

GAZETTE DATE : 27.02.2010

LAST DATE : 07.04.2010

CATEGORY No : 49/2010

1. Department : Various Department
2. Name of Post : Lower Division Typist
3. Scale of pay : Rs.5250 - 8390/-
4. Vacancies : Districtwise
Kannur - SIUC Nadar/A.I. - 1(one)

Note:- (1) Vacancies reported from Kerala Water Authority will also be filled up from this Ranked List.

(2) Applications submitted by candidates belonging to the communities other than those notified will be summarily rejected. No rejection memo will be issued.

(3) Ranked List prepared and published in pursuance of this notification shall remain in force until candidates are advised and appointed against all the N.C.A. turns identified as unfilled during the currency of the Ranked List published for the post in the following districts. Candidates will be advised from the Ranked List for appointment against the head quarters vacancies also. Such candidates will be eligible for transfer as per the terms and conditions in G.O.(ms) No.442/80/GAD dated 26.09.1980.

Name of District Date of publication
of Ranked List

Kannur 05.12.2007.

(4) 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, 27.5.1971. A candidate advised for appointment in one Revenue District from the ranked list prepared is not eligible for transfer to another district unless he/she completed 5 years continuous service from the date of commencement of service in the former district. Even if transfer is allowed after 5 years, it will be subject to the rules in G.O.(MS)No.4/61/PD dated, 02.01.1961. 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 posts when notified.

5. Method of Appointment : Direct Recruitment from SIUC Nadar/AI Communities.

6. Age Limit: Must have completed 18(Eighteen) years and must not have completed 38 (Thirty eight) years of age as on 01.01.2010 vide G.O.(MS) No.24/96 dated 25.07.1996.

Note:- Including the relaxation as per Para 2 (i) of General Condition. For conditions regarding other age relaxation please see Para 2 of the General Conditions except para 2 (1)

7. QUALIFICATIONS:

1. SSLC or its equivalent.
2. Lower Grade Certificate in KGTE Malayalam Typewriting.
3. Lower Grade Certificate in KGTE English Typewriting and Computer Word Processing or its equivalent (G.O.(P)No.17/2005/P&ARD dated 09.05.2005).

Note: 1. Those who have passed KGTE Typewriting before January 2002 should produce separate certificate in Computer Word Processing or its equivalent.

Certificate in Computer Word Processing issued by Central/State Government Departments, Agencies, Societies, Universities after successfully completing course of study not less than three months duration are considered as equivalent.

2. Malayalam Typewriting Lower is not compulsory for Ex-servicemen who have completed normal tenure of service for applying to the post of Typist in the Government Service. But if they are selected, the above qualification should be acquired before completing probation.

3. Service as Clerk/Writer in the defence forces as detailed in note 4 below, for not less than 15 years will be deemed as sufficient qualification for the post. If selected, they have to pass Malayalam Typewriting Lower before completing probation.

4. Ex-servicemen with service as Clerks (General duties) Clerks (Staff duties) and Personal Assistants in the Army, Writers in the Navy and Clerks (General duties) in the Air force who were under the category "Class I" or those who possess 15 years service in the Clerical cadre in the Defence Forces will be treated as eligible to apply for the posts. (G.O.(P) No.143/86 dated 30.04.1986). If selected, they have to pass Malayalam Typewriting Lower before completing probation.

5. Subject to the conditions laid down in G.O.(p) No.139/77/GAD dated 11.05.1977. Linguistic minority candidates whose first language for the SSLC Examination is a language other than Malayalam may apply to this post even if they do not possess Malayalam Typewriting (Lower) qualification. If selected, they have to acquire Malayalam Typewriting (Lower) qualification before completing probation.

(6) Certificates obtained from Government alone will be accepted as proof of Typewriting qualification. (Certificates obtained from the Typewriting Institutes will not be accepted).

8. The application can be submitted only by on-line facility provided in the Website of the Kerala Public Service Commission. Detailed instructions regarding the submission of applications are available in the website of the Kerala Public Service Commission viz. www.keralapsc.org. No application fee is required. The barcode number in the application form shall be quoted in all further enquiries/correspondence. Documents to prove qualification, age and community have to be produced as and when called for. Applications which are not submitted in accordance with the instructions given in the website will be summarily rejected.

9. Last date for receipt of application: 07/04/2010 Wednesday upto 5.00 pm.

10. Address to which applications are to be sent : www.keralapsc.org.

**P.C.BINOY
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION.**