

**GAZETTE DATE : 30/12/2023**

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

**CATEGORY NO: 639/2023**

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 candidates should register as per One Time Registration through official website of Kerala Public Service Commission. Candidates who have already registered can apply through their profile.

1. **Department** : **Information and Public Relations**
2. **Name of Post** : **Assistant Information Officer**
3. **Scale of pay** : **₹ 39,300 – 83,000/-**
4. **Number of vacancies** : **Anticipated**

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 if any reported to the commission during the period of currency of the list.

5. **Method of appointment** : Direct Recruitment
6. **Age limit** : **19-39;** [Only candidates born between **02.01.1984** and **01.01.2004** (both dates included) are eligible to apply for this post. Other Backward Communities and SC/ST candidates are eligible for usual age relaxation. (For other conditions regarding the age relaxation please see Para 2 of Part II General Conditions of the Gazette notification.)
7. **Qualifications** : 1. B.A., B.Sc, or B.Com. Degree of any recognised University.

2. Two years experience in a Government Publicity Organisation or Publicity Department of a private organisation or firm or the editorial section of a daily newspaper or news agency.

3. Ability to prepare Press Bulletin and Press publicity handouts.

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

The aptitude for publicity work and ability to prepare Press Bulletin and publicity handouts being assessed on the basis of rank in a common written test to be conducted by the public service commission.

**Desirable:-** Publication of works in English or Malayalam on Literature, Art, Culture, Economics or politics and/or experience in Editorial work in an English or Malayalam Newspaper.

4. 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 and such of those qualification 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.

**Experience Certificate:-** The candidate should produce experience certificate in the form given below:

**CERTIFICATE OF EXPERIENCE**

Name of Firm (Company/Corporation/  
Govt.Department/Co-Operative Institution etc.) :  
Registration Number [SSI Registration or any  
other Registration Number and Date of Registration] :  
Authority from where registration obtained :

Issued to Sri/Smt.....(here enter name  
and address of the candidate).This is to certify that the above mentioned person has worked/is working  
in the Institution as .....(here enter the name of post hold or  
held)as Regular worker/Temporary worker/Apprentice/Trainee/Casual Labourer(Strike off whichever is  
not applicable) on Rs.....per day/ per mensem for a period  
of.....years.....months.....  
.....days from.....to.....

Dated Signature,Name and  
Designation of the issuing Authority  
with name of institution

Place:  
Date:

(Office Seal)

**DECLARATION**

Certified that Sri/Smt.....mentioned in the above  
experience Certificate has worked/is working as .....(specify the name  
of post held and nature of employment) in the above institution during the period mentioned therein as  
per the entry in the above .....register (Name of the register to  
be specified) maintained by the employer as per the provision of the..... Act  
(Name of Act/Rules to be specified).

Also certified that I am the authorized officer to inspect the registers kept by the employer, as per  
the provisions of the .....Act/Rules of the State/Central Government.

Place:  
Date:

Dated Signature, Name of  
Attesting Officer with designation  
and Name of office, who is the  
notified Enforcement Officer as per the Act / Rules.

(Office Seal)

**Note:-** (1) Proof reading and similar items of works in a Newspaper office not involving original writing will not be considered as Journalistic experience.

(2) The veracity of the experience certificate will be subjected to scrutiny and legal action will be initiated against those who issue and candidates who produce bogus certificate. The experience certificate should be got attested by an authorized officer of the State/Central Government.

**8. Probation :** Every person appointed to the post shall from the date on which he/she joins duty be on probation for a total period of two years on duty within a continuous period of three years.

**9. 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 one taken after **31.12.2013. Candidates who have created new Profile from 01.01.2023 should upload their Photograph taken within a period of 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 uploading. 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 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. Original Documents to prove qualification, experience, age, Community 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 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 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 phone number registered in it.
- (c) "Candidates who have AADHAAR Card should add AADHAAR as ID Proof in their profile."

**10 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.

- (c) 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.**

**11 Last date for receipt of applications :- 31.01.2024 Wednesday up to 12 Midnight. If the said Wednesday is a holiday, the next working day shall be considered as the closing day.**

**12 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