

GAZETTE DATE : 30.10.2024

LAST DATE : 04.12.2024

CATEGORY NO: 376/2024

Applications are invited online only from qualified candidates for appointment in the undermentioned post in Kerala Government Service. Before applying for the post the 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** : **National Employment Services (Kerala)**
2. **Name of Post** : **Instructor (Stenography)**
3. **Scale of pay** : **₹ 41,300 – 87,000 /-**
4. **Number of vacancy** : **1 (Statewide)**

The above vacancy is now in existence. The Ranked list published by the Commission in response to this notification shall remain in force for a minimum period of one year and maximum period of three years, 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 noted above and against vacancies that may be reported to the Commission during the period of currency of the Ranked list.

5. **Method of appointment** : Direct recruitment
6. **Age limit** : 19-36: Only candidates born between 02/01/1988 and 01/01/2005 (both dates are included) are eligible to apply for the post with usual age relaxation to Scheduled Castes, Scheduled Tribes and Other Backward Communities.(For other conditions of age relaxation please see Para(2) of Part II General Conditions in the Gazette)
7. **Qualification** :
 1. A degree of recognised University.
 2. Typewriting (English) Higher KGTE or equivalent.
 3. Shorthand (English) Higher KGTE or equivalent.
 4. Typewriting(Malayalam) Lower KGTE or equivalent.
 5. Shorthand (Malayalam) Lower KGTE or equivalent.

Note:-

- 1) Rule 10(a) (ii) of Part II KS &SSR is applicable.
- 2) Candidates who claim equivalent qualification instead of qualification mentioned in the notification shall produce the relevant Government Order / equivalency certificate from the authority concerned to prove the equivalency at the time of certificate verification, then only such qualification shall be treated as equivalent to the prescribed qualification.
- 3) In addition to the qualifications prescribed in the notification, the qualifications recognized by executive orders, or standing orders of Government as equivalent to the qualification specified for the post 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.
- 4) The Degrees/Diplomas awarded by UGC approved Universities or Institutions established through an Act passed by Parliament/State Legislative Assembly in accordance with the conditions laid down in G.O (M.S) No.526/PD dated 17.07.1965 are acceptable for appointment in Government Services.

(Link)

https://www.keralapsc.gov.in/sites/default/files/inline-files/circular_12_18_1.pdf

8. Probation

Every person appointed to this post shall from the date on which he/she joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

9. 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 log in 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 the post. Candidates creating new profile should upload photograph taken within six 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 uploading. 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 print out of the application by clicking on the link 'My applications' in their profile. All correspondence 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. The profile correction made by the candidates themselves or through the office of the KPSC on request after the last date fixed for the receipt of applications will not be reflected in the application. Such corrections will come into effect only on the date on which corrections have been made.

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 period 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 as ID Proof in their profile.

10. 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/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.

11. Last date for submission of application:- 04.12.2024, Wednesday up to 12.00 Midnight.

12. 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