

**Gazette Date: 28.09.2011**

**Last Date: 02.11.2011**

**Category No: 302/2011**

Applications with photo uploaded are invited online only from qualified candidates for appointment to the under mentioned post in Apex Societies of Co-operative Sector in Kerala.

1	Name of concern	:	Apex Societies of Co-operative Sector in Kerala
2	Name of post	:	Assistant Manager (F&A)
3	Scale of Pay	:	₹9680-19365
4	Number of Vacancies	:	1 (One)

- Note:-**
- (i) The above vacancy now in existence is obtained by apportioning the two (2) vacancies reported from the Kerala State Co-operative Consumer's Federation Limited in the ratio of 1:1 between General Category (Part I) and Society Category (Part II) with the first turn going to General Category. Vacancies if any, further reported will be filled by apportioning the same in the ratio of 1:1 between General Category (Part I) and Society Category (Part II) in continuation of the division already made and candidates will be advised accordingly.
  - (ii) The vacancies reported for this post from each Apex Society and if the qualification is the same, will be apportioned between General Category (part I) and Society Category (Part II) in the proportion 1:1 ratio and candidates will be advised for appointment accordingly. The first turn of vacancy of each Apex Society will be for General Category.
  - (iii) A common Ranked list will be prepared for the vacancies under General Category (Part I) for all the Apex Societies together and such vacancies which are earmarked for General Category will be filled up from this common Ranked list. Candidates will be advised against the vacancies reported for the above post having the scale of pay as prescribed by the concerned Apex Society from this Ranked List strictly in accordance with the order of receipt of vacancies in the office of commission and in accordance with the rules of reservation and rotation followed by the commission. Candidates will not have the right to choose a particular Apex Society/ Scale of Pay. But separate notification will be issued under Part II for filling up the vacancies earmarked for society 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.
  - (iv) 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 aforesaid vacancies earmarked for the General Category during the period of currency of the list.
  - (v) The selection in pursuance of this notification will be made on a statewide basis.

- |    |                       |   |  |
|----|-----------------------|---|--|
| 5. | Method of appointment | : | Direct Recruitment   |
| 6. | Age                   | : | Age, Only candidates born between 02.01.1974 and 01.01.1993 (Both dates included) are eligible to apply for this post . Other Backward Communities and SC/ST Candidates are eligible for usual relaxation. |

(For conditions regarding the age relaxation Please see part 2 of the General Conditions)

**Note:-**

For concession allowed in upper age limit subject to the condition that the maximum age limit shall in no case exceed 50 years. Please see para (2) of the General Conditions under part II of this Notification. Relaxation of age will be allowed to all provisional employees of the twenty nine Co-operative institutions mentioned in G. O. (P) No. 41/98 dated 09.03.1998 (whether they continue in service or relieved from service) who have been appointed

through the Employment Exchange to the extent of their provisional service provided they possess a minimum service of one year in the provisional appointment. The maximum period of relaxation allowed to such persons will be five years. Once they get appointment on regular basis, the concession will not be available for further appointment to any other post. The candidates who are entitled to the above concession shall note the details thereof in the respective column of the application and submit certificate (original) obtained from the Head of Office or Head of Department or Appointing Authority of the Co-operative Institutions concerned, when the Commission calls for. The certificate should contain all the relevant particulars such as the post in which the applicant has/had provisional services, the scale of pay, name of the Co-operative Institution in which he/ she has/ had worked, the date of commencement of provisional service and the date of termination of the provisional service. It should also be noted in the certificate that the applicant is not holding regular appointment under the Co-operative Institution. The original certificate thus produced will not be returned to the candidate.

7. Qualifications:

- (i) Graduation from a recognised University with HDC/JDC  
or  
B.Com with Co-operation
- (ii) DCA/MS Office
- (iii) Two years experience in the related field from a reputed firm.

**Note:-**

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 -----

Place:  
Date:

(Office Seal)

Signature  
Name and Designation of the Issuing  
Authority with Name of 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 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 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.

**8. Mode of Sending the Applications:-**

Application with photo uploaded can be submitted online only. Detailed instructions regarding the submission of applications are available in the website [www.keralapsc.org](http://www.keralapsc.org) No application fee is required. Candidates should keep the printout (receipt) of their application. The barcode number in the application form shall be quoted in all further correspondence. Applications which are submitted not in accordance with the instructions given on the website will be summarily rejected.

**Note:-** Copies of documents to prove qualification, Community etc should be produced as and when called for.

9. Last date for receipt of application : 02/11/ 2011 Wednesday up to 12 midnight.
10. Address to which applications are to be sent: [www.keralapsc.org](http://www.keralapsc.org)
11. Sub Paras v,viii,ix, x, xi, xii, xiii in Para 2 and Para 7 of General Conditions regarding recruitment by KPSC are not applicable to this post.
12. If a written test/OMR test is conducted as part of the selection hall ticket of eligible candidates will be made available in the website of the Kerala Public Service Commission. Candidates are instructed to download their hall ticket as per the instructions in the website.
13. At the time of Examination, Physical Efficiency Test, Practical Test, Interview etc, candidates shall produce their Photo affixed ID proof in Original and self attested photocopy of (Voters Identity Card,Driving License,Passport,Identity Cards issued by Social Welfare Department to Physically Handicapped Candidates,Photo affixed Pass Books issued by Nationalized Banks,PAN Card,Identity Cards issued to Government Employees by the concerned Departments) along with Hall Tickets.  
(Please also see the General conditions )

P.C. BINOY  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION