

Gazette Date: 31/05/2013

Last Date: 03/07/2013

Category No: 126/2013

Part 1 (General Category)

Applications must be submitted online through the official website of the Commission after 'ONE TIME REGISTRATION'. Candidates who have already registered can apply through their profile.

- 1 Name of concern : Apex Societies of Co-operative Sector in Kerala
- 2 Name of post : Data Entry Operator
- 3 Scale of Pay : ₹ 10775 - 33000
- 4 Number of Vacancies : 12 (Twelve)

Note:

(i) The above vacancies now in existence are obtained by apportioning the 24 vacancies reported from the Kerala State Co-operative Bank Limited in the ratio of 1:1 between General Category (Part I) and Society Category (Part II) with the first turn going to General Category. Vacancies if any, further reported will be filled by apportioning the same in the ratio of 1:1 between General Category (Part I) and Society Category (Part II) in continuation of the division already made and candidates will be advised accordingly.

(ii) The vacancies reported for this post from each Apex Society and if the qualification is the same, will be apportioned between General Category (part I) and Society Category (Part II) in the proportion 1:1 ratio and candidates will be advised for appointment accordingly. The first turn of vacancy of each Apex Society will be for General Category.

(iii) A common Ranked list will be prepared for the vacancies under General Category (Part I) for all the Apex Societies together and such vacancies which are earmarked for General Category will be filled up from this common Ranked list. Candidates will be advised against the vacancies reported for the above post having the scale of pay as prescribed by the concerned Apex Society from this Ranked List strictly in accordance with the order of receipt of vacancies in the office of commission and in accordance with the rules of reservation and rotation followed by the commission. Candidates will not have the right to choose a particular Apex Society/ Scale of Pay. But separate notification will be issued under Part II for filling up the vacancies earmarked for so-

ciety 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.

(iv) The ranked list prepared and published by the Commission for the post 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 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.

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

5. Method of appointment : Direct Recruitment

6. Age : 18- 37, Only candidates born between 02.01.1976 and 01.01.1995 (Both dates included) are eligible to apply for this post . Other Backward Communities and SC/ST Candidates are eligible for usual relaxation.

(For conditions regarding the age relaxation Please see part 2 of the General Conditions)

Note:-

For concession 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 for further appointment to any other post. The candidates who are entitled to the above concession shall note the details there of in the respective column of the application and submit certificate (original) obtained from the Head of Office or Head of Department or Appointing Authority of the Co-operative Institutions concerned, when the Commission calls for. The certificate should contain all the relevant particulars such as the post in which the applicant has /had provisional services, the scale of pay, name of the Co-operative Institution 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 Institution. The original certificate thus produced will not be returned to the candidate.

7. Qualifications:

1. Degree in any discipline from a recognised University

2. Certificate in Computer Data Entry Operation from an Institution recognised by State or Central Government

8. Mode of Sending the Applications:-

Candidates shall register as per 'ONE TIME REGISTRATION ' system on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' for applying for the post. Candidates who have registered shall apply by logging in to their profile using their User- ID and password. Candidates shall click on the 'Apply Now' button of the respective post in the Notification link for applying for a post. No application fee is required. Candidates can view and have a print-out of the details in the profile if required, 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. They must quote the User- ID for further communication with the Commission. Applications once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove Qualification, community, age etc. have to be produced as and when called for .

9. Last date for receipt of application : 03.07.2013 Wednesday up to 12 midnight.

10. Address to which applications are to be sent: 'www.keralapsc.gov.in'

11. Sub Paras v,viii,ix, x, xi, xii, xiii in Para 2 and Para 7 of General Conditions regarding recruitment by KPSC are not applicable to this post.

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

P.C. BINOY
SECRETARY
KERALA PUBLIC SERVICE COMMISSION