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| Extraordinary Gazette Date:- 29.12.2018 |
| Last Date:- 30.01.2019 |
| Category No: 345/2018 |

N.C.A. NOTIFICATION (SOCIETY CATEGORY)

Applications are invited online only by One Time Registration from qualified regular employees belonging to Ezhava/Thiyya/Billava community of the Member Societies affiliated to Kerala State Co-operative Bank Limited for appointment in the under mentioned post.

- 1 Name of concern : Kerala State Co-operative Bank Limited
- 2 Name of post : Data Entry Operator
- 3 Scale of Pay : ₹ 10775 - 33000 (PR)
- 4 Number of Vacancies : **Ezhava/Thiyya/Billava - 1 (One)**

Note:- (i) The Ranked List published as per this notification will be valid until candidates are advised and appointed against the vacancies arised due to the paucity of candidates to be above community during the currency of Ranked List published on 15/03/2018 for the post (Category No. 127/13) or three years from the date of publication of the Ranked List as per this notification whichever is earlier.

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

(iii) 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 two years on duty within a continous period of three years.

5. Method of appointment : Direct Recruitment from qualified regular employees belonging to Ezhava/Thiyya/Billava of the Member Societies affiliated to Kerala State Co-operative Bank Limited for the respective categories.

Note:- Applications submitted by candidates who are not regular employees of the affilicated Member Societies of Kerala State Co-operative Bank Limited and belonging to communities other than Ezhava/Thiyya/Billava will be rejected. Individual communications regarding the rejection of their applications for the above reason will not be issued.

6. Age : 18-50 years. Candidates born between 02.01.1968 and 01.01.2000 (Both dates included) are only eligible for the post.

7. Qualifications:

- 1) Must have completed 3 years regular service in any cadre in the Member Societies affiliated to the Kerala State Co-operative Bank Ltd. Candidates selected under this category should be in service of the Member Society not only on the date of application but also on the date of appointment to the new post.
- 2) Degree in any discipline from a recognised University.
- 3) Certificate in Computer Data Entry Operation from an Institution recognised by State or Central Government.

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

2) The requirement that the employees should be in service of the society on the date of appointment will not be applicable to those who were recruited through the PSC to a post in the Kerala State Co-operative Bank reserved for the employees of the affiliated Member 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.

8. The eligible employees 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 upload it at the time of application and the original shall be produced when required by the Commission. The Service Certificate should contain the following details. Applications without uploading the Service Certificate will not be accepted.

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 State Co-operative Bank 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 & 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:-

Before applying for the post, candidates shall register as per "ONE TIME REGISTRATION" scheme through the Official Website of Kerala Public Service Commission www.keralapsc.gov.in. Those who have already registered can apply by logging on to their profile using their User-ID and Password. The photograph uploaded should be one taken on or 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, rectify defects and print the details in the registration card by clicking the link **Registration Card** after entering their Home Page. Candidates are responsible to ensure correctness of the personal information and secrecy of password and they shall keep in mind the User-ID for further communication with the Commission. Applications which are submitted not in accordance with the instructions given in the website will be summarily rejected. Documents to prove qualification, age, community 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"**.

10. Last date for receipt of application : **30.01.2019** Wednesday up to 12 midnight.

11. Address to which applications are to be sent : www.keralapsc.gov.in
12. Para 2, 5(a) and 7 of the General Conditions are not applicable to this post.
13. 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.

(For details regarding photo, ID cards etc, refer to the General Conditions at the end of the notification).

SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION