

LAST DATE : 19.07.2023

**CATEGORY NO: 096/2023****Part II (Society Category)**

Applications are invited online only by one time registration from qualified regular employees of the member societies affiliated to Kerala Kera karshaka Sahakarana Federation Limited (KERAFED) for appointment in the under mentioned post.

<b>1</b>	<b>Name of concern</b>	:	Kerala Kera karshaka Sahakarana Federation Limited (KERAFED)
<b>2</b>	<b>Name of post</b>	:	Assistant/Cashier
<b>3</b>	<b>Scale of Pay</b>	:	₹18000 – 41500 /-
<b>4</b>	<b>Number of Vacancies</b>	:	11 (Eleven)

3% vacancies will be reserved for Differently Aabled persons (Locomotor Disability/Cerebral Palsy, Hearing Impairment & Low vision) as per Order GO(P) No.1/13/SJD dated 03.01.2013.

**Note:**

(i) The above mentioned vacancies are now in existence for Society Category of this post. The vacancies further reported for this post from Kerala Kera karshaka Sahakarana Federation Limited (KERAFED) will be filled by apportioning the same in the ratio of 1 : 1 between General Category (Part I) and Society Category (Part II). The first vacancy will be given to General 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 pursuant to this notification 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 Ranked 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) 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 for Society Category, such vacancies will be filled from the Ranked List of General Category. Such passed over vacancies will not be compensated later.

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

**5. Probation:** The period of probation for persons appointed by direct recruitment shall be two years on duty within a continuous period of three years.

**6. Method of appointment :** Direct Recruitment from eligible employees of Member Societies affiliated to Kerala Kera karshaka Sahakarana Federation Limited (KERAFED)

**7. Age Limit:** 18 – 50 years. Candidates born between 02.01.1973 and 01.01.2005 (Both dates included) are eligible to apply for the post.

**8. Qualifications:**

1. Applicants must have 3 (Three) years regular service in any cadre in the Member Societies affiliated to the Kerala Kera karshaka Sahakarana Federation Limited (KERAFED) and should be in service of the Member Society not only on the date of application but also on the date of appointment.

(A) A Degree in Commerce or Master Degree in Arts of a recognised University with Co-operation as special subject.

OR

(B) (i) BA/B.Sc/B Com Degree (3 Years) of a recognised University (after a regular course of study)

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(ii) HDC of State Co-operative Union of Kerala or HDC/HDCM of the National Council for Co-operative Training or successful completion of the subordinate (Junior) Personnel Co-operative Training Course (Junior Diploma in Co-operation)

OR

(C) Diploma in Rural Services with Co-operation as optional subject.

(D) BSc (Co-operation and Banking) from a UGC recognised University/National Institutes established by the Central Government or Institutions established by the Government of Kerala.

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 Kera karshaka Sahakarana Federation Limited (KERAFED) reserved for employees of the affiliated Co-operative Societies, provided they are continuing in service in that post.

(3) In addition to the qualification prescribed in the notification, the qualifications recognized by executive orders or standing orders of Government as equivalent to a qualification specified for a post, in the special rules and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post, shall also be sufficient for the post. The copy of the Government orders declaring equivalent/higher qualifications shall be produced as and when required by the commission.

(4) The eligible employees of affiliated societies of Kerala Kera karshaka Sahakarana Federation Limited (KERAFED) 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. **Applications that upload Service Certificate at the time of submission shall only be considered.** 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 the 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 Kera karshaka  
Sahakarana Federation Limited (KERAFED)
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:  
Date :

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

**(Office seal)**

## 9. Mode of submitting 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. The photograph uploaded should be one taken after 31.12.2013. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion of the photograph. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of uploading. Candidates who create new profile should upload photograph taken within 6 months. 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 print out or soft copy of the online application for future reference. Candidates can take the print out 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, age, Community etc. have to be produced as and when called for.
- (b) 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 phone number registered in it.
- (c) Candidates who have AADHAAR Card should add AADHAAR Card as I.D proof in their profile.

**10. Last date for receipt of application : 19.07.2023** Wednesday up to 12 midnight

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

**12.** Para 2 and Para 7 of General Conditions regarding recruitment by KPSC are not applicable to this post.

## 13. Special Instructions to candidates

- (a) In the case of difference in Caste/Community claimed in the application and that entered in SSLC book, the candidate shall produce a Gazette Notification in this regard, along with Non Creamy Layer Certificate/Community Certificate at the time of certificate verification.
- (b) Candidates are required to acquaint themselves with the instructions given in the notification as Part II, General Conditions before submitting application for the post. Applications which are not submitted in accordance with the terms and Conditions are liable to be rejected.
- (c) Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission rules of Procedure shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc. and are liable to be disqualified for being considered for a particular post or debarment from applying to the Commission either permanently or for any period or the invalidation of their answer scripts or products in a written/practical test or the initiation of criminal or other proceedings against them or their removal or dismissal from office or the ordering of any other disciplinary action against them if they have already been appointed, or any one or more of the above.

(For details including photo, ID cards etc, refer to the General Conditions at the end of the Gazette Notification).