

**GAZETTE DATE: 29/12/2023**

**LAST DATE : 31/01/2024**

**CATEGORY NO: 582/2023**

Applications are invited online only through One Time Registration Scheme from qualified candidates for selection to the undermentioned post in Kerala Government Service. Before applying for the post, the candidates shall register as per One Time Registration Scheme through the official website of Kerala Public Service Commission. Candidates who have already registered can apply through their profile.

- 1 **Department** : **Health Services**
- 2 **Name of Post** : **Medical Records Librarian Gr.II**
- 3 **Scale of pay** : **₹ 31100-66800/-**
- 4 **Number of vacancies** : **Anticipated Vacancies**

The ranked list 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 vacancies reported to the Commission during the period of the currency of the list.

**Note:- 4% of the total vacancies reported shall be reserved for eligible Differently Abled candidates with disabilities as specified vide GO(P) No. 05/2023/SJD dated 01.10.2023.**

**Link:**

[Present Order for Rights of Persons with Disabilities Act, 2016 Section 34](#)

- 5 **Method of appointment** : **Direct Recruitment**
- 6 **Age limit** : **18-36.** Only candidates born between 02/01/1987 and 01/01/2005 (both dates included) are eligible to apply for this post, with usual relaxation to Scheduled Caste, Scheduled Tribes and Other Backward Communities.  
(For other Conditions regarding the age relaxation, please see para 2 part II of the General Conditions)
- 7 **Qualifications** : **1) Bachelor's Degree in Medical Documentation from a recognized University.(Those who have Post Graduation in Medical Documentation will have preference).**

OR

**2) Diploma in Medical Records Science awarded by Sree Chitra Thirunal Institute for Medical Science and Technology,Thiruvananthapuram.**

In their absence of (1) and (2) above, candidates with Pre-Degree / Higher Secondary / Plus Two or equivalent qualification with training in Medical records Keeping for one year from a recognized Medical College.

**Link:**

[Equivalent qualification admitted in the previous selection](#)

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

In addition to the qualifications 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 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 should be the one taken after 31.12.2013. Name of the candidate and the date of taking photograph 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 uploading. **Candidates creating new profile on or after 01.01.2023 shall upload photograph taken within six 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 on their profile. They must quote 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 print out of the application by clicking on the link 'My applications' in their profile. All correspondence 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. Documents to prove qualification, Experience, Community, Age, etc. have to be produced as and when called for. The profile correction made by the candidates themselves or through the office of the KPSC on request after the last date fixed for the receipt of applications will not be reflected in the application. Such corrections will come into effect only on the date on which corrections have been made.
- (b) If a Written/OMR/Online Test is conducted as part of this selection, candidates shall submit a confirmation on writing the examination through their one time registration profile. Such candidates alone can generate and download the admission tickets prior to 15 days of test. The application of the candidates who do not submit confirmation within the stipulated period will be rejected summarily. The periods regarding the submission of confirmation and 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 the mobile phone number registered.
- (c) Candidates who have AADHAAR card should add AADHAAR Card as ID Proof in their profile.

#### **9 Special Instructions to Candidates:**

- (a) 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.
- (b) 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.

- (e) Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission Rules of Procedure 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 .

**10 Last date for receipt of applications :- 31.01.2024 wednesday up to 12.00 Midnight.**

**11 Address to which applications are to be sent:- [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**