

GAZETTE DATE : 30/10/2023

LAST DATE : 29/11/2023

CATEGORY NO: 454/2023 – 455/2023

FIRST NCA NOTIFICATION

(PART II - SOCIETY CATEGORY)

Applications are invited on-line only by 'One Time Registration' from qualified regular employees belonging to Ezhava/Billava/Thiyya and Scheduled Caste of the Member Societies affiliated to Kerala State Co-operative Coir Marketing Federation Limited for appointment in the under mentioned post.

1. Name of concern : Kerala State Co-operative Coir Marketing Federation Limited.

2. Name of post : Lower Division Clerk

3. Scale of Pay : ₹ 14140 – 27940/-

4. Number of Vacancies :

454/2023	Ezhava/Billava/Thiyya - 01 (One)
455/2023	Scheduled Caste - 01 (One)

Note:

(i) The above vacancies are now in existence. The Ranked list published as per this notification will be valid until candidates are advised and appointed against the vacancies earmarked to the above mentioned Communities but remains unfilled due to paucity of candidates during the currency of the Ranked List published on 23.03.2023 for the above post notified under Category No. 70/2021.

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

5. **Probation :** 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.

6. **Method of appointment :** Direct Recruitment from among the eligible employees belonging to E/B/T & SC Category of the Member Societies affiliated to Kerala State Co-operative Coir Marketing Federation Limited.)

Note:- Application submitted by candidates who are not regular employees of member societies affiliated to Kerala State Co-operative Coir Marketing Federation Limited. and who belong to communities other than Ezhava/Billava/Thiyya and Scheduled Caste will be rejected. Individual communication regarding the rejection will not be issued to such candidates.

7. **Age : 18 – 50 years.** Candidates born between 02.01.1973 and 01.01.2005 (Both dates included) are only eligible to apply for this post.

(For other conditions regarding the age relaxation please see Part 2 of the General Conditions.)

8. Qualifications:

1) Must have 3 years regular service in any cadre in the Member Societies affiliated to the Kerala State Co-operative Coir Marketing Federation Limited. Candidates selected under this Category 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) (A) A Degree in Commerce or Degree of a recognized University with Co-operation as

Special Subject.

OR

(B) (i) B.A./B.Sc./B.Com. Degree (3 Years) of a recognized University and

(ii) HDC or equivalent (HDC or equivalent of State Co-operative Union of Kerala or HDC/HDCM of the National Council for Co-operative Training) or Successful completion of the Subordinate (Junior) Personnel Co-operative Training Course (JDC)

OR

(C) B.Sc. (Co-operation and Banking) Degree of Kerala Agricultural University.

3) A Certificate in computer application / Data entry issued by an institution recognized by Government of Kerala or Government of India.

Note :-

1. Rule 10 (a) (ii) of Part II KS&SSR is applicable for this selection.
2. In addition to the qualifications prescribed in the notification, the qualifications recognized by executive orders or Standing orders of Government as equivalent to a qualification specified for a post, the qualifications decided by the Commission as equivalent to the qualifications in the special rules and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post, shall also be sufficient for the post. The copy of the Government orders declaring equivalent / higher qualifications shall be produced as and when required by the Commission.
3. The condition that the employees should be in service of the society on the date of appointments will not be applicable to those who were recruited through Kerala Public Service Commission to a post in the Kerala State Coir Marketing Federation Limited reserved for employees of the affiliated Co-operative Societies provided they are continuing in service in that post.
4. The eligible employees of Member Societies affiliated to Kerala State Co-operative Coir Marketing Federation Limited, who apply for the above post should obtain the Service Certificate from the **Project Officer (Coir)** 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 Application that upload Service Certificate at the time of submission will only be considered.** 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 Kerala State Co-operative Coir Marketing Federation Ltd.
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 and address) 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.

Place :
Date :

Signature & Name of the
Project Officer (Coir)
Department of Coir Development

(Office Seal)

9. 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 refrain from creating multiple profiles, non-compliance of which shall lead to forfeiture of their candidature. 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 31.12.2013. 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. Candidates who create new profile should upload photograph taken within 6 months. 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 print out or soft copy of the online application for future reference. Candidates can take the print out 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, 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 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 have AADHAAR Card should add AADHAAR Card as I.D. proof in their profile.

10. Para 2, 5, and 6 of the General Conditions are not applicable to this post.

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

12. **Last date for receipt of applications : 29.11.2023 Wednesday upto 12 Midnight.**

13. In the case of difference in Caste/Community claimed in the application and that entered in SSLC book, the candidate shall produce a Gazette Notification in this regard, along with Non Creamy Layer Certificate/Community Certificate at the time of certificate verification.

14. Candidates are required to acquaint themselves with the instructions given in the notification as Part II, General Conditions before submitting application for the post. Applications which are not submitted in accordance with the terms and Conditions are liable to be rejected. The selection to the above concern will be subject to the rules and regulations made by them from time to time.

15. Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission rules of Procedure shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc. and are liable to be disqualified for being considered for a particular post or debarment from applying to the Commission either permanently or for any period or the invalidation of their answer scripts or products in a written/practical test or the initiation of criminal or other proceedings against them or their removal or dismissal from office or the ordering of any other disciplinary action against them if they have already been appointed, or any one or all of the above.

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

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION