

GAZETTE DATE :15.12.2021

LAST DATE:19.01.2022

CATEGORY NO: 605/2021
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 Rubber Marketing Federation Limited for appointment to the undermentioned post.

1. **Name of Concern** : Kerala State Co-operative Rubber Marketing Federation Limited
2. **Name of Post** : EDP Assistant
3. **Scale of Pay** : ₹ 5300-13820/- (PR)
4. **Number of Vacancies** : Anticipated

Note:

1. The vacancies reported for this post from Kerala State Co-operative Rubber Marketing Federation 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 Co-operative Rubber Marketing Federation 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 for the post 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. The selection in pursuance of this notification will be made on a statewide basis.

4. 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.

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

6. **Age Limit :** 18 - 50. Only candidates born between 02/01/1971 and 01/01/2003 (both dates included) are eligible to apply for this post.
7. **Qualifications :**
- 1) Must have 3 (three) years regular service in any cadre in the member societies affiliated to the Kerala State Co-Operative Rubber Marketing Federation 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) Graduation in Arts / Science / Commerce
 - 3) Diploma in Computer Applications from a recognized institution.

Note:

- 1) Rule 10(a) (ii) of Part II KS&SSR is applicable for this selection.
- 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 the candidate 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.
- 4) 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 Apex/Central Societies reserved for the employees of the affiliated Primary Co-operative/Member Societies, provided they are continuing in service in that post.
- 5) The eligible employees of Member Societies affiliated to Kerala State Co-operative Rubber Marketing Federation Ltd 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 Co-operative Rubber Marketing Federation Ltd
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 : Signature & Name of the Assistant Registrar(General)
Date : Co-operative Department

(Office Seal)

8. 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. The photograph uploaded should be one taken after 31.12.2011. 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 erroneously 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 I.D Proof in their profile.

9. Last date for receipt of applications : 19.01.2022 Wednesday upto 12 Midnight.

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

11. Para 2 and 7 of General Conditions regarding recruitment by KPSC are not applicable to this post.

(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