

Extra Ordinary Gazette Date : 31/12/2020

Last Date : 03/02/2021

CATEGORY NO: 523/2020

FIRST NCA NOTIFICATION

Applications are invited through 'One Time Registration' facility exclusively from the qualified candidates of Muslim community of Kerala State for appointment in the undermentioned post in Kerala Government Service.

- 1 Department** : Various
- 2 Name of Post** : Lower Division Clerk (Tamil and Malayalam knowing)
(Re-designated as Clerk as per G.O (Ms.) No. 120/2013/(138)/Fin. dated 04.03.2013)

Note :- (1) This will include the integrated post of Lower Division Clerk/ Village Assistant in the Revenue Department.

(2) Vacancies of Lower Division Clerk in Kerala Municipal Common Service will also be filled up from the Ranked List prepared for the district in pursuance of this notification without obtaining willingness from the candidates. (For Direct Recruitment only).

- 3 Scale of Pay** : Rs. 19000-43600/-
- 4 Number of Vacancies** : District Wise

Category No.	Community	Name of District & No. of Vacancies
523/2020	Muslim	Idukki - 1

Note:(i) Applications submitted by candidates other than those belonging to the community mentioned above will be summarily rejected. No rejection memo will be issued to these candidates.

(ii) A Ranked List will be prepared for Idukki district for the above mentioned community in pursuance of this notification. Ranked List thus prepared and published by the Commission shall remain in force for three years or until candidates are advised and appointed against the vacancies earmarked for the above community unfilled due to paucity of candidates during the currency of the Ranked List, whichever is earlier.

Name of District	Date of publication of Ranked List	Category No.
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Idukki	03/09/18	469/13
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- (iii) Candidates advised as Lower Division Clerk/Village Assistant in the Revenue Department from the Ranked List to be prepared in pursuance of this notification will be sent by the Department for Survey Training if they have not already passed Chain Survey Test.
- (iv) Selection to this post will be made on the basis of a Competitive Test of the SSLC Standard.
- 8.
- (v) Candidates willing to be posted as Lower Division 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 recruitment arises. If a person is once advised for appointment in the State Archives Department, he will not be further considered for appointment in any other Department on the basis of that select list. Persons appointed as Lower Division Clerk in State Archives Department have to undergo during the period of probation, an Inservice Training in “Old Scripts” as may be prescribed by the Government.
- 9.
- (vi) The selection in pursuance of this notification will be made on 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 district from the Ranked List prepared for that District is not eligible for transfer to another district within a period of five years from the date of commencement of continuous 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 the 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 into 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 posts when notified.
- (vii) If the community claim in the application differs from the community noted in SSLC, then such changes are to be published in the gazette on or before the date of verification of original documents and the same should be produced along with the Community Certificate/Non Creamy Layer Certificate issued by the Revenue authorities at the time of One Time Verification.

5. **Method of Appointment** : Direct Recruitment (From the qualified candidates belonging to Muslim community only)

6. **Age Limit:** 18-39. Only candidates born between 02.01.1981 and 01.01.2002 (both dates included) are eligible to apply for the post. (Including the relaxation in para 2(i) of Part II, General Conditions)

[For more conditions regarding age relaxation, please see para (2) of the general conditions under part II of this Notification]

7. **Qualifications** : (1) A pass in S.S.L.C. or any equivalent Examination.

(2) Working Knowledge of both Tamil and Malayalam languages.

Note:- (1) Rule 10 (a) ii of Part II of KS&SSR is applicable.

(2) In the case of candidates advised for the post in the Registration Department, they should also pass a 'handwriting test' in Tamil.

(3) Those who claim equivalent qualification should produce relevant Government Order during "One Time Verification" to prove that the qualification claimed is equivalent to the prescribed qualification for this post.

8. Mode of Submitting Application:-

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 in 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 31.12.2010. 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 of 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 the 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 ID. Proof in their profile.**

9. **Last date for receipt of Application: 03/02/2021 Wednesday upto 12.00**

Midnight.

10. Website address to which applications are to be submitted:

www.keralapsc.gov.in

11. If Written Test/OMR/Online Examination is conducted as a 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 Calender itself. Information in this regard will be given to the candidates in their respective profiles and in the mobiles phones registered in it. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

12. Appropriate disciplinary action as per Rules of Procedure Rule 22 shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc. and submit confirmation for writing the examination, irrespective of whether they are present or absent for the examination.

(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