CATEGORY NO: 243/2019

<u>SECOND N.C.A. NOTIFICATION (SOCIETY CATEGORY)</u>

Applications are invited online only by One Time Registration scheme from qualified regular employees belonging to **Scheduled Caste** community of the Member Societies affiliated to Kerala State Co-operative Housing Federation Limited (HOUSEFED) for appointment in the under mentioned post.

1	Name of concern	:	Kerala State Co-operative Housing Federation Limited (HOUSEFED)
2	Name of post	:	Junior Clerk
3	Scale of Pay	:	₹ 6850 – 16650 (PR)
4	Number of Vacancies	:	Scheduled Caste - 1 (One)

Note:- (i) The above vacancy is now in existence. The list of selected candidates published by the Commission pursuant to this notification will be valid until candidates are advised and   appointed against the vacancy earmarked for Scheduled Caste community but kept unfilled due to paucity of candidates during the currency of the Ranked List published on 11/02/2016 for   Society Category (Category No. 139/2011). This is the 2nd NCA Notification for this post due to non availability of qualified applicants as per the 1st NCA Notification published in the Gazette dated 14/03/2018 as Category No. 15/2018.

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

5. Method of appointment   :   Direct Recruitment from qualified regular employees

belonging to Scheduled Caste community of the Member Societies affiliated to Kerala State Co-operative

Housing Federation Limited (HOUSEFED)

Note:- Applications submitted by candidates who are not regular employees of HOUSEFED and belonging to communities other than Scheduled Caste will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

6.   Age   :18-50 years. Candidates born between 02.01.1969 and

01.01.2001 (Both dates included) are only eligible for the

post.

7. **Qualifications**:

1) Must have 3 (Three) years regular service in any cadre in the Member Co-operative Societies affiliated to the Kerala State Co-operative Housing Federation Limited (HOUSEFED) and should be in service of the Member Society not only on the date of application but also on all stages of selection till the date of appointment to the new post.

2) Degree from a recognized University with HDC/HDC&BM/JDC.

OR

B.Com. with Co-operation.

OR

B.Sc. Co-operation & Banking of Kerala Agricultural University.

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.

4) 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.

5) The eligible employees of the Member Societies affiliated to Kerala State Co-operative Housing Federation Limited (HOUSEFED) 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 uoload the same in their profile and the original shall be produced later when required by the Commission for verification. **Applications 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 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 Housing
   Federation Limited (HOUSEFED).

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.

                                        Signature and Name of the Assistant

Place: Registrar (General)

Date :   Co-operative Department

                (Office seal)

8. Mode of submitting applications:-

        Before applying for the post, candidates shall register as per "ONE TIME REGISTRATION' with the Official Website of Kerala Public Service Commission www.keralapsc.gov.in. Those who have registered can apply by logging on to their profile using their User-ID and Password. No application fee is required. Candidates can view, rectify defects and have a printout copy of the details in the registration card by clicking the link. Registration Card after entering their Home Page. Candidates are responsible for the correctness of the personal information and secrecy of password and they shall commit to memory the User-ID for further communication with the Commission. Applications submitted not in accordance with the instructions on the website will be summarily rejected. Documents to prove qualification, experience, age, community etc. have to be produced as and when called for.

9. Last date for receipt of application : 18.12.2019 Wednesday up to 12 midnight.

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

11. Para 2 and Para 7 of the 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. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

13. **"Candidates who have AADHAAR Card should add AADHAAR Card as I.D proof in their profile".**
(For details including photo, ID cards etc, refer to the General Conditions at the end of the notification).

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SAJU GEORGE,
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION

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