

**Extraordinary Gazette Date : 29.12.2018**

**Last Date : 30.01.2019**

**Category No : 258/2018**

**NOTIFICATION**

**Part II (Society Category)**

Applications are invited online only by One Time Registration from qualified regular employees of the Member Societies affiliated to Kerala Co-operative Milk Marketing Federation Limited for appointment to the under mentioned post. Candidates who have already registered can apply through their profile. The photo uploaded through One Time Registration should be the one taken after 31.12.2010 and also bear the name of candidate and the date of photo taken in the bottom of the photograph. The uploaded photo will be having a validity of ten years from the date of photograph taken.

- 1 Name of concern : Kerala Co-operative Milk Marketing Federation Limited
- 2 Name of Post : **Stenographer Grade II/Steno Typist Grade II**
- 3 Scale of pay : ₹5965 – 10790/-
- 4 No of Vacancies : Anticipated

(The candidates with loco-motor disability / cerebral palsy are eligible to be considered for 3% DA reservation-As per GO(P) No.1/13/SJD dated 03.01.2013)

Note:-

- i) The vacancies for the above post if any, reported from the Kerala Co-operative Milk Marketing Federation Limited will be apportioned in the ratio of 1:1 between General Category (Part I) (Category for General Open Market candidates) and Society Category (Part II) (Category for the employees of the Member Societies affiliated to Kerala Co-operative Milk Marketing Federation Limited, and the vacancies for society category will be filled from the Ranked List published by the Commission in response to this notification. The first vacancy goes to General Category.
- ii) The Ranked List prepared and published by the Commission in response to this notification shall remain in force for a minimum period of one year, and a maximum period of three years subject to the condition that the said list will not continue to be in force if a new list is published after the expiry of the minimum period of one year of this list. Candidates will be advised for appointment against the vacancies, which are

earmarked for Society category during the period of currency of the list.

- iii) Candidates will be advised alternately from the Ranked List of general open market and Ranked list of employees of member societies, with first position going to General Open Market candidates. As in the case of all advices of the Kerala Public Service Commission for recruitment against the vacancies of Government Departments, Public Sector undertakings etc. the rotation will be a continuous one. If there is shortage of candidates in the Ranked List of employees of member societies, such vacancies will be filled from the Ranked List of general open market candidates. Such passed over vacancies will not be compensated later. The rules of reservation as laid down in the General Rules 14 to 17 of part II of KS & SSR.1958 will be followed for appointment from the list.
- iv) The selection in pursuance of this notification will be made on a state-wise basis.
- v) As per KCS rule 184 every person appointed to the post shall from the date on which he/she joins duty be on probation for a total period of 2 years within a continuous period of 3 years.

- 5 Method of appointment : Direct Recruitment from eligible employees of the Member Societies affiliated to Kerala Co-operative Milk Marketing Federation Limited.
- 6 Age : 18-50. Only candidates born between 02.01.1968 and 01.01.2000 (both dates included) are eligible to apply for this post.
- 7 Qualifications:
  - 1) Must have 3 (three) years regular service in any cadre in the Member society affiliated to the Kerala Co-operative Milk Marketing Federation Limited and should be in service of the Member society not only on the date of application but also on the date of appointment to the new post.
  - 2) Graduation in any discipline from a recognised University
  - 3) Typewriting (English-Higher) in KGTE or its equivalent

- 4) Typewriting (Malayalam-Lower) in KGTE or its equivalent
- 5) Short Hand (English-Lower) in KGTE or its equivalent
- 6) Short Hand (Malayalam-Lower) in KGTE or its equivalent
- 7) Certificate Course in Computer Application/Data Entry Operator or equivalent issue by a State/Central Government recognized institution.

- Note:-**
- 1) Rule 10 (a) (ii) of Part II KS&SSR is applicable for this selection.
  - 2) Those candidates who have claimed equivalency for qualifications should produce the Government order proving the same at the time of certificate verification in order to consider as equivalent.
  - 3) If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce community/NCLC certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.
  - 4) The requirement that the employees should be in service of the society on the date of appointment will not be applicable to those who were recruited through the PSC to a post in the Apex/Central Societies reserved for the employees of the affiliated Primary Co-operative/Member Societies, provided they are continuing in service in that post.
  - 5) Applications that upload Service Certificate at the time of submission will only be considered. The eligible employees of Member Societies affiliated to Kerala Co-operative Milk Marketing Federation Limited who apply for the above post should obtain the Service Certificate from the **Assistant Registrar (General)** showing the details of service of the applicant, which render them eligible to apply for the post and shall be produced when required by the Commission. The Service Certificate should contain the following details:

### **SERVICE CERTIFICATE**

- 1 Name of the candidate :
- 2 Name of the post/posts held by the Applicant with scale of pay of the post and the post now held and pay now drawn by the applicant and the period of regular service in each post :
- 3 Name of affiliated Member Society in which the applicant is employed and the date of affiliation with the Kerala Co-operative Milk Marketing Federation Limited. :

- 4 Date of commencement of regular :  
service in the Society and the post in  
which the applicant is now working

Certified that the above details in respect of Sri/Smt.....  
(Name & Address) who is a regular employee in the affiliated Member Society have  
been verified by me with the service particulars of the candidates and that they are  
found correct.

Signature & Name of the Assistant  
Registrar (General) Co-operative Department

Place:

Date:

(Office Seal)

8 **Mode of submitting applications**

Before applying for the post, candidates should register as per “ONE TIME REGISTRATION” scheme through the Official Website of Kerala Public Service Commission [www.keralapsc.gov.in](http://www.keralapsc.gov.in) Those who have already registered can apply by logging in to their profile using his/her User ID and password. No application fee is required. Candidates can view, rectify defects and have a printout of the details in the registration card by clicking the link **Registration Card** after entering the home page. Candidates are responsible to ensure correctness of the personal information and secrecy of password and they shall keep in mind the user ID for further communication with the Commission. Application which are submitted not in accordance with the instructions given in the website will be summarily rejected. Documents to prove Qualification, age, community etc have to be produced as and when called for.

- 9 Last date of receipt of applications **30.01.2019** Wednesday upto 12 midnight
- 10 Address to which applications are to be sent [www.keralapsc.gov.in](http://www.keralapsc.gov.in)
- 11 Paras 2 and 7 of General conditions regarding recruitment by KPSC are not applicable to this post.
- 12 If written/OMR/Online Test is conducted as part of this selection candidates shall submit a confirmation for writing the examination through their profiles for One Time Registration. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The applications 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 Calendar

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

- 13 Candidates who have AADHAAR card should add AADHAAR as I.D proof in their profile.

(For details, including ID card photo please see the General conditions given below as part II of this Notification)

**SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION**