

GAZETTE DATE :15.12.2021

LAST DATE:19.01.2022

CATEGORY NO: 625/2021

SECOND N.C.A. NOTIFICATION (SOCIETY CATEGORY)-E/T/B

Applications are invited online only by 'One Time Registration' from qualified regular employees belonging to Ezhava/Thiyya/Billava community of the Member Societies affiliated to Kerala Co-operative Milk Marketing Federation Limited for appointment in the under mentioned vacancy.

- 1 **Name of concern** : **Kerala Co-operative Milk Marketing Federation Limited**
- 2 **Name of post** : **Accounts Officer**
- 3 **Scale of Pay** : **₹ 21070 – 42410 /-**
- 4 **Number of Vacancy** : **Ezhava/Thiyya/Billava – 1 (One) (Society Category)**

Note:-

1. The above vacancy is now in existence and arose as the vacancy earmarked for the Ezhava/Thiyya/Billava community was not filled from the ranked list published on 12.04.2019 (Society Category, Cat. No. 379/2017) due to the paucity of candidates belonging to the above community. The ranked list published as per this notification will be valid until the above vacancy is filled or three years from the date of publication, whichever is earlier. This is the second NCA notification issued due to non-availability of qualified candidates belonging to the above Community in response to the first NCA notification (Gazette date : 03.08.2020, Category No. 042/2020).

2. The selection in pursuance of this notification will be made on statewide basis.

3. As per Rule 184 of KCS every person appointed to this post shall from the date on which he/she joins the duty be on probation for a period of two years on duty within a continuous period of three years.

5. Method of appointment : Direct Recruitment from among the eligible employees belonging to Ezhava/Thiyya/Billava community of the Member Societies affiliated to Kerala Co-operative Milk Marketing Federation Limited.

Note:- Applications submitted by candidates who are not regular employees of member societies affiliated to Kerala Co-operative Milk Marketing Federation Limited (ie. Regional Co-operative Milk Producers Unions) and belonging to communities other than Ezhava/Thiyya/Billava will be rejected. Individual

communication regarding the rejection of their applications for the above reason will not be issued.

6. Age: 18- 50 years. 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 completed 3 years regular service in any cadre in the Member Societies (ie. Regional Co-operative Milk Producers Unions) affiliated to the Kerala Co-operative Milk Marketing Federation Limited. Candidates selected under this category 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. P G Degree in Commerce / MBA Finance

3. A pass with intermediate examination of ACA/AICWA

4. 3 (three) years experience in Executive Cadre in the Accounts Department of a reputed organisation

Note :-

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

2. The requirement that the employees should be in service of the Society on the date of appointment to the post in pursuance of this notification will not be applicable to those who were recruited through the PSC 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.

3. 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.

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 certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.

5. Candidates must upload experience certificate at the time of submission of application itself. Otherwise the application will be rejected. The certificate to prove experience shall be in the format given below:

CERTIFICATE OF EXPERIENCE

Name of the firm (Company/Corporation/Govt :
Department/Co-operative Institutions etc.)

Register Number (SSI Registration or any other :
Registration Number) and date of registration

Authority issued registration :

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 name of the post held or the nature of assignment held in the capacity) on per day/per mensum for a period of years.....months days from to

Place :

Signature with date

Date :

Name & Designation of the issuing authority
with name of the Institution

(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 therein as per the entry in the Register (mention the name of Register) maintained by the employer as per the provision of Act (Name of the Act/Rules to be specified)

I am the authorised person to inspect the Registers kept by the employer as per the provision of the Act/Rules of the State/Central Act.

Place :

Signature with date

Date :

Name of the Attesting Officer with
Designation & Name of Office, who is the
notified Enforcement Officer as per Act/Rules

(Office Seal)

Note: (1) Specify the post held or nature of assignment, Casual Labourer, Paid/Unpaid Apprentice/Regular worker or Temporary worker.

(2) All Experience certificates should 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 who issue and produce bogus certificate.

(3) The candidates who possess the required experience on the date of application but not able to obtain experience certificate in the COVID-19 situation should upload a self declaration in the format given below.

**DECLARATION FOR THOSE WHO COULD NOT OBTAIN
EXPERIENCE CERTIFICATE**

I Sri/Smt (here enter name and address).....
..... certify that I have worked/ have been working/ is working (here enter name of institution /company/ corporation/ Govt.Department/ Co-operative institution etc.)
as..... (here enter name of post holding or held ie. Regular worker/ Temporary worker/ Apprentice/Trainee/Casual Labourer etc.) on Rsper day/ per mensum for a period of years months days fromto I will produce the prescribed experience certificate as and when called for by the Commission.

Place :

Date :

Signature of the Candidate

8. The eligible employees of Member Societies affiliated to Kerala Co-operative Milk 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 produced when required by the Commission. **Only applications that have Service Certificate uploaded at the time of submission will be considered.** The Service Certificate should be in the following format.

SERVICE CERTIFICATE

1. Name of Candidate :

2. Name of post/posts held by the applicant :
with scale of 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 Co-operative Milk 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.

Place: Signature of the Assistant Registrar(General)
Date: Co-Operative Department
(Office Seal)

9. Mode of submitting applications:-

(a) Candidates shall 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 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 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.

10. Last date for receipt of application : **19.01.2022** Wednesday up to 12 midnight.

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

12. Paras 2, 5(a) and Para 7 of the General conditions are not applicable for this post

(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