

**Gazette Date: 31/12/2014**  
**Last Date : 04/02/2015**

**Category No:644 /2014**

(General Category)

Applications are invited online only by One Time Registration from qualified candidates for appointment in the under mentioned post. The photo uploaded through One Time Registration should be the one taken within one year from the date of uploading. This instruction is applicable to the photographs produced by the candidates as per the direction of the Commission at any stage of selection.

- 1 Name of concern : Kerala State Co-operative Consumers' Federation Limited.
- 2 Name of post : Unit Manager
- 3 Scale of Pay : ₹ 11560 – 20660/-
- 4 Number of Vacancies : 4 (four)

**Note:-**

(i) The above vacancies are now in existence and are consequent on apportioning of the vacancies reported from the Kerala State Co-operative Consumers' Federation Limited. in the ratio of 1:1 between General Category (Part I) and Society Category (Part II) with the first turn going to General Category. Vacancies if any, further reported will be filled by apportioning the same in the ratio of 1:1 between General Category (Part I) and Society Category (Part II) in continuation of the division already made and candidates will be advised accordingly.

(iii) The ranked list prepared and published by the Commission for the post shall remain in force for a minimum period of one year and a maximum period of three years provided 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. Candidates will be advised for appointment against the aforesaid vacancies earmarked for the General Category during the period of currency of the list.

(iv) The selection in pursuance of this notification will be made on a statewide basis.

(v) As per Rule 184 of KCS every person appointed to this post shall from the date on which he/she joins duty be on probation for a period of two years on duty within a continuous period of three years.

5. Method of appointment : Direct Recruitment

6. Age : 18- 40, Only candidates born between 02.01.1974 and 01.01.1996 (Both dates included) are eligible to apply for this post . Other Backward Communities and SC/ST Candidates are eligible for usual relaxation.

(For conditions regarding the age relaxation Please see part 2 of the General Conditions)

**Note:-**

For concession allowed in upper age limit subject to the condition that the maximum age limit shall in no case exceed 50 years. Please see para (2) of the General Conditions under part II of this Notification. Relaxation of age will be allowed to all provisional employees of the twenty nine Co-operative institutions mentioned in G. O. (P) No. 41/98 dated 09.03.1998 (whether they continue in service or relieved from service) who have been appointed through the Employment Exchange to the extent of their provisional service provided they possess a minimum service of one year in the provisional appointment. The maximum period of relaxation allowed to such persons will be five years. Once they get appointment on regular basis, the concession will not be available for further appointment to any other post. The candidates who are entitled to the above concession shall note the details there of in the respective column of the application and submit certificate (original) obtained from the Head of Office or Head of Department or Appointing Authority of the Co-operative Institutions concerned, when the Commission calls for. The certificate should contain all the relevant particulars such as the post in which the applicant has /had provisional services, the scale of pay, name of the Co-operative Institution in which he/ she has/ had worked, the date of commencement of provisional service and the date of termination of the provisional service. It should also be noted in the certificate that the applicant is not holding regular appointment under the Co-operative Institution. The original certificate thus produced will not be returned to the candidate.

7. Qualifications:

1) Graduation from a recognised University with HDC/JDC

OR

B.Com. with Co-operation

2) 2 years experience in branch of Sales. The qualification of experience should be one obtained from a reputed firm.

**Note:-** Rule 10(a)(ii) of Part II, KS&SSR is applicable for this selection.

Certificate to be produced in proof of Experience shall be in the form given below.

1. Name of the Firm :  
(Company/Corporation/Government Department/  
Co-Operative Institutions etc)
2. Register Number :  
(SSI Register or any other Registration number  
and date of Registration.
3. Authority issued Registration :

**CERTIFICATE OF EXPERIENCE**

Issued to (here enter Name and Address)

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This is to certify that the above mentioned person has worked/has been working in this institution as .....(here enter the name of the post held and or the nature of assignment held in the capacity) on Rs.....per day/per mensem for a period of ..... year.....month.....days from .....to .....

Signature

Place : Name and Designation of the Issuing Authority with Name of

Date : of

the Institution.  
(Office Seal)

**CERTIFICATE**

Certified that Shri/Smt.....mentioned in the above Experience Certificate has actually worked/is working as..... (Specify the nature of employment) in the above Institution during the period mentioned therein as per the entry in the above register maintained by the employer as per the provision of .....Act (Name of the Act/Rules to be specified).

I am the authorised person to inspect the Registers kept by the employer as per the provision of the Act/Rules of the .....State/Central Act.

Place :  
Office,  
Date :  
enforcement

Signature with date,  
Name of attesting Officer with  
Designation and Name of

who is the notified

Officer as per the Act/Rules.

(Office Seal)

Note:- 1) Please specify the post held or nature of assignment, Casual Labourer, Paid/unpaid Apprentice/Regular Worker or Temporary Worker.

2) All Experience Certificates shall be duly certified by the concerned Controlling Officer/Head of Office of the Government. The Genuineness of the Certificate shall be subjected to verification and legal action will be taken against those who issue and produce bogus Certificate.

8. Mode of Sending the Applications:

Candidates shall register as per 'ONE TIME REGISTRATION ' system on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in for applying for the post. Candidates who have registered shall apply by logging in to their profile using their User- ID and password. Candidates shall click on the 'Apply Now' button of the respective post in the Notification link for applying for a post. No application fee is required. Candidates can view and have a print-out of the details in the profile if required, by clicking the link Registration Card. Candidates are responsible for the correctness of the personal information and secrecy of password. Before applying for a post, candidates must ensure correctness of the information on their profile. They must quote the User- ID for further communication with the Commission. Applications once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove Qualification, experience , community, age etc. have to be produced as and when called for.

9. Last date for receipt of application : **04/02/2015** Wednesday up to 12 midnight.

10. Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

11. Sub Paras v,viii,ix, x, xi, xii, xiii in Para 2 and Para 7 of General Conditions regarding recruitment by KPSC are not applicable to this post.

(Please also see the General conditions given in Part II)

P.C. BINOY  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION