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GENERAL RECRUITMENT – DISTRICT WISE

PART I – (DIRECT RECRUITMENT)

Applications are invited for the undermentioned post in Palakkad District Co-operative Bank from qualified candidates with photo uploaded through on line after 'One Time Registration'.

1. Name of the concern : District Co-operative Bank
2. Name of Post : Public Relations Officer
3. Scale of Pay : ₹ 13,075 – 31,300/-
4. Number of Vacancies : Palakkad - 1

(50% of the vacancies in the post shall be filled up from this category)

Note:-

(i) The selection in pursuance of this notification will be made on District wise basis. The ranked list prepared and published by the Commission, shall remain in force for a minimum period of one year, subject to the condition that the said list will continue to be in force till the publication of a new list after the expiry of the minimum period of one year or till the expiry of three years whichever is earlier. Candidates will be advised for appointment against the aforesaid vacancy and also against 50% the vacancies, if any, reported during the currency of the list.

(ii) The candidates should apply for the post in the concerned District Co-operative Bank mentioned above and should note the name of that District against the relevant column of the online application.

5. Method of appointment : Direct Recruitment
6. Age : 18-40. Only candidates born between 2.1.1975 and 1.1.1997 (both dates included) are eligible to apply for this post. SC/ST & Other backward Communities are eligible for usual age relaxation.

Note:-

For concessions 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 to further appointment to any post. The candidates who are entitled to the above concession shall note the details thereof in the respective columns of the applications and submit a certificate (Original) obtained from the Head of Office or Head of Department or appointing authority of the Co-operative Institutions concerned, when the Commission called 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 Institutions 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 Institutions. The Original Certificate thus produced will not be returned to the candidates.

7. Qualification:-

1. (a) A Bachelor's/Master's Degree in Public Relations/Journalism from a recognised University with not less than 50% marks.

OR

- (b) A Masters Degree in English/Malayalam Literature from a recognized University with not less than 50% marks and Post Graduate Diploma in Public Relations/Journalism from a recognized University/Institute.

(Rule 10 (a) ii of KS&SSR Part II is applicable).

2. Experience – Minimum three years experience in the field.

(The experience prescribed as qualification shall be one gained after acquiring the basic qualifications prescribed for the post and should be received before the last date fixed for receipt of applications)

The experience certificate must be counter signed by the concerned controlling officer noted below:

- A. Co-operative Institution : Joint Registrar of Co-operative Societies in the respective District.
- B. Companies/Corporation : Officer not below the rank of General Manager of the concerned Institution.
- C. News Paper Firms : Officer not below the rank of Editor/General Manager.

Certificate mentioned in B and C above should be countersigned by the officer of the concerned Government Department not below the rank of the District level officer

- D. Scheduled Banks : Officer not below the rank of Regional Manager of the concerned Bank
- E. Government : District level Officer of the concerned Department.

F. Quasi Govt Institution/ : District Officer (concerned) of the
Public Ltd Companies Industries Department/Labour
Department.

The genuineness of the experience certificate shall be examined and action as per rules will be taken against those who issue bogus certificates and those candidates who produce such certificates.

The certificate to be produced in proof of experience shall contain the following details.

- (i) Name of the Firm/ :
Company/Government
Department/Co-operative
Institution (Reg. No and
date of Regn)
- (ii) Name and address of the :
employee
- (iii) Designation (Please :
specify the post held and
nature of assignment, i.e
paid/unpaid apprentice/
Regular worker or
Temporary worker)
- (iv) Scale of pay :
- (v) Duration of experience : From to.....
- (vi) Signature, Name and :
Designation of the issuing
Authority

Place :

Date : (Office seal)

Countersignature with office seal

8. Mode of submitting applications:-

Candidates must register as per “ ONE TIME REGISTRATION” system on the Official Website of Kerala Public Service Commission viz www.keralapsc.gov.in . Those who have already registered shall apply by logging into their profile using their User ID and pass word. Candidates must click on the `Apply Now' button of the respective posts in the Notification Link to apply for a post. No application fee is required. Candidates can view and have a printout of the details in the profile 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 and they shall keep in mind the User Id for further communication with the Commission. Application once submitted will be received as provisional and cannot be deleted or altered

after submission. Applications once submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove Qualification, experience, Community, age etc. have to be produced as and when called for.

9. Last date of receipt of applications : **16.04.2015** Thursday upto 12 midnight.
10. Address to which applications are to be sent : www.keralapsc.gov.in.
11. Sub Paras 5,8,9,10, 11, 12,13 in Para 2 and para 7 of the General Conditions are not applicable to this post.
12. If Written Test/OMR Test is conducted as a part of the selection Admission Tickets of eligible candidates will be made available in the website of Kerala Public Service Commission. Candidates are instructed to download their Admission tickets as per the instructions given in the website.

(For further details including photo , ID card etc please see the General Conditions given in Part II).

SECRETARY
KERALA PUBLIC SERVICE COMMISSION