

GAZETTE DATE : 15/09/202
LAST DATE : 18/10/2023

CATEGORY NO: 256/2023

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

1	Name of firm	Overseas Development and Employment Promotion Consultants Limited (ODEPC)
2	Name of Post	Typist Gr.II
3	Scale of pay	₹ 18000-41500/-
4	No of vacancies	1 (One)

Note:- 1) The above vacancy is now in existence. The Ranked List published by the Commission in pursuance to this notification shall remain in force for a minimum period of one year and a maximum period of three years provided that the list will not continue to be in force if a new Ranked List is published after the minimum period of one year. Candidates will be advised against the vacancy shown above and for all the vacancies reported during the period of pendency of the Ranked List.

2) The Kerala Public Service Commission shall have the power to cancel the advice for appointment of any candidate to the above post, if it is subsequently found that such advice was made under some mistake. On such cancellation the appointing authority shall terminate the service of candidate, provided that, the cancellation of advice for appointment by the Commission and subsequent termination of service of the candidate by the appointing authority shall be made within the period of probation or 240 days from the date of joining duty whichever is earlier.

3) 3% of the vacancies for the post shall be reserved for differently abled candidates with Locomotor disability/Cerebral Palsy, Hearing Impairment as per G.O.(P)No.1/13/SJD dated 03.01.2013.

5 Method of appointment : Direct Recruitment.

6 Age : 18-36, (born between 02.01.1987 and 01.01.2005) (both dates included) are eligible to apply for the post. Other Backward Communities and SC/ST candidates are eligible for usual age relaxation. In no case the maximum upper age limit shall exceed 50 (fifty) years.
[for other conditions regarding the age relaxation please see Para 2(i),(ii),(iii), (iv), (vi), (vii),(xii) and (xiv) of the General Conditions]

7 Qualifications : 1.Pass in SSLC or its equivalent.
2.Pass in Typewriting English (Higher) K.G.T.E./M.G.T.E. or its equivalent.
3.Pass in Typewriting Malayalam (Lower) K.G.T.E. or its equivalent.
4.Any certificate in Computer Applications (not less than six months duration) recognized by the State Government.
Link :

[Equivalent qualification admitted in the previous selection](#)

Note:- 1 Rule 10 (a) ii of Part II of KS&SSR is applicable.

2 "In addition to the qualifications prescribed in the notification, the qualifications recognized by executive orders or standing orders of Government as equivalent to a qualification specified for a post in the Recruitment Rules or found acceptable by the Commission in cases where acceptance of equivalent qualifications is provided for in the rules 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”.

8. Probation:-

Any 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 applications :-

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 posts in the Notification Link to apply for a post. The Photograph uploaded should be taken after 31.12.2013. 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. **But the candidates who register new One Time Registration profile should upload photograph taken within 6 months.** 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 printout of the application.** The application will be summarily rejected if noncompliance with the notification is found in due course of processing. Original documents to prove qualification, age, Community etc. have to be produced as and when called for.

(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 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 Programme itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phones registered in it."

(c) **Candidates who have AADHAAR card should add AADHAAR Card as ID Proof in their profile.**

10. **Last date for receipt of applications : 18.10.2023 Wednesday upto 12.00 midnight**

11. Address to which applications are to be sent : www.keralapsc.gov.in

12. (a) Sub Paras (v),(viii), (ix), (x) ,(xi) and (xiii) in para 2 of the general conditions are not applicable to this post.

(b) The selection to the above concern will be subject to the rules and regulations made by them from time to time.

13. Special Instructions to candidates:

(a) In the case of difference in Caste/Community claimed in the application and that entered in the 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. Application 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.