

GAZETTE DATE : 15/12/2022
LAST DATE : 18/01/2023

CATEGORY NO: 546/2022
FIRST NCA NOTIFICATION
PART I (GENERAL CATEGORY)

Applications are invited online only by One Time Registration from qualified candidates belonging to Ezhava/Thiyya/Billava community for appointment to the undermentioned post in Kerala State Co-operative Coir Marketing Federation Limited.

1. **Name of Concern** : **Kerala State Co-operative Coir Marketing Federation Limited**
2. **Name of Post** : **Finance Manager**
3. **Scale of Pay** : **₹ 25200 - 54000 /-**
4. **Number of Vacancies** : **Ezhava/Thiyya/Billava - 01 (One)**

Note:

1. The above vacancies are now in existence. The Ranked List published as per this notification shall remain in force, until candidates are advised and appointed against the vacancies earmarked for the above mentioned community, but remain unfilled due to paucity of candidates during the currency of the Ranked List published for the post (Category No.059/2019) on 30.07.2021.
2. The selection in pursuance of this notification will be made on a statewide basis.
3. 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 one year on duty within a continuous period of two years.

5. Method of appointment : Direct Recruitment
(From among candidates belonging Ezhava/Billava/Thiyya Community Only)

Note:- Applications of candidates belonging to communities other than those mentioned will be summarily rejected. Individual communication regarding the rejection of their application will not be issued.

6. Age Limit : 18 - 43. Only born between 02/01/1979 and 01/01/2004 (both dates included) are eligible to apply for this post. (Age relaxation permissible to the candidates belonging to the above community is included.)

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 9-3-1998 (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 upload certificate (original) obtained from the Head of Office or Head of Department or Appointing Authority of the Co-operative Institutions concerned, when required by the Commission. 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 thus produced will not be returned to the candidate.

7. Qualifications :

- 1 CA/ICWA.
- 2 3 years experience in dealing with Finance and Accounts matters in a reputed Business Organization.

Note:

- 1 Rule 10(a) (ii) of Part II KS&SSR is applicable for this selection.
- 2 In addition to the qualifications prescribed in this notification, the qualifications declared by the Government by Executive Orders or by Standing Orders as equivalent to the prescribed educational qualification, the qualifications decided by the Commission as equivalent to the qualifications prescribed in the Special Rules and the higher qualifications having the above prescribed qualifications as its basic qualification will also be accepted. The Government order regarding the equivalent qualification / higher qualification should be produced as and when required by the Commission.
- 3 As per Rule 22 of KPSC Rules Of Procedure, candidates making false claims about qualifications such as education, experience etc. and submitting confirmation to write the examination, irrespective of whether they attend or not the examination, are liable for disqualification for being considered for the post they applied for, or debarment from applying to the Commission either permanently or for a specific period, or the invalidation of their answer scripts in the examination or products in the practical test they attend, or the initiation of legal proceedings against them, or removal or dismissal from office or any disciplinary/ legal action against them if they have already been appointed, or any one or more of the above.
- 4 If the caste of the candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their application 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 Candidates must upload experience certificate at the time of submission of application itself. Otherwise the application will be rejected. The certificate to prove experience shall be in the format given below:

CERTIFICATE OF EXPERIENCE

Name of the firm (Company/Corporation/Co-operative :
Institutions etc.)

Register Number (SSI Registration or any other Registration :
Number) and date of registration

Authority issued registration :

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 on per day/per mensem for a period of years.....months..... days from to

Place :
Date :

Signature with date
Name & Designation of the issuing authority
with name of the Institution

(Office Seal)

CERTIFICATE

Certified that Sri/Smt mentioned in the above Experience Certificate has actually worked/is working as in the above Institution during the period mentioned therein as per the entry in the Register (mention the name of 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 :
Date :

Signature with date
Name of the Attesting Officer with
Designation & Name of Office, who is the
notified Enforcement Officer 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 certificates 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 who issue and produce bogus certificate.

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 one taken after 31.12.2012. **Candidates who register first time should upload photo taken within 6 months from the date of their registration.** Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion of the photograph. 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 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 Calender itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phones registered in it.

(c) Candidates who have AADHAAR card should add AADHAAR Card as I.D Proof in their profile.

9. Last date for receipt of applications : 18.01.2023 Wednesday upto 12 Midnight.

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

11. Sub paras V,VIII,IX,X,XI,XII,XIII in Para 2, Para 5 (a) Para 7 of General Conditions regarding recruitment by KPSC are not applicable to this post. Candidates should read carefully the General Conditions and applications submitted not in accordance with the provisions in the General Condition will summarily be rejected.

(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