

GAZETTE DATE: 29/12/2023

LAST DATE : 31/01/2024

CATEGORY NO: 587/2023

Applications are invited online only through **One Time Registration** scheme from qualified candidates for appointment in the undermentioned post in Kerala Government Service. Before applying for the post 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. **Department** : Government Secretariat/ Kerala Public Service Commission/State Audit Department/ Kerala Legislature Secretariat/ Advocate General Office
2. **Name of Post** : Office Attendant
3. **Scale of pay** : ₹ 23,000-50,200/-
4. **Number of vacancies** : Anticipated Vacancies

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 the currency of the list.

5. **Method of appointment** : Direct Recruitment
6. **Age limit** : **18 - 36**. Only candidates born between 02.01.1987 and 01.01.2005 (both dates are included) are eligible to apply for this post. Other Backward communities, SC/ST ,widow candidates are eligible for usual age relaxation.
(For conditions regarding the age relaxation please see para 2 of the General Conditions part II)

Note:

Only one ranked list will be published in pursuance of this notification and candidates will be advised from that list against all vacancies reported for the post from all the departments mentioned above. As such candidates need to send only one application. Candidates will be advised for recruitment to each department according to the order in which vacancies are reported from each department and in accordance with the ranks secured by them subject to the rules of reservation and rotation in force. Once advised his/her turn will be over and he/she will have no further claim for being considered for an appointment from the ranked list to another department. As a common ranked list is prepared from more than one department on the basis of a common written examination a candidate appointed in a department and relieved for want of vacancy can re register his/her name in the office of Kerala Public Service Commission and in such case he/she will be advised for appointment against the next vacancy reported from any of the above mentioned departments. Provided also that seniority of a person appointed in one service from a common selective list, prepared by the Commission and thereafter discharged from service for want of vacancy and got re-appointment in another service or another department *institution on the further advice of the commission shall be determined by date of first effective advice*[vide G.O.(P) .No.07/1991/P&ARD Dated 15.02.1991].His service in the former department will be counted for probation in the latter department. For re appointment in the parent department itself,no re- registration is necessary but one has to wait till vacancy arises in that department .Candidates will have no right to claim initial appointment to any particular department.

Note 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](#)

7. Qualification:

- (1) Pass in SSLC or its equivalent examinations.

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

- 2) 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 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.

8. 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 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 one taken after 31.12.2013. 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. Those candidates who create profile for the first time from 01.01.2022 onwards should upload a photograph taken within six months. 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 on their profile. They must quote the User-ID for further communication with the Commission. Application once 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.

(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 AADHAR card should add AADHAR card as ID in their profile.

9. 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 or 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.

10 **Last date for receipt of applications :- 31.01.2024** Wednesday up to 12 midnight

11 **Address to which applications are to be sent :-** 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