

**Gazette Date: 30/11/2013**

**Last Date: 01/01/2014**

**Category No: 495/2013**

**FIRST N.C.A. NOTIFICATION (SOCIETY CATEGORY)**

Applications must be submitted online through the official website of the Commission after 'ONE TIME REGISTRATION'. Candidates who have already registered can apply through their profile.

- 1 Name of concern : Kerala State Handloom Weaver's Co-operative Society Limited (HANTEX)
- 2 Name of post : Lower Division Clerk
- 3 Scale of Pay : ₹ 3050 – 5230/- (PR)
- 4 Number of Vacancies : Muslim - 1 (One)

Note:-

(i) The above vacancy is now in existence. This is the first N.C.A. notification published due to the non availability of Muslim candidates in the Ranked List for the post of Lower Division Clerk that came into effect on 09.08.2011 (Category No.352/2008). The Ranked List published as per this notification will be valid until filling up the turns of Muslim candidates that arose in the rotation prepared for advise of candidates from the Ranked List published in the above said date. Vacancies that arise/may arise which are earmarked for Muslim candidates, during that period will be filled up from this Ranked List.

(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 Muslim communities of the Member Societies affiliated to Kerala State Handloom Weavers Co-operative Society Limited (HANTEX).

Note:- Applications submitted by candidates who are not regular employees of HANTEX and belonging to communities other than Muslim 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 02.01.1963 and 01.01.1995 (Both dates included) are only eligible for the post.

7. Qualifications:

1) Must be a regular employee who has a minimum regular service of 3 (three) years and continuing in service in any cadre in the Member Co-operative Societies affiliated to the Kerala State Handloom Weaver's Co-operative Society Limited (HANTEX).

2. B.A./B.Sc./B.Com. 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.

8. The eligible employees of Kerala State Handloom Weaver's Co-operative Society Limited (HANTEX) 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 shall be produced when required by the Commission. 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 Handloom Weaver's Co-operative Society Limited (HANTEX).
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. ....  
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 : \_\_\_\_\_  
(Office seal)

Signature and Name of the Assistant  
Registrar (General)  
Co-operative Department

The eligible employees of affiliated Member Societies who apply for the above post shall obtain a receipt in the following form at the time of applying for the post from the Head of Office and shall produce the same to the commission as and when called for.

### FORM OF RECEIPT

(To be obtained from the Head of Office)

Certified that a copy of application dated..... for selection to the post of ..... on Rs. .... in the ..... (Here enter the name of Co operative institution) notified in the Gazette dated ..... has been received by me from..... ( here enter the name of the applicant and the post held by him/her) and that objections if any to the entertainment of the applications will be communicated to the Office of the Kerala Public Service Commission with in one month from the last date fixed for receipt of applications.

Place \_\_\_\_\_  
Date \_\_\_\_\_  
(Office Seal)

Signature  
Name and Designation  
of the Head of Office

#### 9. 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](http://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 : 01/01/2014 Wednesday up to 12 midnight.

10. Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in)

11. Para 2 and Para 7 of the General Conditions are not applicable to this post.

(For details including photo, ID cards etc, refer to the General Conditions at the end of the notification).

P.C. BINOY  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION