

EXTRA ORDINARY GAZETTE DATE : 16/11/2020

LAST DATE : 23/12/2020

CATEGORY NO: 259 /2020

Applications are invited from qualified Scheduled caste and Scheduled Tribe candidates of Kerala State for selection to the following post. Applications must be submitted online through the official website of the Commission after **One Time Registration**. Candidates who have already registered can apply through their profile. The photo uploaded through One Time Registration should be taken after 31.12.2010 and also bear the name of candidate and the date of photo taken should be in the bottom of the photograph. The uploaded photo will be having a validity of ten years from the date of photograph taken. There is no change in other instructions regarding uploading of photograph.

1. **Department** : **Judicial**
2. **Name of post** : **Process Server (Special Recruitment for SC/ST)**
3. **Scale of pay** : **₹ 17,500-39,500/-**
4. **Number of vacancies** : District wise
Palakkad – I (One) SC/ST

Notes : (i) The Ranked List 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 vacancy and also against the vacancies, if any, reported for Special Recruitment from Scheduled caste and Scheduled Tribes during the currency of the lists. In case no candidate is advised from the ranked list till the expiry of the period of three years, the duration of the ranked list shall be extended for a further period of one year or till at least one candidate is advised from the list whichever is earlier.

- (ii) Candidates already in Government Service holding this post in any one district are prohibited from applying again for this post. But they can apply to higher post, when notified. The selection in pursuance of this notification will be made on district wise 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 district from the Ranked List prepared for that District is not eligible for transfer to another District for a period of 5 years from the date of commencement of regular service in the former district. Even if transfer is allowed after 5 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 and G.O(p) 5/2013/P&ARD dated 06.02.2013 for inter departmental transfers. But as per G.O. (P)12/96/P&ARD dated 16.03.1996, the condition of 5 years service is not applicable for the transfer to the Districts of Idukki, Wayanad and Kasaragod. This concession will be available only for getting transfer in to these districts, but not for getting transfer out of these districts and this concession will be granted only once in the career of a Government

Servant. Candidates already in Government Service holding the post in any one district are prohibited from applying for the same post in another District. But they can apply to higher post, when notified.

(iii) Candidates should submit their application for this post to the concerned district, where the vacancy is existing and should note the name of that District against the relevant column of the online application.

(iv) Candidates from 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)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.

5 Method of appointment : Direct Recruitment (**Special Recruitment for SC/ST Only**)

Note:-

Applications received from candidates other than **SC/ST** candidates will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

6. Age : **18- 41.** i.e candidates born between **2.1.1979** and **1.1.2002** (both dates included) only are eligible to apply for this post.

Note :- For concessions allowed in upper age limit, subject to the condition that the maximum age limit shall in no case exceed 50 years, please see para (2) of the General Conditions under Part II of this Notification.

7. Qualifications :-

1. Must have completed the course of study for Secondary School Leaving Certificate.
2. Ability to ride bicycle shall be an essential qualification in the case of male candidates.

Note:-

- a) Part II Rule 10(a)ii of KS&SSR regarding qualification is applicable for this selection.
- b) Those candidates who have claimed equivalency for qualifications should produce the Government order proving the same at the time of certificate verification in order to consider as equivalent.
- c) If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce Caste certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.

8 Probation :-

Every person appointed by direct recruitment on the above post shall from the

date on which he/she joins duty be on probation for a total period of one year on duty within a continuous period of three years.

9 Mode 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 already 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 applying for a post. No application fee is required. Candidates can view and have a printout of the details in the profile by clicking the link Registration Card. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of each application, candidates must ensure correctness of the information on their profile. They must quote the User-ID for further communication with the Commission. Application once submitted is treated as provisional and cannot be deleted or altered after submission. The application will be summarily rejected if non compliance with the notification is found in the 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 candidate on request after the last date fixed for receipt of application will not reflect in the application. Such corrections will be in effect on the date from which corrections have been made. *Those who have Aadhaar Card should enter it in their profile as Identity Proof.*

10 Last Date for receipt of applications : 23.12.2020 Wednesday upto 12 Midnight.

11. Website Address : www.keralapsc.gov.in

12. 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. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination. Candidates who make bogus claims about qualification and experience in their application, irrespective of whether they attend the examination after giving confirmation, are liable to face disciplinary action as per of Rule 22 of the KPSC Rules of Procedure 1976.

13. Paragraphs two, three and twenty five (except the conditions laid down in the Rule 3 (c) of Part II of the Kerala State and Subordinate Service Rules) are not applicable to this selection.

14. Appointment 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.(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.

(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