

GAZETTE DATE : 30/12/2023

LAST DATE : 31/01/2024

CATEGORY NO: 711/2023

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. This notification is made consequent to the non availability of qualified candidates for the notification published in the Gazette dated 15/11/2014 as Cat.No. 439//2014, Gazette dated 30/12/2017 as Cat.No. 658//2017 and Gazette dated 30/12/2020 as Cat.No. 396//2020 .

1. **Department** : **NCC**
2. **Name of Post** : **Confidential Assistant Gr II
(Ex-Servicemen Only)**
3. **Scale of pay** : **₹ 27900-63700/-**
4. **No. of vacancies** : **District wise**

Kottayam - 01 (One)
5. **Method of appointment** : **Direct Recruitment (Ex-servicemen only)**

Notes :

- (i) A Rank list will be prepared for Kottayam District in pursuance of this notification. The Ranked list 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 list.
- (ii) Candidates will be advised from the Ranked List for appointment against the Head Quarters vacancies also. Such candidate will be eligible for transfer to another district as per the terms and conditions in GO(MS) No.442/80/GAD dated 26.09.1980. As selection to this post is exclusively made for Ex-Servicemen, candidates advised subsequently for appointment from a particular district will not be eligible for Inter -departmental transfer as per GO(P)51/90/P&ARD dated 22.11.1990.
- (iii) The selection in pursuance of the notification will be made on a revenue 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 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.
- (iv) 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 and G.O.(P) No. 5/2023/SJD dated 01.10.2023.

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https://www.keralapsc.gov.in/sites/default/files/inline-files/g_o_p_7_2022_sjd_dtd_28_10_2022.pdf

6. **Age** : 18-36. Only candidates born between 02.1.1987 and 01.01.2005 (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 Plus 2 or its equivalent.

(2) Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent.

Note:- Those who have passed the 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.

(3) Lower Grade Certificate in Typewriting Malayalam (KGTE) or its equivalent.

(4) Lower Grade Certificate in Short Hand English (KGTE) or its equivalent.

(5) Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent.

(GO(MS)No.21/2011/P&ARD dated 01.07.2011) [Certificate issued from the Typewriting Institutions & IMC certificates will not be accepted]

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

Note:-

(i) Certificate in Computer Word Processing issued by Central/State Govt. department, Agencies, Societies, Universities after successfully completing a course of study of not less than three months duration are considered as equivalent to KGTE Computer Word Processing.

(ii) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification.

(iii) Those who claim equivalent qualification shall produce the respective Government Order to prove the claim at the time of One Time Verification.

(iv) All the qualifications must have acquired before the last date of receipt of application.

(v) Rule 10 a (ii) of Part II of KS & SSR is applicable.

(vi) 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 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 Method 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 31.12.2013. 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 creating new profile 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, experience, 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 : 31.01. 2024** 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.

12. **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**