

CATEGORY NO: 563/2021

Applications are invited through 'ONE TIME REGISTRATION' facility from qualified candidates for selection to the under mentioned post in Kerala Municipal common Service. Candidates who have already registered can apply through their profile.

1. Department : Kerala Municipal Common Service
2. Name of Post : Lower Division Clerk/Bill Collector
3. Scale of pay : ₹ 19000-43600/- [Pre -revised]
4. No. of vacancies : District wise

1. Thiruvananthapuram –03(Three)
2. Pathanamthitta – 01 (One)
3. Ernakulam – 01 (One)
4. Thrissur – 01 (One)
5. Palakkad – 01 (One)
6. Kozhikode – 13 (Thirteen)
7. Wayanad – 01 (One)
8. Kannur – 02 (Two)
9. Kasaragod – 01 (One)

Note : The date of occurrence of one vacancy in Thiruvananthapuram district is 02.11.2020 and that of Palakkad district is 03.11.2020.

5. Method of appointment : Direct Recruitment (From Low Paid Employees in Kerala Municipal Common Service only).

Applications are invited only from low paid employees holding posts having scale of pay below Rs.19000-43600/- (PR)in regular service of Municipalities and Corporations of Kerala for appointment as Lower Division Clerk/Bill Collector in the 5% (Five percent) of the total vacancies reserved for filling through direct recruitment arising in the cadre of Lower Division Clerk/Bill Collector in Kerala State Municipal Common Service as per G.O (Ms.)No. 66/80/LSD dated 17.03.1980.

(a) Candidates holding low paid posts having scale of pay below Rs.19000-43600/- (PR) in regular service in Kerala State Municipal Common Service can apply for the above post. The applicant should obtain a Certificate from the Head of Office showing their service particulars in the form given below and produce the same as and when required by the Commission. Persons appointed through Employment Exchange or

otherwise and working on a temporary/provisional basis are not eligible to apply for the post in response to this notification.

**Format of Service Certificate to be produced by candidates for recruitment
as Lower Division Clerk/Bill Collector**

1. Name of the Candidate :
2. Name of post held by the applicant in Kerala :
Municipal Common Service with scale of pay
and the pay now drawn by the applicant
3. Name of the Municipality/Corporation in which :
the applicant is now working
4. Date of entry in Kerala Municipal Common :
Service
5. Whether he/she is a Permanent Member :

Certified that the above details in respect of Sri/Smt
who is a member of Kerala Municipal Common Service has been verified by me
with the service particulars of the candidate and that they are found correct.
He/She is eligible to apply for the post of Lower Division Clerk/ Bill Collector
in Municipal Common Service as per G.O.(Ms.)66/80/LSD dated 17.03.1980.

Place
Date

Signature of Head of the Office
with the name and the Designation

(Office Seal)

(b) Low paid employees in the State Municipal Common Service who apply under the category are exempted from the minimum general educational qualification (SSLC) and also from the age limit prescribed for the post. The candidates in this category are not entitled to the benefit of Differently abled candidates.

(c) The Commission will conduct a competitive test of S.S.L.C. standard and based on the marks secured by the candidates in the test, a Ranked List will be prepared in each District. Candidates who secure more than 40% marks in the test are eligible to be included in the Ranked List.

(d) The Rules regarding the reservation of appointment contemplated in the Rules 14-17 of part II of the Kerala State and Subordinate Service Rules 1958 are not applicable to this appointment. In case the candidates included in the Ranked List could not secure appointment before the expiry

of the Ranked List, the names of such candidates will be included at the top of the new Ranked List of the low paid employees drawn up by the Commission subsequently in the same order and they will be advised for appointment accordingly vide G.O.(P)No.39/89/P&ARD dated 08.12.1989.

(e) The selection in pursuance of this notification will be made on district wise basis subject to the special condition 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 for a period of 5 years from the date of commencement of regular service in the former district. Even if transfer is allowed after 5 years it will be subject to the condition laid down in G.O (Ms.) No.36/91/P&ARD dated 02.12.1991. But as per G.O (P)No. 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 Kasargod. This concession will be available only for getting transfer to these districts but not for getting transfer out of these districts and the concession will be granted only once in the carrier of a government servant. Candidates already in Municipal Common Service holding this post in any one district are prohibited from applying in response to this notification.

6 Mode of submitting applications:-

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 31.12.2011. 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 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 I.D. Proof in their profile.

- 7 Last date for receipt of Applications : **05.01.2022** Wednesday upto 12.00 Midnight
8. **Website address to which applications are to be submitted:**
www.keralapsc.gov.in.
9. If Written Test/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 phones registered in it. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.
- 10 Appropriate disciplinary action as per KPSC 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 the notification).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION