

## DSC RECORDS

Applications in the prescribed format are invited from eligible Indian citizens for filling up the following General Central Service Group 'C'/Non-Gazetted Ministerial Posts in DSC Records, Mill Road, Cannanore (Kerala) :-

### 1. DETAILS OF THE VACANCIES

Ser No	Name of the Post	No of vacancy	Pay Scale	Minimum Educational Qualification	Vacancies reserved for	Age Limit
(a)	LDC	* 17	Pay Band Rs 5200-20200 Grade Pay Rs 1900/-	12 <sup>th</sup> class pass from a recognized Board or university. Typing speed of 35 words per minute in English on computer or a typing speed of 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500/9000 key depressions per hour on an average of 5 key depressions for each word	Unreserved (General) - 10	18 to 25
					SC - 02	18 to 30
					ST - 02	18 to 30
					OBC - 02	18 to 28
					PH-OH - 01	18 to 35
(b)	MTS (Pcon)	* 05	Pay Band Rs 5200-20200 Grade Pay Rs 1800/-	Pass in matriculation or equivalent examination from a recognized University/Board.	Unreserved (General) - 03	18 to 25
					SC - 01	18 to 30
					ST - 01	18 to 30

\* **Note** : Number of vacancies indicated above is provisional and it may increase depending upon the release of vacancy for the year 2015-16.

2. Examination Centre : DSC Centre, Kannur (Kerala) -670013
3. Preference will be given to those candidates who are having good percentage. No weightage will be given for additional qualification. No age relaxation will be given for SC/ST/OBC categories who are applying against un-reserved vacancies. However, SC/ST/OBC candidates applying for PH-OH vacancy are eligible for age relaxation as per rules.
4. Scheme of examination: The examination will consist of written test of four papers as under with Question of objective type and typing test for the post of LDC which will be of qualifying in nature only :-  
 (a) General Intelligence and reasoning (25 Qs -25 Marks) (b) General English (25 Qs-25 Marks)  
 (c) Numerical Aptitude (25 Qs-25 Marks) (d) General Awareness(25 Qs- 25 Marks)  
 Total time allowed for the examination - 02 Hours for General candidates. Time for VH candidates 02 Hours 30 Minutes.  
**Negative Marking - 0.25 marks for each wrong Answer will be deducted.**
5. Selection will be made strictly on merit.
6. A cut off on the percentage of marks in the essential qualification will be fixed depending upon the number of applicants in each category of post and all candidates meeting the cut off percentage of marks will only be allowed to appear in the written examination.
7. The appointment is temporary and likely to be permanent after successful completion of probationary period for two years. The initial appointment will be at DSC Records, Kannur and likely to be posted anywhere in India.
8. **How to apply** : Application in the prescribed form in A4 size paper should be sent by Registered Post or submitted in person in a sealed envelope superscripting "Application for the Post of \_\_\_\_\_ to the following address:-

**The Presiding Officer, Selection Board**  
 C/o DSC Records, Mill Road, Kannur (Kerala) Pin - 670 013

9. The following documents should be attached with the application form :-  
 (a) Three copies of recent passport size photographs; Two attested on reverse by a Gazetted Officer and attached in a separate cover and one should be pasted on the application form at the appropriate place and get attested by the Gazetted Officer.

- (b) Attested copies of certificates and testimonials in proof of age/date of birth, Educational qualification and experience (if any) etc.
- (c) Attested copies of community & Caste certificate in the prescribed form issued by Competent Authority as required by the Central Government.
- (d) Two self addressed envelopes of the size 23x10 Cms.
- (e) Those candidates who are employed in Govt/Semi-Govt/Autonomous bodies etc, should send their application through "Proper Channel". However, they may send an advance copy of their application along with other certificates & testimonials so as to reach this Office on or before the scheduled closing date.

10. The application and the other documents should be arranged in the following order and tightly tagged or stapled on the left hand side top corner.

(a) Additional photos (b) Application form (c) Attested copies of certs (d) self addressed envelopes

11. The closing date for receipt of applications will be within 21 days from the date of publication of this advertisement. Upper age limit of candidates will be calculated based on the closing date of application. This office will not be responsible for any postal delay. Incomplete applications will be summarily rejected without any communication to the candidates. The date, time and venue of the examination shall be informed later.

12. No TA /DA will be paid to the candidates for appearing in the written test etc.

13. Submission of application does not vest in the candidate any right to be called for written test/other related test.

14. No interim correspondence with regard to the status of application (s) will be entertained.

**Caution: Canvassing in any form will be a disqualification and shall lead to cancellation of the candidature.**

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