

EXTRA ORDINARY GAZETTE DATE : 03.04.2021

LAST DATE : 05.05.2021

CATEGORY NO: 72/2021

**Part 1 (General Category)**

Applications are invited online only by **One Time Registration** from qualified candidates for appointment to the under mentioned post in the Apex Societies of Co-operative sector in Kerala. Candidates who have already registered can apply through their profile.

<b>1</b>	<b>Name of concern</b>	<b>:</b>	<b>Apex Societies of Co-operative Sector in Kerala</b>
<b>2</b>	<b>Name of post</b>	<b>:</b>	<b>JUNIOR TYPIST</b>
<b>3</b>	<b>Scale of Pay</b>	<b>:</b>	<b>₹ 11,770 - 28,670</b>
<b>4</b>	<b>Number of Vacancies</b>	<b>:</b>	<b>3 (Three)</b>

3% of vacancies will be reserved for persons with Differently Abled (Locomotor Disability/Cerebral Palsy, Hearing impairment, Low Vision) as per G.O.(P)No.1/2013/SJD dated 03/01/2013).

**Note:**

(i) The above 03 (2 Fresh + 1 NJD) vacancies now in existence are for General Category in the Kerala State Co-operative Housing Federation Limited (HOUSEFED). 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) and candidates will be advised accordingly. The first vacancy goes to General Category. The vacancies reported for this post from each Apex Society during the currency of this Ranked List and if the qualification is the same, will be apportioned in 1 : 1 ratio and the vacancies earmarked for General Category will be advised for appointment from this list. The first turn of vacancy of each Apex Society will be for General Category. 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.

(ii) 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.

(iii) The selection in pursuance of this notification will be made on a statewide basis.

(iv) 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 one year on duty within a continuous period of two years.

**5. Method of appointment: Direct Recruitment**

**6. Age** : 18-40, Only candidates born between 02.01.1981 and 01.01.2003 (Both dates included) are eligible to apply for this post. Other Backward Communities and SC/ST Candidates are eligible for usual age relaxation.

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

**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 there of 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 service, 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.

**7. Qualifications:**

- 1) Pass in SSLC
- 2) Typewriting English (Lower) KGTE or MGTE
- 3) Typewriting Malayalam (Lower) KGTE

**Note:-** 1) Rule 10 (a) (ii) of Part II of KS&SSR is applicable for this selection.

2) 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.

3) 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.

## **8. Mode of submitting the 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. Name of the candidate and the date of photograph taken should be printed legibly 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 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).** Candidate who have AADHAAR card should add AADHAAR as ID proof in their profile.

9. Last date for receipt of application **05.05.2021** Wednesday up to 12 midnight.

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

11. Sub paras V, VIII, IX, X, XI, XII, XIII in Para 2 and Para 7 of General Conditions 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 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. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

13. Candidates who erroneously claim qualification, experience etc and attend or abstain from attending the examination after providing confirmation are liable to face disciplinary action as stipulated in Rule 22 of KPSC Rules of Procedure 1976.

**(For details including ID card, Photo etc., please see the General Conditions given in Part II)**

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION