

<b>Gazette Date: 31/12/2014</b> <b>Last Date : 04/02/2015</b>
<b>Category No:645 /2014</b>

(Society 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 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.

(ii) 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 Society Category during the period of currency of the list.

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

(iv) 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 from eligible employees of Member Societies affiliated to Kerala State Co-operative Consumers' Federation Ltd.

6. Age : 18-50years. Candidates born between 02.01.1964 and 01.01.1996 (Both dates included) are only eligible for the post.

7. Qualifications:

1) Must have 3 years regular service in any cadre (and continuing in service) in the Member Societies affiliated to the Kerala State Co-operative Consumers' 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 from a recognised University with HDC/JDC

OR

B.Com. with Co-operation

3) 2 years experience in branch of Sales. The qualification of experience should be the 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)

.....  
.....  
.....  
.....  
.....

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  
Date : Name 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.

Signature with date,  
Name of attesting Officer  
with Designation and Name  
Place : of Office, who is  
Date : the notified enforcement  
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.

**Note:-** (i) Candidates will be advised alternately from the ranked list of general open market candidates 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.

(ii) The eligible employees of Member Societies affiliated to Kerala State Co-operative Consumers' 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 candidate :
2. Name of post/posts held by the applicant with scale of the pay 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 State Co-operative Consumers' 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. .... who is a regular employee in the affiliated Member Society have been verified by me with the service particulars of the candidate and that they are found correct.

Signature and Name of the Assistant

Place:

Registrar (General)

Date :

Co-operative Department

(Office seal)

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](http://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 in 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