

GAZETTE DATE :15.09.2021

LAST DATE : 20.10.2021

CATEGORY NO: 360/2021
Part II (Society Category)

Applications are invited online only by One Time Registration from qualified regular employees of the Member Societies affiliated to Kerala State Co-operative Marketing Federation Limited for appointment to the under mentioned post.

- 1 Name of concern : Kerala State Co-operative Marketing Federation Limited
- 2 Name of Post : **Office Manager**
- 3 Scale of pay : **₹ 8000-19250(PR)**
- 4 No of Vacancies : Anticipated

Note:-

i) The vacancies for the above post if any, reported from the Kerala State Co-operative 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 State Co-operative 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. 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 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) The selection in pursuance of this notification will be made on a statewise basis.

iv) 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 two years within a continuous period of three years.

- 5 Method of appointment : Direct Recruitment from eligible employees of the Member Societies affiliated to Kerala State Co-operative Marketing Federation Limited.
- 6 Age : 25-50. Only candidates born between 02.01.1971 and 01.01.1996 (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 State Co-operative 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 Law from a UGC recognized University or National Institutes established by Govt. of India or Institutes established by the Govt. of Kerala with two years experience in Administration wing, in a Public Sector Undertaking or a registered Private Sector Undertaking/ Co-operative Institutions.

OR

MBA with specialization in HR from a UGC recognized University or National Institutes established by Govt. of India or Institutes established by the Govt. of Kerala with 02 years experience in Administrative wing in a Public Sector Undertaking or a registered Private Sector Undertaking/Co-operative institutions

Note:-

- 1) Rule 10 (a) (ii) of Part II KS&SSR is applicable for this selection.

2) The applications that upload experience certificate at the time of submission will only be considered. Original Certificate should be produced at the time of verification.

3) 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.

4) 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.

5) 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.

6) The eligible employees of Member Societies affiliated to Kerala State Co-operative 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 should upload the same in their profile and the original shall be produced later when required by the Commission for verification. **Applications that upload Service Certificate & Experience Certificate at the time of submission will only be considered.**

Certificate to be produced in proof of experience shall be in the form given below:

Name of the firm :
(Company/Corporation/Government Department/ Co-operative Institution etc)

Register Number :
(SS I Registration or any other Registration Number) and Date of Registration

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 years months..... days from to

Signature

Name and Designation of the

Place: Issuing Authority with name of the Institution

Date:

(Office Seal)

CERTIFICATE

Certified that Sri/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 there in as per the entry in the Register (mention the name of Register) maintained by the employer as per the provision of Act (Name of Act/Rules to be specified).

I am the authorized 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 the Attesting Officer with

Designation and Name of Office,

Place: who is the notified Enforcement Officer

Date: as per 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 Certificate should 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.
- 3) The candidates who possess the required experience on the date of application but not able to obtain experience certificate in the COVID-19 situation should upload a self declaration in the format given below.

**DECLARATION FOR THOSE WHO COULDN'T OBTAIN EXPERIENCE
CERTIFICATE**

I Sri/Smt (here enter name and address).....
 certify that I have worked/ have been working/ is working (here enter name of institution /company/ corporation/ Govt.Department/ Co-operative institution etc.) as..... (here enter name of post holding or held ie. Regular worker/ Temporary worker/ paid/ Apprentice/Trainee/Casual Labourer etc.) on Rsper day/ per mensem for a period of years months days fromto I will produce the prescribed experience certificate as and when called for by the Commission.

Place :
Date :

Signature of the Candidate

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 State Co-operative
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**

- (a) Candidates must register as per ONE TIME REGISTRATION with the official Website of Kerala Public Service Commission **www.keralapsc.gov.in** before applying for the post. Candidates who have registered can apply by logging on to their profile using their User-ID and Password. Candidates must click on the '**Apply Now**' button of the respective posts in the Notification Link to apply for a post. The photograph uploaded should be taken after 31.12.2011. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of uploading. There is no change in other instructions regarding the uploading of photographs. No application fee is required. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application on the profile candidates must ensure correctness of the information in their profile. They must quote the User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. **Candidates are advised to keep a printout or soft copy of the online application for future reference. Candidates can take the printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the Commission, regarding the application should be accompanied with the print out of the application.** The application will be summarily rejected if non-

compliance with the notification is found in due course of processing. Original documents to prove qualification, experience, age, Community etc. have to be produced as and when called for.

(b) 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.

(c) Candidates who falsely 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.

(d) Candidates who have AADHAAR card should add AADHAAR as I.D proof in their profile.

- 9 Last date of receipt of applications **20.10.2021** Wednesday upto 12 midnight
- 10 Address to which applications are to be sent www.keralapsc.gov.in
- 11 Paras 2, 5(a) and 7 of General conditions regarding recruitment by KPSC are not applicable to this post.

(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