

**GAZETTE DATE : 15/12/2022**  
**LAST DATE : 18/01/2023**

**CATEGORY NO: 519/2022**  
**PART II (SOCIETY CATEGORY)**

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

- 1. Name of Concern : Kerala Co-operative Milk Marketing Federation Limited**
- 2. Name of Post : Accounts Officer**
- 3. Scale of Pay : ₹40840-81875/-**
- 4. Number of Vacancies : Anticipated**

**Note:**

- 1) The vacancies reported for this post from Kerala Co-operative Milk Marketing Federation Ltd will be filled by apportioning the same in the ratio of 1:1 between General Category (category for general open market candidates) Part I and Society Category (category for the employees of the Member Societies affiliated to Kerala Co-operative Milk Marketing Federation Limited ie. the Regional Co-operative Milk Producers Unions) Part II, 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. Candidates will be advised for appointment against the vacancies earmarked for the Society Category 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 of employees of Member Societies, such vacancies will be filled from the Ranked List of general open market candidates. 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) 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 two years on duty within a continuous period of three years.

**5. Method of appointment :** Direct Recruitment from eligible employees of the Member Societies affiliated to Kerala Co-operative Milk Marketing Federation Limited ie. the Regional Co-operative Milk Producers Unions.

**6. Age Limit :** 18 - 50. Only candidates born between 02/01/1972 and 01/01/2004 (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 Kerala Co-operative Milk Marketing Federation Limited ie. the Regional Co-operative Milk Producers Unions 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) 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 KS&SSR is applicable for this selection.
2. 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
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 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.
4. In addition to the qualifications prescribed in this notification, the qualifications declared by the Government by Executive Orders or by Standing Orders as equivalent to the prescribed educational qualification, the qualifications decided by the Commission as equivalent to the qualifications prescribed in the Special Rules and the higher qualifications having the above prescribed qualifications as its basic qualification will also be accepted. The Government order regarding the equivalent qualification / higher qualification should be produced as and when required by the Commission.
5. As per Rule 22 of KPSC Rules Of Procedure, candidates making false claims about qualifications such as education, experience etc. and submitting confirmation to write the examination, irrespective of whether they attend or not the examination, are liable for disqualification 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.
6. The eligible employees of Member Societies affiliated to Kerala Co-operative Milk 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 Milk 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 :  
Date :  
Signature & Name of the  
Assistant Registrar (General)  
Co-operative Department  
(Office Seal)

7)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 :

Date :

Signature with 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 :

Date :

Signature with 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.

### 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](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 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 31.12.2012. 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. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of uploading. Candidate who create profile from 01.01.2022 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 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.

**9. Last date for receipt of applications : 18.01.2023 Wednesday upto 12 Midnight.**

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

**11. Paras 2,5a and 7 of General Conditions regarding recruitment by KPSC are not applicable to this post. Candidate should read carefully the General Condition and application submitted not in accordance with the provisions in the General Condition will summarily be rejected.**

(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