

EXTRA ORDINARY GAZETTE DATE : 16/11/2020

LAST DATE : 23/12/2020

CATEGORY NO: 232/2020

Part I (General Category)

Applications are invited online only by **One Time Registration** from qualified candidates for appointment to the under mentioned post in the Apex Societies of Co-operative sector in Kerala. Candidates who have already registered can apply through their profile.

- 1 Name of concern** : Apex Societies of Co-operative Sector in Kerala
- 2 Name of post** : Typist Gr II/ Data Entry Operator
- 3 Scale of Pay** : ₹ 9190-15780/-(PR)
- 4 Number of Vacancies** : 05 (Five)

3% vacancies will be reserved for persons with Differently Abled (locomotor disability /Cerebral palsy/Low Vision/ Hearing Impairment as per GO(P) No.01/2013/SJD dtd 03/01/2013.

- Note :
- 1 The above vacancies are now in existence in Kerala State Co-operative Federation for Fisheries Development Limited (MATSYAFED) for the post of Typist Gr II/ Data Entry Operator for General Category alone. Vacancies if any further reported will be filled by apportioning the same in the ratio of 5:3:2 between General Category (Part I) Fishermen/ Dependent of Fishermen category (Part II) and Society Category (Part III) in continuation of the division already made, and candidates will be advised accordingly, the first one going to General Category. Separate notification will be issued under Part II for filling up the vacancies earmarked for Fishermen/ Dependent of Fishermen category and (part III for) Society Category.
 - 2 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. In absence of candidate under Part II (dependent of fishermen community) such vacancies shall be filled from Part III (Society Quota) If there is shortage of candidates in the Ranked List of employees of fisheries Development Welfare Co-Operative 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 will be followed for appointment from the list.

- 3 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.
- 4 The selection in pursuance of this notification will be made on a statewide basis.
- 5 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 Limit** : 18-40 ; Only candidates born between 02.01.1980 and 01.01.2002 (Both dates included) are eligible to apply for this post . Other Backward Communities and SC/ST Candidates are eligible for usual age 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 service, 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 this produced will not be returned to the candidate.

7 **Qualification**

1. SSLC
2. Typewriting English (Higher), Malayalam (Lower) - KGTE with a minimum speed on 10000 key depression per hour in Data Entry.

- 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.

8 **Mode of submitting the Applications**

Candidates shall register as per ONE TIME REGISTRATION system on the Official Website of Kerala Public Service Commission www.keralapsc.gov.in to apply for the post. Candidates who have already registered shall apply by logging on 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 shall 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, community, age etc. have to be produced as and when called for. **Candidates who have AADHAAR Card should add AADHAAR Card as I.D proof in their profile.**

9 **Last date for receipt of application : 23.12.2020** Wednesday up to 12 midnight.

10 **Address to which applications are to be sent :** www.keralapsc.gov.in

- 11** Sub Paras viii,ix, x, xi, xii, xiii in Para 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 One Time Registration profile. 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 phone number registered in it.
- 13** Candidates who erroneously claim qualification,experience etc and attend or abstain from examinations after providing confirmation are liable for disciplinary action as stipulated in Rule 22 of KPSC Rules of Procedure 1976.

(For details including ID card please see the General Conditions given in Part II)

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION