



KERALA STATE ELECTRICITY REGULATORY COMMISSION

KPFC BHAVANAM, C.V. RAMAN PILLAI ROAD, VELLAYAMBALAM,
THIRUVANANTHAPURAM, KERALA, PIN 695 010

Phone: 0471 273 5544, Website: www.erckerala.org

E-mail: kserc@erckerala.org

No.535/Admin/2026/KSERC

Date:09-07-2026

NOTIFICATION

Applications are invited from eligible candidates for the engagement as **Confidential Assistant in Kerala State Electricity Regulatory Commission (KSERC) on contract basis** initially for a period of one year. Interested candidates may forward their application through online to the Secretary, Kerala State Electricity Regulatory Commission, KPFC Bhavanam, C V Raman Pillai Road, Vellayambalam, Thiruvananthapuram 695010.

I. Educational Qualifications

- 1) Graduation from a recognized university.
- 2) Shorthand English Higher (80 words per minute).
- 3) Type writing English Higher.
- 4) Typewriting Malayalam Lower.
- 5) Proficiency in Computer Applications.
- 6) Typing skill on Computer.
- 7) Data Entry skill with a minimum speed of 50 words per minute.
- 8) Proficiency in Malayalam and English are mandatory.

OR

Plus Two with **Diploma in Secretarial Practice/Commercial Practice** from a recognized Polytechnic.

Desirable Qualification: For graduates possessing the prescribed typewriting and shorthand qualifications, a Diploma in Secretarial Practice is desirable.

II. Maximum Age

Candidates should not have exceeded the age of Thirty-Five-years as on the date of the notification.

III. Mode of Examination

- a) The selection process shall consist of a Skill Test followed by a Personal Interview
- b) Skill Test having 80 marks.

- c) The total time allowed for the test shall be 120 minutes.
- d) The subject-wise distribution of the questions shall be as follows:

SI No	Subject	Maximum Marks
1	Shorthand English Higher	20
2	English Typewriting Higher	20
3	Malayalam Typewriting Lower	20
4	English Language	10
5	General Knowledge and MS Office	10
Total		80

1. The applicants will be shortlisted for interview based on the marks scored in the written test.
2. Shortlisted candidates only will be invited for a personal interview.
3. The rank list will be prepared based on the combined score in the written test and personal interview.
4. The Commission reserves the right to screen the applications prior to examination, if required.
5. The application shall be submitted through online mode only using the link available in the website of the Commission (**<https://application.kserc.sbs>**)
6. The Commission also reserves the right to cancel/modify this notification at any time without stating any reason whatsoever.
7. The last date of receipt of application shall be **at 5.00 PM on 10-08-2026.**


Secretary