

**EXTRA ORDINARY GAZETTE DATE : 03.08.2020**

**LAST DATE : 09.09.2020**

**CATEGORY NO: 42/2020**

**INCA NOTIFICATION**

**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 belonging to Ezhava/Thiyya/Billava community for appointment to the under mentioned post.

- 1 Name of concern** : Kerala Co-operative Milk Marketing Federation Limited
- 2 Name of Post** : Accounts Officer
- 3 Scale of pay** : ₹ 21070 – 42410 /-
- 4 No of Vacancies** : **NCA Vacancy**  
Ezhava/Thiyya/Billava – 1 (Cat. No.42/2020 )

*Note:-*

- i)* This is the First NCA Notification published due to the Non Availability of candidates belonging to the above mentioned community in the Ranked List for the post of Accounts Officer in the Society category that came into effect on 12.04.2019 (Category No. 379/2017). The Ranked List published as per this notification will be valid until filling up the turns of above mentioned community that arose in the rotation prepared for advice of candidates from the Ranked List published in the above said date or 3 years from the date of publication of Ranked List as per this notification, whichever is earliest.
- ii)* The selection in pursuance of this notification will be made on a statewide basis.
- iii)* 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 two years within a continuous period of three years.
- 5 Method of appointment** : Direct Recruitment from regular employees belonging to Ezhava/Thiyya/Billava community of the Member Societies affiliated to Kerala Co-operative Milk Marketing Federation Limited. (Member Society indicates the three Regional Co-operative Milk Producers' Unions of KCMMF Ltd)

Note: Applications of candidates belonging to communities other than the above mentioned will be summarily rejected. Individual rejection memo will not be sent to them.

- 6 Age** : 18-50. Only candidates born between 02.01.1970 and 01.01.2002 (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 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: i) Rule 10 (a) (ii) of Part II KS&SSR is applicable for this selection.
- ii) 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.
  - iii) 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/NCLC certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.
  - iv) 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.
  - v) The certificate to prove experience shall be uploaded at the time of submitting application. Otherwise, the application will not be accepted.
  - vi) 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: Signature with date  
 Date: Name and 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 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  
Place: Name of the Attesting Officer with  
Date: Designation and Name of Office,  
who is the notified Enforcement Officer  
as per Act/Rules  
(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 shall 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 those who issue and produce bogus certificate.

vii) 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. Applications that upload Service Certificate at the time of submission will only be considered. The Service Certificate should contain the following details. **Applications without uploading the service certificate will not be accepted.**

#### **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.

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

(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](http://www.keralapsc.gov.in) Those who have already registered can apply by logging in to their profile using his/her User ID and password. The photograph uploaded should be one taken after 31/12/2010. Name of the candidate and the date of taking photograph should be printed at the bottom portion. 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 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 user ID for further communication with the Commission. Applications 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. **"Candidates who have AADHAAR Card should add AADHAAR Card as I.D proof in their profile"**.

- 9 Last date of receipt of applications : 09.09.2020 Wednesday upto 12 midnight**
- 10 Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in)**
- 11 Para 2 and 7 of General conditions regarding recruitment by KPSC are not applicable to this post.**
- 12 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**

Calendar itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phones registered in it. Appropriate disciplinary action as per Rules of Procedure Rule 22 shall be initiated against those candidates who submit applications with bogus claims of Qualification regarding Education, Experience etc. and submit confirmation for writing the examination, irrespective of whether they are present or absent for the examination.

(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.