

NOTIFICATION

Applications are invited from qualified candidates for the post of State Level Coordinators for Supervising the over all function of all **SUBSIDIARY KENDRIYA POLICE KALYAN BHANDARS** in Kerala Police Department.

1. Department : SUBSIDIARY KENDRIYA POLICE KALYAN BHANDAR
2. Name of Post : State Level Coordinators
3. Remuneration : ₹ 40,000/-
4. Number of Vacancies : 2
5. Method of appointment : Direct Recruitment
6. Way of selection : Interview
7. Age limit : 56 – 63 years as on 01.09.2023
8. Qualifications : Retired from the post of DySP and above from Kerala Police Department
10. Place of Posting : South and North Zone.
11. Duration of Appointment: 3 years
10. Last date for submission of Application : 31/08/2023

ATTENTION

1. Interested candidates shall send their Application letter, duly filled up Bio-data, to the Additional Director General of Police (HQ) & Chairman, Central Management Committee of Subsidiary Kendriya Police Kalyan Bhandar, Police Headquarters, Thiruvananthapuram on or before **31/08/2023**, 5.00pm, by email skpkbphq.pol@kerala.gov.in.
2. The date and venue would be intimated through email and over phone.
3. The selection would be on the basis of the interview by the Committee.
4. The applicant shall not be engaged in any other private job/ engagement.
5. Government Service records should be clear from vigilance angle.

11. Educational Qualifications*:

| Sl. No. | Qualification | Board/University | Year of Passing |
|---------|---------------|------------------|-----------------|
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12. Experience after Retirement :

13. Any Other Relevant Information :

Declaration

I (Name) hereby declare that the above particulars are true and correct to the best of my knowledge and belief and if the event of any information being found false or incorrect, my candidature will be liable to be cancelled.

Date:

Place:

Signature

DUTIES OF STATE LEVEL CO-ORDINATOR

1. He shall visit all the Canteens in his area at a regular interval and submit a report to the Central Management Committee.
2. He shall submit reports about the functioning, infrastructure and logistics of each canteen in his jurisdiction before the Central Management Committee.
3. He shall enforce a regular check on quality, quantity and standards of products vis-a-vis the samples produced before the the Central Purchase Committee. Any violations shall be promptly reported to the Central Management Committee.
4. He shall ensure all the canteen staff are on proper orders from the competent authorities. He will also monitor whether the standard staff pattern is followed. Reports in this regard are to be furnished to the Central Management Committee.
5. They shall monitor the prices of commodities through the price monitoring cells and submit fortnightly reports to the Central Purchase Committee. Any malpractice in pricing by any firm shall be promptly reported
6. State level coordinator along with the committee shall conduct an internal audit of each SKPKB on the canteen purchases done once every six months and report to the unit head and to CMC.



Secretary

Central Management Committee
Subsidiary kendriya Police Kalyan Bhandar

Date: 27.07.2023