

# KERALA STATE MENTAL HEALTH AUTHORITY

(Constituted as per Mental Healthcare act-2017)

No.CMD/KSMHA/001/2024

09.02.2024

## NOTIFICATION

The Centre for Management Development (CMD) on behalf of the Kerala State Mental Health Authority (KSMHA), invites application from qualified and competent candidates for appointment to the positions of **Assistant, Steno-typist and Office Attendant** for Mental Health Review Boards Constituted as per Mental Healthcare act-2017. The appointment will be on **contract basis**. Interested candidates may apply via ONLINE mode only by filling the prescribed application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram ([www.cmd.kerala.gov.in](http://www.cmd.kerala.gov.in)). The online application submission link will open on **09.02.2024 (10:00 AM)**. The last date for submitting online application is **24.02.2024 (5:00 PM)**.

The details regarding the qualification required, number of vacancies, upper age limit, remuneration and mode of appointment are given below:

**Note: Candidates will have to upload their updated Curriculum Vitae (CV), passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The size of the photograph must be less than 200 kB and the size of the signature should be less than 50 kB. The CV and the copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 3MB in size.**

| Sl. No. | Post                | Vacancy                                                                 | Qualification                                                                                                                                             | Consolidated Monthly Pay | Age Limit (as on 01.01.2024)                                                                      |
|---------|---------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------|
| 1.      | <b>Assistant</b>    | Thiruvananthapuram- 01<br>Kottayam- 01<br>Thrissur- 01<br>Kozhikode- 01 | AnyDegree with<br>Computer<br>Knowledge                                                                                                                   | Rs. 30,995/-             | Not more than 45 years                                                                            |
| 2.      | <b>Steno-typist</b> | Thiruvananthapuram- 01<br>Kottayam- 01<br>Thrissur- 01<br>Kozhikode- 01 | SSLC Pass<br>Type writing<br>English &<br>Malayalam lower<br>(KGTE/MGTE)<br>with computer<br>word processing<br>Shorthand<br>English &<br>Malayalam lower | Rs. 22,290/-             | 1. Not more than 45 years<br>2. Retired State/Central Government Employees not more than 62 years |

| Sl. No. | Post                    | Vacancy                                                                 | Qualification                 | Consolidated Monthly Pay | Age Limit (as on 01.01.2024) |
|---------|-------------------------|-------------------------------------------------------------------------|-------------------------------|--------------------------|------------------------------|
| 3.      | <b>Office Attendant</b> | Thiruvananthapuram- 01<br>Kottayam- 01<br>Thrissur- 01<br>Kozhikode- 01 | 7 <sup>th</sup> standard pass | Rs. 18,390/-             | Not more than 45 years       |

### Instructions to Candidates

- Period of Contract to all Posts will be one year
- Experienced hands will be preferred for each post
- Cut-off date for calculating Age and Experience is on 01.01.2024
- The application fee for the posts 1,2 & 3 is Rs. 600/-, for SC/ST application fee is Rs. 300/-
- It shall be noted that admittance to various stages of the recruitment will be provisional only, and will not confer any claim unless various other conditions of selection processes are satisfied. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of candidature.
- Norms of selection will be as per those applicable for contract posts in the Government of Kerala.
- Only shortlisted candidates will be intimated by email/SMS regarding further procedures. Hence, candidates must ensure that working email address and telephone/contact number are being provided.
- The medium for all written tests if any will be English or Malayalam
- KSHMA/CMD reserves the right to shortlist only a limited number of candidates for written test/final interview, as the case may be for the post, based on marks secured in their qualifying examination and/or years of relevant experience. Candidates should clearly mention the marks scored in their qualifying examination in the application. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
- Equivalency certificate of the respective University shall be produced for considering any other degree with reference to the notified degrees.
- Any type of canvassing for favouritism will be considered offensive and legal action will be taken against those who attempt to do so.
- In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- Print out/ Hard copy of the applications will not be accepted.
- Choice of preference of posting to be specifically noted in the application form.
- KSMHA/CMD reserves the right to fill or not to fill the post advertised.

**Authorised Signatory**