

GAZETTE DATE : 30/12/2023
LAST DATE : 31/01/2024

SPECIAL RECRUITMENT -DISTRICTWISE
CATEGORY NO: 723/2023

Applications are invited from qualified **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 Kerala Public Service Commission after one time registration. Candidates who have already registered can apply through their profile.

1. **Department** : Various
2. **Name of post** : Clerk (Special Recruitment for SC/ST)

Note:- This will include the integrated post of Clerk/Village Assistant in the Revenue Department.

3. **Scale of pay** : ₹. 26,500 - 60,700/-
4. **Number of Vacancies** : District wise
: Kollam -01(one)

Notes: i) A Ranked List will be prepared for Kollam district 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 vacancy and also for the vacancies reported for Special Recruitment from Scheduled castes/Scheduled Tribes during the currency of the list. Candidates shall also be advised from this list against vacancies reported exclusively for Scheduled Tribes and only in the absence of Scheduled Tribe candidates in this list fresh notification for Scheduled Tribes will be issued for vacancies reserved exclusively for them.

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. (Ms) 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/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 orders contained in G.O(MS) No. 4/61/PD, dated 02.1.1961. 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 included in the Ranked List for district wise selection will be advised for appointment against the Head Quarters vacancies also. As per the provision in G.O (MS) No. 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. The conditions laid down in G.O (P) 27/13/PD dated 28.09.2013 shall be applicable to the candidates thus appointed.

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

Note :- Applications received from candidates other than Scheduled Caste/Scheduled Tribe will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

6. **Age** : 18-41. Only Candidates born between 02.01.1982 and 01.01.2005 (both dates included) are eligible to apply for this post.

Note :- In the absence of qualified candidates within the age limit the upper age limit shall be relaxed up to 50 years. But in no case the maximum age limit shall exceed 50 (fifty) years.

7. **Qualifications :-**

A pass in S.S.L.C or its equivalent.

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 presuppose 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.”

Note: (I) Candidates Willing to be posted as clerk in Kerala State Archives Department must submit willingness . such candidates are eligible for appointment in other departments also,as and when their turn for appointment arises. If a person is once advised for appointment in the state Archives Department,he won't be further considered for appointment in any other Department from that selected list. Persons appointed as clerk in Kerala State Archives Department have to undergo in service Training in “Old Scripts” during the period of probation as may be prescribed by the Government.

(II) Candidates advised as clerks /Village Assistant in the Revenue Department from the Ranked List prepared in pursuance of this notification will be sent for “Survey Training ” by the Department,if they have not already passed the “chain survey Test”.They shall acquire the test qualification for being promoted to the cadre of Village officer/Senior Clerk vide special rules for the Kerala Revenue Ministerial subordinate service.

Probation: Every person appointed to a post in respect of this notification, shall be on probation for a total period of two years on duty within a continuous period of three years.

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 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 31.12.2013. **Candidates who create their profile from 01.01.2022 should upload photograph 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 submission of application: 31.01.2024** Wednesday up to 12 midnight.
- 10 **Website address** : www.keralapsc.gov.in
- 11 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 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. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.
- 12 Paragraphs two, three and twenty five in the General Condition (except the conditions laid down in Rule 3 (c), Part II of the Kerala State and Subordinate Service Rules) are not applicable to this selection.
- 13 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 (Ms) No. 142/72/PD dated 13.04.1972, G.O (Ms) No. 309/73/PD dated 29.11.1973, G.O (P) No. 21/76/PD dated, 17.01.1976 and G.O (P) No. 25/94/GAD dated, 22.01.1994 allowing special reservations to 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 Kerala State and Subordinate Service Rules, 1958.

Special instructions to candidates :-

- 14 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.
- 15 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.
- 16 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.

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION