

GAZETTE DATE : 30/12/2023

LAST DATE : 31/01/2024

CATEGORY NO: 686/2023

Applications are invited online only through “**ONE TIME REGISTRATION**” scheme from qualified candidates for appointment in the under mentioned post in Kerala Government Service. Before applying for the post the candidates should register as per One Time Registration through the official website of Kerala Public Service Commission. Candidates who have already registered can apply through their profile.

- 1. Name of Department : Co-operation Department**
- 2. Name of Post : Data Entry Operator**
- 3. Scale of Pay : ₹ 26,500 – 60,700/-**
- 4. No. of Vacancies : 2 Fresh (Two)**

Note: (I) The above vacancies are now in existence. The 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 noted above, and the vacancies that may be reported to the Commission in writing, during the period of currency of the list.

Note:(II) 4% of the total vacancies reported shall be reserved for eligible Differently Abled candidates with disabilities as specified vide G.O.(P) No. 5/2023/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 age relaxation to Schedules Castes, Scheduled Tribes and Other Backward Communities.
(For other conditions regarding the age relaxation please see para 2 of the General Conditions.)
- 7. Qualifications :**
 - 1. Any Degree from a U.G.C. Recognized University or a National Institute established by the Government of India or Institute established by the Government of Kerala.**
 - 2. Diploma in Computer Application (DCA) from a Government recognized Institution.**

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

- (ii) *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 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.*
- (iii) *The Degrees / Diplomas awarded by UGC approved Universities or Institutions established through an Act passed by the Parliament/State Legislative Assembly in accordance with the conditions laid down in G.O(M.S) No. 526/PD dated 17.07.1965 are acceptable for appointment in Government Services*
- https://www.keralapsc.gov.in/sites/default/files/inline-files/circular_12_18_1.pdf

8. Mode of Submitting Application:

Candidates shall register as per 'ONE TIME REGISTRATION' system on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' for applying for the post. Candidates who have registered shall apply by logging on to their profile using their User- ID and password. Candidates shall click on the 'Apply Now' button of the respective posts in the Notification link for applying for a post. The photograph uploaded in the profile of the candidate who have already registered should be taken after 31.12.2013. Candidates who are creating profile from 01.01.2023 onwards must upload photograph which is taken within six months. Name of the candidate and 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 applying for a post, candidates must ensure correctness of the information in their profile. They must quote the User- ID for further communication with the Commission. Applications once submitted will be received as provisional and particulars shall not 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. Applications submitted not in accordance with the conditions of the notification will be summarily rejected if non compliance with the notification is found in due course of processing. Original documents to prove qualification, experience, community, age 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 Application : 31.01.2024 Wednesday up to 12 midnight.

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

11. If written/OMR/Online Test is conducted as part of this selection, candidates possessing requisite qualification as per Para 7 above alone 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 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 calendar itself. Information in this regard will 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:

- (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 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.

(Candidates must see the General Conditions in Part II of the Gazette Notification for instructions regarding Photo, ID Card etc).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION