

GAZETTE DATE : 15/09/202
LAST DATE :18/10/2023

CATEGORY NO: 261/2023
PART II (SOCIETY CATEGORY)

Applications are invited online only by One Time Registration from qualified regular employees of the Member Societies affiliated to the Kerala State Handloom Weavers Co-operative Society Limited for appointment to the undermentioned post.

1. **Name of Concern** : Kerala State Handloom Weavers Co-operative Society Limited
2. **Name of Post** : Lower Division Clerk
3. **Scale of Pay** : ₹ 5250-8390 /-
4. **Number of Vacancies** : Anticipated
3% of vacancies will be reserved for persons with differently abled (Locomotor Disability/Cerebral Palsy/Hearing impairment/Low Vision/Blindness) as per G.O. (P)No.1/2013/SJD dated 03/01/2013).

Note:

1. The vacancies reported for this post from Kerala State Handloom Weavers Co-operative Society Limited will be filled by apportioning the same in the ratio of 1:1 between General Category (Part I - category for general open market candidates) and Society Category (Part II - category for the employees of the Member Societies affiliated to Kerala State Handloom Weavers Co-operative Society Limited), with the first turn going to General 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.
2. The ranked list prepared and published by the Commission pursuant to this notification 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. In case no candidate is advised from the ranked list till the expiry of the period of three years, the duration of the ranked list shall be extended for a further period of one year or till at least one candidate is advised from the list, whichever is earlier. Candidates will be advised for appointment against the apportioned vacancies for the Society Category reported further during the period of currency of the list.
3. As in the case of all advices of the Kerala Public Service Commission for recruitment against the vacancies of Government Departments, Public Sector Undertakings etc. the rotation will be a continuous one. If there is shortage of candidates in the Ranked List for Society Category, such vacancies will be filled from the Ranked List of General Category. Such passed over vacancies will not be compensated later.
4. The selection in pursuance of this notification will be made on a 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 of the Member Societies affiliated to Kerala State Handloom Weavers Co-operative Society Limited.

7. Age Limit : 18 - 50. Only candidates born between 02/01/1973 and 01/01/2005 (both dates included) are eligible to apply for this post.

8. Qualifications :

1. Must have 3 (three) years regular service in any cadre in the member societies affiliated to the Kerala State Handloom Weavers Co-operative Society Limited and 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. BA/B.Sc/B.Com Degree of a recognized University with JDC/HDC/HDC & BM
OR B.Com with Co-operation OR B.Sc (Cooperation and Banking) from Kerala Agricultural University.

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, 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 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 Kerala Public Service Commission to a post in the Kerala State Handloom Weavers Co-operative Society Limited reserved for the employees of the affiliated Primary Co-operative/Member Societies, provided they are continuing in service in that post.
4. The eligible employees of Member Societies affiliated to the Kerala State Handloom Weavers Co-operative Society Limited 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 be uploaded at the time of submitting application. Otherwise the application will not be accepted.** 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 Handloom Weavers Co-operative Society Limited.
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
Assistant Registrar (General)
Co-operative Department

(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. Candidate 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. **Candidates who register first time should upload photo taken within 6 months from the date of their registration.** 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. 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 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 Calender itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phones registered in it.

(c) Candidates who have AADHAAR card should add AADHAAR Card as I.D Proof in their profile.

10. Last date for receipt of applications : 18.10.2023 Wednesday upto 12 Midnight.

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

12. Para 2 of General Conditions regarding recruitment by KPSC are not applicable to this post.

Special Instructions to Candidates.

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 laid down in the General Conditions are liable to be rejected.

15. As per Rule 22 of KPSC Rules Of Procedure, candidates making false claims about qualifications such as education, experience etc., and submit confirmation for writing the examination, irrespective of whether they are present or absent for the examination are liable to be disqualified for being considered for the post they applied for, or debarment from applying to the Commission either permanently or for a specific period, or the invalidation of their answer scripts in the examination or products in the practical test they attend, or the initiation of legal proceedings against them, or removal or dismissal from office or any disciplinary/ legal action against them if they have already been appointed, or any one or more of the above.

(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