

EXTRA-ORDINARY GAZETTE DATED : 25/08/2020

LAST DATE : 30/09/2020

CATEGORY NO: 60/2020

Applications are invited online only through One Time Registration from qualified candidates for appointment in the undermentioned post in Kerala Government Service.

1. **Department** : Scheduled Tribe Development
2. **Name of Post** : Data Entry Operator
3. **Scale of Pay** : ₹ 19000-43600/-
4. **Number of vacancies** : 01 (One)

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 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 reported to the Commission in writing during the period of currency of the list.

5. **Method of appointment** : Direct Recruitment
6. **Age limit** : 18 - 36 . Only candidates born between 02.01.1984 and 01.01.2002 (both dates included) are eligible to apply for this post with usual age relaxation to Scheduled Castes, Scheduled Tribes and Other Backward Communities. (For other conditions regarding the age relaxation please see Part 2 of the General Conditions.)
7. **Qualifications** : Degree from a recognized University and PGDCA/DCA from a Government recognized Institution.

Note: Every person appointed to the post shall from the date on which he joins duty be on probation for a total period of 2 years on duty within a continuous period of 3 years.

Note: 1) Rule 10a (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 to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed

qualification concerned.

3) In the case of difference in original 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.

8. 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 logging on to their profile using their User-ID and password. Candidates must click on the '**Apply Now**' button of the respective post 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 uploading. There is no change in other instructions regarding the uploading of photographs. No application fee is required. Candidates shall take a printout of the application by clicking the link **Registration Card** on their profile. 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 submitted is provisional and the details cannot be deleted or altered after submission. The applications if non compliance with the notification is found will be summarily rejected in due course of processing. Documents to prove qualification, Community, age etc. have to be produced as and when called for.
- (B) If a 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 application 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) 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.

(D) “Candidates who have AADHAAR card should add AADHAAR card as I.D. Proof in their profile.”

9. Last date for submission of application:- 30.09.2020, Wednesday up to 12.00 Midnight.

10. Address to which applications are to be sent:- www.keralapsc.gov.in
(Candidates must see the General Conditions in Part II of the Gazette Notification for instructions regarding Photo, ID Card etc.

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION