

Gazette Date: 10/09/2015 Last Date: 14/10/2015
Category No: 230/2015

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 under mentioned post.

- 1 Name of concern : Kerala Co-operative Milk Marketing Federation Limited
- 2 Name of Post : Personnel Officer
- 3 Scale of pay : ₹ 21070-42410/-
- 4 No of Vacancies : 1 (One)

Note:-

- i) The above vacancy now in existence is obtained by apportioning the Three vacancies reported from the Kerala Co-operative Milk Marketing Federation Limited 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 the Kerala Co-operative Milk Marketing Federation Limited) in the ratio of 1:1 with first turn going to General Category. The vacancies for the same post if any, further reported will also be divided in the ratio 1:1 in continuation of the division already made 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 a statewide basis.

- iv) As per KCS rule 184 every person appointed to the post shall from the date on which he/she joins duty be on probation for a total period of 2 years within a continuous period of 3 years.
- 5 Method of appointment : Direct Recruitment from eligible employees of the Member Societies affiliated to Kerala Co-operative Milk Marketing Federation Limited.
- 6 Age : 18-50. Only candidates born between 02.01.1965 and 01.01.1997 (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 society affiliated to the Kerala Co-operative Milk 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 Post Graduate Degree in Personnel Management OR MSW/MBA with specialisation in HR/Personnel Management from a recognized University.
- 3 3 years experience as personnel executive in a reputed organisation.

Note:- Rule 10 (a) (ii) of Part II KS&SSR is applicable for this selection.

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 of years months..... days from to

Signature

Name and Designation of the
Issuing Authority with name of
the Institution

Place:

Date:

(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 there in as per the entry in the Register (mention the name of Register) maintained by the employer as per the provision of Act (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.

Signature with Date

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

Place:

Date:

(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 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.

Note: i) 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 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. The rules of reservation as laid down in the General Rules 14 to 17 of part II of KS & SSR.1958 will be followed for appointment from the list.

- ii) 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. 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 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..... who is a regular employee in the affiliated Member Society have been verified by me with the service particulars of the candidates and that they are found correct.

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

Place:

Dated: (Office Seal)

8 **Mode of submitting applications**

Before applying for the post, candidates should register as per “ONE TIME REGISTRATION” scheme through the Official Website of Kerala Public Service Commission www.keralapsc.gov.in Those who have already registered can apply by logging in to their profile using his/her User ID and password. No application fee is required. Candidates can view, rectify defects and print the details in the registration card by clicking the link **Registration Card** after entering the home page. Candidate are responsible to ensure correctness of the personal information and secrecy of password and they shall keep in mind the used ID for further communication with the Commission. Application which are submitted not in accordance with the instructions given in the website will be summarily rejected. Documents to prove Qualification, age, community etc have to be produced as and when called for.

9 Last date of receipt of applications **14.10.2015 Wednesday up to 12 midnight.**

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

11 Sub Paras V, VIII, IX, X, XI, XII, XIII in 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)

SECRETARY
KERLA PUBLIC SERVICE COMMISSION