

Extra ordinary Gazette Date : 01.11.2019
Last Date : 04.12.2019

CATEGORY NO. 186/2019 – 188/2019

Applications are invited online only from qualified candidates for selection to the Kerala Administrative 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 : Kerala Administrative Service**
- 2 Name of Post : KAS Officer (Junior Time Scale) Trainee
STREAM-1, STREAM-2, STREAM-3**
- 3 Scale of pay : As per KAS**
- 4 Number of vacancy : Anticipated vacancies**
- 5 Method of appointment**

STREAM	CATEGORY NO:	METHOD OF APPOINTMENT
STREAM-1	186/2019	By Direct Recruitment
STREAM-2	187/2019	By Direct recruitment from among full members or approved probationers in any Government Departments.
STREAM-3	188/2019	By Direct Recruitment from among candidates holding I st Gazetted post or above in Departments in the schedule-1 and equivalent posts in common categories listed in Scheduled-1. Please see the link

<https://keralapsc.gov.in/sites/default/files/inline-files/KAS-SCHEDULE-1-2.pdf>

Note 1 The Ranked List published by the Commission in response to this notification shall remain in force for one year. Separate Ranked List will be prepared for all the three STREAMS.

Note 2 Eligible candidates should submit separate applications for applying in more than one categories

Note 3 As per G.O.(P).No.11/2019/SJD Dated 25.10.2019, 4% of the vacancies are reserved for Differently Abled candidates. As per the above Government order differently abled candidates identified for 4% reservation for the post of KAS with Benchmark Disability should possess Functional Classification and Physical requirement as stipulated in the Government Order and Medical Certificate in this regard shown in the Annexure of the aforesaid Government order. **(Please click the link)**

<https://keralapsc.gov.in/sites/default/files/inline-files/REVISED-KAS-GO-DIFFERENTLY-ABLED.pdf>

6. Age :

STREAM-1

21-32. Candidates who have born in between 02.01.1987 and 01.01.1998 (both dates are included) are eligible to apply for this post. Changes are allowable to the above dates, to the eligible reserved categories for age relaxation.

STREAM - 2

21-40. Candidates who have born in between 02.01.1979 and 01.01.1998 (both dates are included) are eligible to apply for this post. Changes are allowable to the above dates, to the eligible reserved categories for age relaxation.

STREAM – 3

Must not have completed 50 years of age on the 1st January of the year in which this notification is published.

7. Conditions regarding Age Relaxation

STREAM-1, STREAM-2, STREAM-3

The following concessions in upper age limits are available subject to the condition that the maximum age limit shall in no case exceed 50 (Fifty) years.

1. Five years of age relaxation is available to the candidates belonging to Scheduled Castes and Scheduled Tribes and Three years of age relaxation is available to the candidates belonging to other Backward Communities.

2. The concession in upper age limit prescribed to the candidates belonging to any of the Scheduled Castes or adult members of such caste and their children when such adult members are converted to other religion or Scheduled Tribes. Scheduled Tribes will not be devoid of this concession due to conversion.

3. Differently abled candidates (vision, hearing, speech) are eligible for age concession up to 15 years and Orthopaedically differently abled candidates are eligible for age concession up to 10 years.

4. Maximum age limit prescribed for appointment to the post will be relaxed in the case of Ex-Service men to the extent of the period of service put in by them in the Defence Forces and the period of unemployment on discharge up to a maximum of five years.

5. Widows will be eligible for age relaxation of maximum 5 years from the upper age limit.

Note(a):- For other conditions regarding age relaxation, see Para II of the General Conditions. **(To see General Conditions please click the link)**

<https://keralapsc.gov.in/sites/default/files/inline-files/N-GENERAL-CONDITIONS.pdf>

Note(b):- The Scheduled Caste or Scheduled Tribe candidates who are claiming reservation in appointment and age relaxation should produce Community Certificate which is obtained within the last 3 years or obtained up to the verification date, from a revenue authority not below the rank of Tahsildar, as and when required by the Commission.

Note(c):- The Backward community candidates who claim reservation in appointment should produce Non-Creamy Layer Certificate which is obtained within one year or obtained up to the date of verification from a revenue authority not below the rank of a village Officer, and the candidates who claim age relaxation alone shall produce Caste Certificate as and when required by the Commission.

Note(d):- The Differently abled candidates should produce Certificate of Benchmark Disability as per G.O.(P).No.11/2019/SJD dated 25.10.2019.

Note(e):- 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.

Note(f):- The community claimed in the application will not be permitted to change in any stage of selection.

(To see the various formats of Certificates required in this notification, click the following link.)

<https://keralapsc.gov.in/sites/default/files/inline-files/KAS-CERTIFICATE-FORMATS.pdf>

8 Qualifications

STREAM – 1

Must have obtained a Bachelor Degree including professional course in any subject from a University recognized by a University established by Government of Kerala or UGC or awarded by National Institutes established by the Government of India.

Note(i): Rule 10(a)(ii) of Part II KS& SSR is applicable.

Note(ii): Candidates who claim equivalent qualifications 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 qualifications shall be treated as equivalent to the prescribed qualification concerned.

STREAM -2

1. Must have obtained a Bachelor Degree including professional course in any subject from a University recognized by a University established by Government of Kerala or UGC or awarded by National Institutes established by the Government of India.

Note(i) : Rule 10(a)(ii) of Part II KS& SSR is applicable.

Note(ii): Candidates who claim equivalent qualifications 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 qualifications shall be treated as equivalent to the prescribed qualification concerned.

2. Must be a Full Member or an approved probationer in any Government Department and must not be a Ist Gazetted Officer or above in the Departments in Schedule-I of KAS Special Rule 2018.

<https://keralapsc.gov.in/sites/default/files/inline-files/KAS-SCHEDULE-1-2.pdf>

3. Must have been regularized in service in any cadre as per Rule 10(b) in the Kerala State & Subordinate Service Rules 1958 or must have served for a period of not less than two years in a supernumerary post in Government and against whom no major penalty has been imposed or proceedings for major penalty or criminal proceedings is in progress.

Note:- The officers applying in STREAM-2 should obtain a certificate from the Controlling Officer, stating that such officer is not holding Ist Gazetted post or above in the Department in Schedule-1 of KAS Special Rule 2018 in the format given below:

CERTIFICATE TO BE PRODUCED BY THE CANDIDATES FOR- KAS
STREAM- 2

Certified that Sri/Smt..... (Name & Designation) is an approved probationer in the Department. She/He has been regularized in service in the (Cadre) as per per rule 10(b) in the Kerala State & Subordinate Service Rules 1958/ She/ He has served for a period of not less than two years in a supernumerary post in this Department. (Strike off whichever is not applicable).

It is also certified that he/she is not holding a Ist Gazetted Post or above in the Departments in Schedule 1 of KAS Special Rule 2018 and against him/her no major penalty has been imposed or proceedings for major penalty or criminal proceedings are in progress.

Place Date	Sd/- Name and Designation of Controlling Officer Name of the Department
(Office Seal)	

STREAM -3

1. Must have obtained a Bachelor Degree in any subject including professional course from a University recognized by a University established by Government of Kerala or UGC or awarded by National Institutes established by the Government of India.

Note(i): Rule 10(a)(ii) of Part II KS& SSR is applicable.

Note(ii): Candidates who claim equivalent qualifications 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 qualifications shall be treated as equivalent to the prescribed qualification concerned.

2. Must have satisfactorily completed probation in any Cadre in Government or probation has not been declared in the current post even after the period of probation, due to administrative delay but against whom no major penalty has been imposed or proceedings for major penalty or criminal proceedings is in progress.

Note: The candidate applying in STREAM-3 should obtain a certificate from the Controlling Officer, (in the following format) stating that he/she is holding Ist Gazetted post or above in the Department mentioned in Schedule-1 and equivalent post in Common Categories listed in Schedule-1 of KAS Special Rule 2018 and against whom no major penalty has been imposed or proceedings for major penalty or criminal proceedings is in progress and the certificate should be produced as and when required by the Commission.

CERTIFICATE TO BE PRODUCED BY THE CANDIDATES FOR KAS STREAM 3

Certified that Sri/Smt (Name & Designation) has completed probation in..... (Cadre) in Department/Probation has not been declared due to administrative delay but he/she has covered the period of probation. (Strike off whichever is not applicable).

It is also certified that he/she is holding a Ist Gazetted post or above(Give Designation of the employee).....in this Department which is mentioned in Schedule-1/ Equivalent post in Common Categories listed in Schedule-1 of KAS Special Rule 2018. No major penalty has been imposed or proceedings for major penalty or criminal proceedings against him/her is in progress.

Place: _____ Sd/-
Date : _____ Name and Designation of Controlling Officer
Name of the Department

(Office Seal)

All the candidates applying to the post of KAS Officer (Junior Time Scale)Trainee should obtain a Medical Fitness Certificate from a Medical Officer not below the rank of an Assistant Surgeon in the following format and have to produce the same when it is required by the Commission.

MEDICAL CERTIFICATE

To be obtained only from Gazetted Government Medical Officer/Medical Officer of a Government Undertaking. (Medical Certificates issued by private medical practitioners will not be accepted.)

Name(in BLOCK LETTERS) :

Fathers Name :

Blood Group :

I certify that I have carefully examined Mr/Ms.....
..... son/ daughter of Mr.
.....who has signed in my presence. She/He has no
mental and physical disease and is FIT for the post of KAS (Junior Time Scale) Trainee.

Signature of the candidate

Station:.....

Date:.....

Signature of the

Medical Officer

(Office Seal)

(with legible seal)

The candidates applying to the post of KAS Officer (Junior Time Scale) Trainee STREAM-2 and STREAM-3 should obtain Service Certificate in the following format from the Controlling Officer concerned and have to produce at the time of certificate verification.

SERVICE CERTIFICATE

- 1 Name of Candidate :
- 2 Name of post now held by the applicant with :
Scale of Pay
- 3 Name of Department in which now working :
- 4 Name of service to which the applicant belongs :
- 5 Date of Commencement of service and date of :
commencement of probation
- 6 Whether the applicant is probationer/approved :
probationer or Full member of the service
- 7 Service Particulars :

SI No	Name of Post held	Period		Length of Service			Date of Declaration of Probation
		From	To	Year	Month	Days	

Total Service.....

Certified that the above details in respect of Sri/Smt.....
.....who is a probationer/approved probationer/full member of
the..... (Name of Service) have been verified by me with the
service particulars as given in the Service Book of the candidate and that they are
found correct.

Place:

Date:

Name and Designation of the Signature
Controlling Officer

(Office Seal)

9 Mode of submitting Application

1. Candidates should send their application through the official website www.kerala.psc.gov.in after One Time Registration. Candidates already registered should apply after logging in their own profile using their User ID and Password. (User ID should be specially mentioned in all the correspondence with the Commission) after that whenever apply for any post, just click in the apply now in the notification link. No application fee is fixed.
2. Candidates have to apply as per the conditions in this notification, General Conditions and as per the instruction given in the official website of Kerala Public Service Commission www.keralapsc.gov.in. All the applications which are found as non-compliance with the notification will be summarily rejected. No further chances will be given to candidates to cure the defects in the application.
3. Candidate shall take and keep a printout of application by clicking the link Registration card in their profile.
4. Applications will be absolutely rejected if they are found as non-compliance with the conditions in the notification in any stage of selection.
5. Candidates who have Aadhar card add Aadhar Number in the concerned link in their profile.
6. The candidates should possess e-mail ID and mobile phone with valid number. Under any circumstances the candidate should not change their mobile phone number and e-mail ID.

7. No change in the claims in the application will be allowed.
8. Candidate should upload recent photograph with name of candidate and date of photo taken at the bottom.
9. Questions to examine the language proficiency in Malayalam/ Tamil/ Kannada are included in the Part II of the Paper II of the preliminary examination. Candidates should enter the required language of question in the application. Question Paper other than the opted language will not be entertained at the time of examination.
10. Address to which applications are to be sent www.keralapsc.gov.in
11. Last date of Receipt of Applications **04.12.2019** Wednesday upto 12.00 midnight.
12. The candidates employed in Govt. service, shall obtain a receipt signed by the Head of Office stating that the printout page of the online application or a copy of the application has been received in the Office on or before the last date fixed for the receipt of application for the post. The Head of Office will communicate her/his objections, if any to the entertainment of the application with in one month from the last date fixed for receipt of the application.
13. Candidate who are unable to produce the receipt may obtain a "Certificate" in the prescribed format given in link, from the Head of Office showing that she/he applied for Receipt on or before the last date fixed for receipt of application for the post.
14. Those candidates who are serving under the Central government or any other State Government should produce NOC from the concerned Government authority.
15. Candidates who have one year tenure to retire from Defence Force should produce certificate and undertaking in the format given in the link in lieu of NOC.

Note:- If a Written Test/OMR Test/Online Test is being conducted in connection with selection to the above post, the applicants should give a confirmation through their One Time Registration profile that they will attend the test. Facility to download admission tickets will be given for the last 15 days ending on the date of examination, to the candidates those who are giving the confirmation. Applications of candidates who are not giving the confirmation will not be considered for the further selection process.

The period in which the confirmation is to be given and the date of obtaining admission tickets will be published in the examination calendar which including the details of examination. Information in this regard will be sent to candidates through their profile and registered mobile number.

Phases of Exam	Type of exam	Mark	Mode of Exam	Medium	Details of papers	Duration
I	Preliminary Exam	100	Objective Multiple Choice	English	Paper I General Studies	90 Minutes
		50	Objective Multiple Choice	English	Paper II Part I 1.General Studies	90 Minutes
		30	Objective Multiple Choice	Malayalam/ Tamil/ Kannada	Part II 1.Language Proficiency Malayalam/ Tamil/ Kannada	
		20		English	2.Language Proficiency English	
II	Main Exam	100	Descriptive Examination	English/ Malayalam*	Paper I	2hours
		100	Descriptive Examination	English/ Malayalam*	Paper II	2hours‡
		100	Descriptive Examination	English/ Malayalam*	Paper III	2hours
III	Inter-view	50				

Note 1: The marks obtained in the preliminary examination by the candidate will not be considered for ranking.

***Note 2:** Questions of Main examination will be provided in English. Answers can be written either in English or in Official Language ie. in Malayalam.

I Preliminary Examination

Preliminary Examination is scheduled to be conducted in February 2020. Date of examination will be published later. Preliminary test will be a screening test only.

SYLLABUS: Please see the website.

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

Note:1:- As the 1st phase of selection a provisional probability list will be published by including the candidates who have secured top marks in the preliminary examination. The number of candidates to be included in the provisional list will be decided by the Commission based on the number of vacancies available and by including sufficient number of candidates as per rules, from the reservation communities so as to ensure the adequate representation of various reservation communities.

Note:2:- The candidates included in the provisional list should upload the originals of all the relevant documents to prove their age, educational qualifications, community, service, disability and other claims made in the application and medical certificate within the date prescribed by the Commission.

Note:3:- Providing questions in Malayalam language along with objective multiple choice questions in English will be considered after taking a decision by the Government on the report of the Committee constituted to find out the corresponding Malayalam words for Technical terms.

Certificate Verification

The candidates included in the provisional list of preliminary examination should be attended for verification of their original documents at the date, time & place prescribed by the Commission.

A list for main examination including those candidates who have attended the verification and proved their qualifications will be published. Only the candidates included in this list will be considered for the main examination. The applications of candidates who have not attended for verification and not proved their qualifications and other claims within the stipulated time will be rejected. Further chance will not be given under any circumstances.

II Main Examination

Main examination will be a descriptive type examination containing 3 papers of 100 marks each and 2 hours duration. The date of main examination will be published with the aforesaid list.

GENERAL INSTRUCTIONS REGARDING THE EXAMINATIONS

1. Candidates who are attending the examinations, should bring atleast one of the undermentioned documents in the examination hall.
 - a) Voters identity card issued by Election Commission
 - b) Driving Licence
 - c) Passport
 - d) Photo affixed Identity Card issued by the Social Welfare Department to Differently abled persons.
 - e) Photo affixed pass book issued by Nationalized banks.
 - f) Pan card.
 - g) Photo affixed identity card issued by the employer to the government employee.
 - h) Discharge certificate of persons retired from Armed forces/ Photo affixed identity card issued by District Sainik Welfare Officer to persons retired from Armed Forces.
 - i) Conductor license issued by Motor vehicles Department

- j) Photo affixed passbooks issued by Scheduled banks/Kerala State Co-operative bank/ District Co-Operative banks.
 - k) Photo affixed identity cards issued by public sector undertakings, (various Companies/Corporations/Boards/ Authorities), and Autonomous Institutions, to their employees.
 - l) Photo affixed identity cards issued by the Universities in Kerala to their employees.
 - m) Photo affixed certificates issued by Medical Board to the Differently abled candidates.
 - n) Photo affixed identity card issued by Bar Council to the persons enrolled as Advocate.
 - o) Aadhar Card issued by Central Government.
 - p) One time verification Certificate issued by Kerala Public Service Commission.
2. Candidates should bring only admission ticket, identity proof and Blue/Black ink ball point pen into the examination hall.
3. Following objects will not be allowed to bring into the examination hall under any circumstances:
- (a) **Stationery:-** Study materials, paper pieces, Geometric instruments, boxes, plastic cover, Rubber, Writing pad, Logarithm Table, purse & pouch.
 - (b) **Electronic equipments:-** Pendrive, calculator, electronic pen, scanner, health band, & camera pen.
 - (c) **Communication equipments:-** Mobile phone, Bluetooth, Ear phone, Microphone & Pager.
 - (d) **Watches:-** Wrist watch, smart watch & Camera watch.
 - (e) **Food items:-** Wrapped or other food items, water bottle, metal or plastic containers which can hide camera, Bluetooth and such communication equipments are not allowed in the examination hall.
4. The claims made by the candidates such as date of birth, educational qualifications, community, details of service etc. will be only provisionally accepted until Commission are satisfied themselves of the claims.

Admitting to preliminary/main examination/interview will not confer on the candidate any right for appointment. The candidature is therefore, provisional at all stages and the Commission reserve the right to reject candidature at any stage of the selection, even after the advice has been made.

5. Improper behavior in the examination hall, engaging in any activity which may create a presumption to the Commission that it may affect the proper conducting of selection process or creating more than one profile 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 the initiations of legal or other proceedings against them or their removal or dismissal from the Office or the ordering of any other legal/disciplinary action against them if they have been appointed or any one or more of the above.

III INTERVIEW

The maximum marks for interview is fixed as 50 marks. Marks of Main examination and interview will be considered for ranking.

- 11 PROBATION** Every person appointed to KAS (Junior Time Scale) shall from the date on which he/she joins duty be on probation for a total period of 2 years on duty with in a continuous period of 3 years inclusive of the period of training.
- 12 Training** Every person appointed to KAS (Junior Time Scale) shall under go training for a period of 18 months.
- 13 Departmental Examination** For the successful completion of probation to the officers appointed as KAS Officer (Junior Time Scale) Trainee who have not studied Malayalam language in the metric level should pass a Malayalam proficiency test along with other departmental tests.
- 14 Applications should be submitted online only.**
- 15 Last date for submission of application:-** 04.12.2019, Wednesday upto 12.00 midnight.

SAJU GEORGE
SECRETARY,