

EXTRA ORDINARY GAZETTE DATE : 15/09/2020

LAST DATE : 21/10/2020

**CATEGORY NO: 98 /2020**

**Part II (Society Category)**

Applications are invited online only by one time registration from qualified regular employees of the member societies affiliated to Kerala State Federation of SC/ST Development Co-operatives Limited for appointment in the under mentioned post.

- 1 Name of concern : Kerala State Federation of SC/ST Development Co-Operatives Limited
- 2 Name of post : Typist Grade - II
- 3 Scale of Pay : ₹ 19,000-43,600/-
- 4 Number of Vacancy : Anticipated

**3% vacancies are reserved for eligible Differently Abled candidates with locomotor disability/Cerebral Palsy and Hearing impairment. Differently Abled candidates with Low vision are not eligible (GO (P) No. 1/13/SJD Dtd. 3/1/2013.)**

**Note:** (i) The vacancies for the above post if any, reported from the Kerala State Federation of of SC/ST Development Co-Operatives Limited will be apportioned in the ratio 1:1 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 Kerala State Federation of of SC/ST Development Co-Operatives Limited) and the vacancies for society category will be filled from the Ranked List published by the Commission in response to this notification. The first vacancy goes to General Category . 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 vacancy 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 on 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 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 statewise 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 from eligible employees of Member Societies affiliated to Kerala State Federation of SC/ST Development Co-Operatives Limited

6. **Age** : 18 – 50 years. Candidates born between 02.01.1970 and 01.01.2002 (Both dates included) are eligible to apply for the post.

7. **Qualifications:**

- 1) Must have 3 years regular service in any cadre (and continuing in service) in the Member Society affiliated to the Kerala State Federation of SC/ST Development Co-Operatives Limited and should be in service of the Member Society not only on the date of application but also the date of appointment to the new post.
- 2) Pass in S.S.L.C. Or equivalent qualification.
- 3) Typewriting English Higher (KGTE/MGTE)
- 4) Typewriting Malayalam Lower (KGTE)
- 5) Certificate in Computer Application/Data Entry Operation/Office Suits issued by an institution recognized by Government of Kerala or Government of India.

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

(2) The requirement that the employees should be in service of the Society on the date of appointments will not be applicable to those who were recruited through Kerala Public Service Commission to a post in the Kerala State Federation of SC/ST Development Co-Operatives Limited received for employees of the affiliated Co-operative Societies provided they are continuing in service in that post.

(3) 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.

(4) 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.

- (5) The eligible employees of affiliated societies of Kerala State Co-operative Bank 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 uploaded at the time of submitting application and produced as and when required by the Commission. Application shall be received only after uploading the said certificate. The Service Certificate should contain the following details.

**SERVICE CERTIFICATE**

1. Name of candidate :
2. Name of post/posts held by the applicant with scale of pay 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 State Federation of SC/ST Development Co-Operatives 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. .... (Name and Address) who is a regular employee in the affiliated Member Society have been verified by me with the service particulars of the candidate and that they are found correct.

Place: Signature and Name of the  
Date : Assistant Registrar (General)  
Co-operative Department

(Office seal)

**8. Mode of submitting applications:-**

Candidates shall register as per 'ONE TIME REGISTRATION' system on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' for applying for the post. Candidates who have

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 while apply for a post. 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 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](http://www.keralapsc.gov.in)
11. Para 2 and Para 7 of the 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. 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 photo, ID cards etc, refer to the General Conditions at the end of the Gazette Notification).

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION