

GAZETTE DATE : 30/11/2023

LAST DATE : 03/01/2024

**CATEGORY NO . 512/2023**  
**FIRST NCA NOTIFICATION**  
**PART - I (GENERAL CATEGORY)**

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

1. **Name of Concern** : Kerala State Co-operative Coir Marketing Federation Ltd.
2. **Name of Post** : Sales Assistant Grade II
3. **Scale of Pay** : ₹ 15190 - 30190 /-
4. **Number of Vacancies** : Muslim -01 (One)

Note:

- 1) The above vacancy is now in existence. The Ranked list published as per this notification will be valid until candidates are advised and appointed against the vacancy earmarked to the Muslim Community but remains unfilled due to paucity of candidates during the currency of the Ranked List published on 25.03.2021 for the above post notified under Category No. 386/2018.
- 2) The selection in pursuance of this notification will be made on a statewide basis.
- 3) The appointee will have to work in COIRFED showrooms outside Kerala.

**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 (Only from Muslim Community)

**7. Age Limit** : 18-43. Only candidates born between 02/01/1980 and 01/01/2005 (both dates included) are eligible to apply for this post. (For other conditions regarding the age relaxation please see Part 2 of the General Conditions.)

**8. Qualifications :**

1. Degree in any Discipline from a recognized University.
2. Should have studied Hindi at least up to +2 level.
3. Typewriting English (Lower) KGTE or Successful completion of a course not less than six months duration in Computer Application recognized by State or Central Government.

**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 and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post , 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.

**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](http://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 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. 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. Candidates who create new profile should upload photograph taken within 6 months. 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 print out or soft copy of the online application for future reference. Candidates can take the print out 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, 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 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 have AADHAAR Card should add AADHAAR Card as I.D proof in their profile.

10. Sub para v, viii, ix, x, xi, xii and xiii in Para 2, Para 5 and Para 6 of the General Conditions are not applicable to this post.

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

**12. Last date for receipt of applications : 03.01.2024 Wednesday upto 12 Midnight.**

**Special Instructions to the 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 are liable to be rejected. The selection to the above concern will be subject to the rules and regulations made by them from time to time.

15. Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission rules of Procedure shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc. and are liable to be disqualified for being considered for a particular post or debarment from applying to the Commission either permanently or for any period or the invalidation of their answer scripts or products in a written/practical test or the initiation of criminal or other proceedings against them or their removal or dismissal from office or the ordering of any other disciplinary action against them if they have already been appointed, or any one or all of the above.

(For details including ID card, photo, please see the General Conditions given in Part II )

**SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION**