

EXTRA ORDINARY GAZETTE DATE : 15/09/2020

LAST DATE : 21/10/2020

CATEGORY NO: 97/2020

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.

- 1 Name of concern : Apex Societies of Co-Operative sector in Kerala
- 2 Name of post : Typist Grade - II
- 3 Scale of Pay : ₹ 19000 – 43600/-
- 4 No. of Vacancy : 01 NJD (One)

3% of vacancies will be reserved for Differently Abled persons (Locomotor Disability/ Cerebral palsy and Hearing Impairment). Low Vision candidates are not eligible to apply for this Post (As per G.O.(P) No. 1/13/SJD dated 03/01/2013).

Note:-

(i) The above 1 (One) vacancy (NJD) is now in existence is for General Category in the Kerala State Federation of SC/ST Development Co-Operatives Limited. 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 02.01.1980 and 01.01.2002 (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 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 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. The original certificate thus produced will not be returned to the candidate.

7. Qualifications:

1. Pass in S.S.L.C or equivalent qualification.
2. Typewriting English Higher (KGTE/MGTE)
3. Typewriting Malayalam Lower (KGTE)
4. Certificate in Computer Application/Data Entry Operation/Office Suits issued by an institution recognized by Govt. of Kerala or Govt. of India

- Note:-**
- 1) Rule 10 (a) (ii) of Part II 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 the candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their application 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:-

Candidates shall register as per 'ONE TIME REGISTRATION ' system on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' to apply for the post. Candidates who have already registered shall apply by logging on to their profile using their User- ID and password. Candidates shall click on the 'Apply Now' button of the respective post in the Notification link for applying for a post. No application fee is required. Candidates can view and have a print-out of the details in the profile if required, by clicking the link Registration Card. Candidates are responsible for the correctness of the personal information and secrecy of password. Before applying for a post, candidates must ensure correctness of the information in their profile. They shall quote the User- ID for further communication with the Commission. Applications once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove Qualification, community, age 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 for receipt of application : **21/10/2020** 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 Para 7 of General Conditions regarding recruitment by KPSC are not applicable to this post.
12. If a 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 Ticket 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. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.
13. 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 please see the General Conditions given in Part II)

SAJU GEORGE

SECRETARY

KERALA PUBLIC SERVICE COMMISSION