

**Extra ordinary gazette date : 15.10.2019**

**Last date : 20.11.2019**

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

**Category No. :168/2019-169/2019**

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

- 1 Name of concern : Kerala State Co-operative Consumer Federation Limited**
- 2 Name of post : Unit Manager**
- 3 Scale of Pay : Rs. 11560 – 20660 (PR)**
- 4 Number of Vacancies : Scheduled Caste - 1 (One) 168/2019**  
**Latin Catholic/Anglo Indian – 01 (One) 169/2019**

**Note:-** (i) The Ranked List published as per this Notification will be valid until candidates are advised and appointed against the vacancies arised due to the paucity of candidates to the above community during the currency of Ranked List published on 08/11/2018 for the post (Category No. 644/14) or three years from the date of publication of Ranked List as per this notification whichever is earlier.

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

(iii) As per Rule 184 of KCS every person appointed to this post shall from the date on which he/she joins the duty to 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 qualified candidates belonging to Scheduled Caste & Latin Catholic/Anglo Indian.

**Note:-** Applications submitted by candidates who are belonging to communities, other than Scheduled Caste & Latin Catholic/Anglo Indian will be rejected. Individual communication regarding the rejection of their applications for the above reason will not be issued.

**6. Age : 18-45 years. SC -** Candidates born between 02.01.1974 and 01.01.2001 (Both dates included) are only eligible for the post.  
**18-43 years. LC/AI -** Candidates born between 02.01.1976 and 01.01.2001 (Both dates included) are only eligible for the post.

(For conditions regarding the age relaxation Please see part 2 of the General Conditions. As per Part 2 (i) age limit 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 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 original certificate thus produced will not be returned to the candidate.

**7. Qualifications:**

1) Graduation from a recognized University with HDC/JDC.

**OR**

B.Com with Co-operation.

2) Two years Experience in branch of Sales. The qualification of experience should be one obtained from a reputed firm.

**Note :-** 1) Rule 10 (a) ii of Part II of the KS&SSR is applicable.

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.

**8) Application will be accepted after uploading experience certificate in profile at the time of submission of application.**

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

Signature with date  
Name and Designation of the  
Issuing Authority with name of  
the Institution

Place:  
Date: (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  
Designation and Name of Office,  
who is the notified Enforcement Officer  
as per Act/Rules

Place:  
Date: (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 shall 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.

**9. Mode of submitting applications:-**

Candidates shall register as per 'ONE TIME REGISTRATION ' system on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' for applying for the post. Candidates who have registered shall apply by logging on to their profile using their User- ID

and password. Candidates shall click on the 'Apply Now' button of the respective post in the Notification link while applying for a post. The photograph uploaded should be one taken after 31/12/2010. Name of the candidate and the date of taking photograph should be printed 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 can view and have a print-out of the details in the profile if required, by clicking the link Registration Card. Candidates are responsible for the correctness of the personal information and secrecy of password. Before applying for a post, candidates must ensure correctness of the information in their profile. They shall quote the User- ID for further communication with the Commission. Applications once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove Qualification, community, age etc. have to be produced as and when called for . **"Candidates who have AADHAAR Card should add AADHAAR Card as I.D proof in their profile"**.

10. Last date for receipt of application : **20.11.2019 Wednesday up to 12 midnight.**
11. Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in)
12. 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.
13. 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.

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

SAJU GEORGE,  
SECRETARY,  
KERALA PUBLIC SERVICE COMMISSION