

GAZETTE DATE :15.09.2021

LAST DATE : 20.10.2021

CATEGORY NO: 359/2021

Part 1 (General Category)

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

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|---|---------------------|---|---|
| 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 | Number of Vacancies | : | 01(One) |

Note:

(i) The above 1(One) vacancy now in existence is reported for General Category from the Kerala State Co-operative Marketing Federation Limited. Vacancies if any, further reported will be filled by apportioning the same in the ratio of 1:1 between General Category (Part I) and Society Category (Part II) and candidates will be advised accordingly. The first vacancy goes to General Category. Separate notification will be issued under Part II for filling up the vacancies earmarked for Society Category. The rules of reservation as laid down in General Rules 14-17 of KS & SSR 1958 will be followed for appointment from both the lists.

(ii) 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.

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

(iv) 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 : 25-40, Only candidates born between 02.01.1981 and 01.01.1996 (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 certificate thus produced will not be returned.

7. Qualifications

Graduation in Law from a University Grants Commission recognized University or National Institutes established by Govt. of India or Institutes established by 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 University Grants Commission recognized University or National Institutes established by Govt. of India or Institutes established by Govt. of Kerala with two years experience in Administration 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.

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

Place: Signature
Date: Name and 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 (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 Place:
Designation and Name of Office,

Date: 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 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

8. Mode of submitting the 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 up to 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 and Para 5 (a), 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 