹ 19000 – 43600/- (PR)
- 4) **Number of Vacancies** : **District wise**  
Thiruvananthapuram – 1 (One)  
Kannur – 1 (One)

**Note:-** (i) The above Vacancies are now in existence. Separate Ranked List will be prepared for each districts in pursuance of this notification. The Ranked List thus prepared and 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. Recruitment will be made for the above vacancies and also for the vacancies reported for Special Recruitment from Scheduled Castes/ Scheduled Tribes during the currency of the list. Candidates against vacancies reported exclusively for Scheduled Tribes will also be advised from this list and only in the absence of Scheduled Tribe candidates in this list fresh notification for vacancies reserved exclusively for Scheduled Tribes will be issued.

(ii) The selection in pursuance of this notification will be made on a Revenue District basis subject to the special conditions laid down in G.O.(M.S)No.154/71/PD dated 27-05-1971. A candidate advised for appointment in one revenue district from the Ranked list so prepared is not eligible for transfer to another district unless he completes five (5) years continuous service from the date of commencement of service in the former district. Even if transfer is allowed after five (5) years, it will be subject to the rules in G.O.(P) No. 5/13/P&ARD dated 06/02/2013. 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 restricted from applying for the same post in another District. But they can apply for higher posts when notified.

(iii) Candidates from the Ranked List for district wise selection will be advised for appointment against the Headquarters vacancies also. As per the provision in G.O.(MS)154/71/PD dated 27.05.1971 appointment against the Headquarters vacancies will be started from Thiruvananthapuram District. Separate option need not be given for this.

- 5. Method of appointment** : Direct Recruitment  
(Special Recruitment from among Ex-servicemen of Scheduled Caste / Scheduled Tribes only)

**Note:-** Applications received from candidates other than SC/ST Ex-servicemen candidates will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

6. **Age limit** : 18 – 50. Only candidates born between 02/01/1972 and 01/01/2004 (both dates included) are eligible to apply for this post.

**Note:-** (i) *Inclusive of the period of Military Service the maximum age limit shall not exceed 50 (Fifty) years.*

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

7. **Qualifications** :

- (1) A pass in SSLC or its equivalent qualification.
- (2) Lower Grade Certificate in KGTE Malayalam Typewriting or its equivalent.
- (3) Lower Grade Certificate in KGTE English Typewriting and Computer Word Processing or its equivalent.

Those who have passed KGTE Typewriting (English) Lower before January 2002 should produce separate certificate in Computer Word Processing or its equivalent. (G.O.(MS) No. 21/2011/P&ARD dated 01/07/2011).

**Note**

- 1 Part II Rule 10(a) ii of KS&SSR regarding qualification is applicable for this selection. Candidates claiming higher/ equivalent qualification should produce equivalency certificate from the concerned institution or Government Order proving the equivalency at the time of certificate verification.
- 2 Only Ex-servicemen belonging to SC/ST community are eligible to apply for this post.
- 3 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.
- 4 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.
- 5 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 weight age marks.
- 6 If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce caste certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.
- 7 Certificate obtained from Government alone will be accepted as proof of Typewriting qualification (Certificates obtained from Typewriting Institutions will not be accepted).
- 8 Disciplinary Action as per Rule 22 of KPSC Rules of procedure will be taken against the candidates who have claimed bogus information about qualifications and experience in their application irrespective of whether they attend or not attend the examination after giving confirmation.

**8. Mode of submitting application :**

(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 a post. The photograph uploaded should be taken after 31.12.2012. **In the case of candidates who are creating a new profile the uploaded photograph must be taken within 6 months.** 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 the photograph. 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 noncompliance 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.

*(b) Candidates who have Aadhaar Card should add Aadhaar card as I.D proof in their profile.*

9. Last date for receipt of applications : **22-09-2022 Thursday** upto 12 Midnight.

10 If a Written/OMR/Online Test is conducted as part of this selection, candidate shall submit a confirmation for writing the examination through their One Time Registration Profile. Such candidate alone can generate and download the admission tickets in the last 15 days till the date of test. The application 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 programme itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phone number registered in it. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

11. Paragraphs two, three and twenty five ( in para 25, except the conditions laid down in the Rule 3(c) of Part II of the Kerala State and Subordinate Services Rules) are not applicable to this selection.

12. Appointments are made on the basis of the rank secured in the ranked list of candidates prepared in pursuance of this notification, subject to the conditions laid down in G.O. (P) No. 21/76/PD dated 17/01/1976 and G.O. (P) No. 25/94/GAD dated 22/01/1994, GO (MS) No. 142/72 /PD dated 13/04/1972, GO (MS) No.309/73/PD dated 29/11/1973 allowing Special Reservations to Scheduled Castes/Scheduled Tribes in accordance with the procedures made for this purpose from time to time and subject to the rules under sections 3 (c), 17 (a), 17 (b) of Part II of KS&SSR, 1958.

(For details regarding Photo, ID, etc, refer to the General Conditions at the end of the Notification).

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