

EXTRA ORDINARY GAZETTE DATE : 03.04.2021

LAST DATE : 05.05.2021

CATEGORY NO: 62/2021

Part II (Society Category)

Applications are invited online only by one time registration from qualified regular employees of the member societies affiliated to Kerala State Co-operative Coir Marketing Federation Limited for appointment in the under mentioned post.

1	Name of concern	:	Kerala State Co-operative Coir Marketing Federation Limited
2	Name of post	:	Personnel Manager
3	Scale of Pay	:	₹ 22,800-48,000/-
4	Number of Vacancies	:	Anticipated

Note: (i) The vacancies reporting for the post of Personnel Manager from the Kerala State Co-operative Coir Marketing Federation Limited will be divided in the ratio 1:1 and will be filled from General Category (Part I) and Society Category (Part II) alternatively. The first turn will be from General Category (Part I). The vacancies for the same post if any, further reported from this institution will be divided in the ratio 1:1 and vacancies for society category will be filled from the ranked list published by the Commission in response to this notification.

- (ii) The ranked list prepared and published by the commission in response to this notification shall remain in force for a minimum period of one year and a maximum period of three years subject to the condition 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 of this list. Candidates will be advised for appointment against the vacancies, which are earmarked for Society Category during the period of currency of the list.
- (iii) The selection in pursuance of this notification will be made on 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 one year on duty within a continuous period of two years.
- (v) Candidates will be advised alternately from the Ranked List of General Open Market and Ranked List of employees of Member Societies, with first position going to General Open Market candidates. As in the case of all advices of Kerala Public Service Commission for recruitment against the vacancies of Government Department Public Sector undertakings etc, the rotation will be a continues one. If there is a shortage of candidates in the Ranked List of employees of Member Societies, such vacancies will be filled from the Ranked List of General Open Market candidates. Such pass over vacancies will not be compensated later. The rules of reservation on laid down in the General Rules 14 to 17 of Part II of KS&SSR 1958 will be

followed for appointment from the list.

5. Method of appointment : Direct Recruitment from eligible employees of Member Societies affiliated to Kerala State Co-operative Coir Marketing Federation Limited

6. Age : 18 – 50 years. Candidates born between 02.01.1971 and 01.01.2003 (Both dates included) are only eligible for the post.

7. Qualifications :

1. Must have 3 (Three) years regular service in any cadre (and continuing in service) in the Member Societies affiliated to the Kerala State Co-operative Coir Marketing Federation Limited and should be in service of the Member Society not only on the date application but also on the date of appointment to the new post.

2. Master of Business Administration or Master of Business Management/Master of Personnel Management or equivalent qualification recognized by any University in Kerala.

3. 3 (Three) years post qualification experience in Personnel Management in a reputed organization.

8) Application will be accepted only 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 ofyears months..... days fromto

Place: Signature with date
Date: Name and Designation of the
Issuing Authority with name

(Office Seal)

the Institution

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 ofAct (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.

Place: _____
Date: _____

Signature with Date
Name of the Attesting Officer with
Designation and Name of Office,
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 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.

- Note:-** (1) Rule 10 (a) (ii) Part II of 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) The requirement that the employees should be in service of the Society on the date of appointments will not be applicable to those who were recruited through Kerala Public Service Commission to a post in the Kerala State Co-operative Coir Marketing Federation Limited received for employees of the affiliated Co-operative Societies provided they are continuing in service in that post.
- (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.

9. The eligible employees of affiliated societies of Kerala State Co-operative Coir Marketing Federation 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 uploaded at the time of submitting application and produced as and when required by the Commission. Application shall be received only after uploading the said certificate. 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 Co-operative Coir Marketing Federation 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.

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

Place: _____
Date : _____
(Office seal)

10. 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. Candidates must click on the '**Apply Now**' button of the respective posts in the Notification Link to apply for a post. 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 Card as ID proof in their profile.

11. Last date for receipt of application **05.05.2021** Wednesday up to 12 midnight

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

13. Para 2, 5 (a) 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 Gazette Notification).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION