

## ANNEXURE – I

### Requisition form to be used by the employment in State Government Sector when calling for applicants from Employment Exchange

1. Name and address of the employer : THE KERALA STATE COOP.RUBBER MARKETING FEDERATION LTD.  
P.B.No.15, Gandhinagar, Kochi 682 020
2. Telephone Number : 0484-2205790, 2205849
3. Nature of vacancy :
- a. Type of workers required (Designation) : **Field Officer**
- b. Description of duties : Canvassing orders for Rubbermark Fertilizers & Agriculture Inputs
- c. Qualification Essential : *“At least IInd Class Degree in any of Chemistry, Botany or Agriculture.*
- d. Age limits if any: Normal relaxation allowed, if any : Not exceeding 37 years as on 20.11.2011  
Relaxation is allowed for candidate belonging to SC/ST and other backward community.
- e. Whether women are eligible :
- f. Whether and if so what extent the qualification and conditions mentioned above can be relaxed in caste candidates who fully confirm to the specified requirements are not available. : Not Applicable
4. No. of vacancies a) 3 Nos b) Temporary
- i. Temporary between 3 months and one year ✓  
ii. Temporary between 3 months and six months  
iii. Temporary less than three months

5. Pay and allowances

Scale of Pay	DA	HRA	Other Allowances	Total Emoluments	Allowances in kind
7,000/-	As per Rule				

6. Place of work

Village	Town	District	Nearest Railway Station
All Kerala	All Kerala	All Kerala	All Kerala

7. Probable date by which the vacancies will be filled : 2011

8. Particulars regarding interview
- a) Date of interview : 20.11.2011
- b) Time of interview :
- c) Place of interview : Head Office of the Federation at Gandhinagar, Kadavanthra, Kochi – 20
- d) Name, designation and address of the persons to whom the applicant should report for interview or test : The Managing Director  
Kerala State Coop.Rubber Marketing Federation Ltd  
Kadavanthra, Kochi 682 020
- e) Telephone No. of the person (d) above : 0484-2205 087
- f) Materials to be brought by applicants in connection with interview : Testimonials to prove age, qualification and experience
9. Whether there is any obligation or arrangement for giving preference to any category of persons in filling up of vacancies : Not applicable.
10. Any relevant information :
- a. Whether willing to wait and consider applicants from other areas in case applicants are not available locally :
- b. If yes, whether and if so what traveling allowances facilities (if any) are admissible to applicants : *Not Applicable*
- c. Probationary period :
- d. Pay and allowances during probation :
- e. Provision for pension/PF
- f. Hours of work, holidays, shifts, etc : *As per decisions of Director Board*
- g. Promotion opportunities :
- h. Housing facilities :
- i. Living condition at place of work : *Not Applicable*
- j. Medical facilities :
- k. Education facilities :
- l. Any other information :

Certified that this indent is in accordance with the instructions contained in Memo No.SD2 8041/58/public (Service-D) Department dated 04.12.1958 of the Government of Kerala.

*Signature of the Employer*

*Place: Kochi - 20*

*Date: 20.10.2011*

To:

The Employment Officer  
District Employment Exchange  
Thiruvananthapuram, Ernakulam, Thrissur,  
Malappuram, Wynad, Kannur & Kasargod