

Gazette Date: 15/03/2014 Last Date: 16/04/2014
Category No: 21/2014

PART II – (SOCIETY QUOTA)

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 the concern : District Co-operative Bank
2. Name of Post : Clerk / Cashier
3. Scale of Pay : ₹ 9,075 – 21,800/-
4. Number of Vacancies : District wise

Thiruvananthapuram
Kollam
Pathanamthitta
Alappuzha
Kottayam
Idukki
Ernakulam
Thrissur
Palakkad
Malappuram
Kozhikkode
Kannur
Wayanad
Kasaragod

Anticipated Vacancies

50% of the vacancies if any reported from each District Co-operative Bank for Direct Recruitment will be filled up by selection from eligible employees of affiliated member societies of the respective banks. 50% of the total vacancies for the above post reported during the pendency of the Ranked List will also be filled up from this Category.

Note:-

- (i) The Ranked Lists will be 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 50% vacancies that may be reported to the commission in writing during the period of currency of the lists.
- (ii) The selection in pursuance of the notification will be made on district wise basis and separated Ranked lists will be prepared for each District Co-operative Bank. Applications should not be submitted to more than one district in response to this notification. If applications are submitted

contrary to the above direction, and if he/she is selected, his/her name will be removed from the Ranked List and disciplinary action will be taken against him/her. Candidates should apply for the post in that District Co-operative Bank only which his/her member society/primary Co-operative Society is having affiliation and should note the name of that District against the relevant Column in the application.

(iii) Separate ranked Lists will be prepared for General Open Market candidates and employees of Member/Primary Co-operative Societies. Candidates will be advised alternatively from the ranked list of General Open Market candidates and the ranked list of employees of Member/Primary Societies respectively with the first position going to the General Open Market candidate. As in the case of all advices of the Kerala Public Service Commission for recruitment against the vacancies of Government Department and Public Sector undertaking etc the rotation will be a continuous one. If there is shortage of candidates in the ranked list of employees of Primary Co-operative Societies, the vacancies will be filled up from the ranked list of General Open Market candidates. Such passed over vacancies will not be compensated later. The rules of reservation as laid down in the General Rules 14-17 of the KS & SSR will be followed for appointment from both the list.

(iv) As per G.O (P) No 1/13/SJD dated 3.1.13 3% of vacancies of this post is reserved for eligible PH candidates (Locomotor disability/cerebral Palsy/Hearing impairment).

5. Method of appointment : Direct Recruitment from eligible employees of Member Societies/Primary Co-operative Societies affiliated to the concerned District Co-operative Bank.
6. Age : 18-50. Only candidates born between 2.1.1964 and 1.1.1996 (both dates included) are eligible to apply for this post.

7. Qualifications:-

1 BA/B.Sc/B.Com with HDC or JDC

OR

B.Com with Co-operation.

OR

B.Sc (Co-operation and Banking) of the Kerala Agricultural University.

2 Must be a regular employee who had completed not less than three years regular service in any cadre and continuing in service as a member Society/Primary Co-operative society affiliated, to the respective District Co-operative Bank. The employees should be in the service of the society not only on the date of application but also on the date of appointment.

Note:-

(i) The requirement that the employees should be in the service of the society even on the date of appointment to the post in pursuance of this notification will not be applicable to those who were recruited through the PSC to a post in the Apex/Central societies reserved for the employees of the affiliated Primary Co-operative/member societies provided they are continuing in service in that post.

(ii) The registration number and date of the registration of the Institution from which the service certificate is produced shall be clearly entered in the

service certificate.

The service certificate shall be issued by the Assistant Registrar General

concerned Co-operative Department or Officer of the same rank in the Government Department in the case of Industrial Societies. The genuineness of the Service Certificate shall be examined and action will be taken against those who issue Bogus Certificates and the candidates who produce Bogus Certificates.

- (iii) The eligible employees of affiliated Member Societies/Primary Co-Operative Societies who apply for the above post should note at the top of the applications as "Appointment from among employees of affiliated Member Societies/Primary Societies". They 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 and shall be produced when required by the Commission. The Service certificate should contain the following details.

SERVICE CERTIFICATE

1. Name of candidate :
2. Name of post/posts held by the applicant with scale of pay of the post and 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/Primary Co-Operative Society in which the applicant is employed and the date of affiliation with the DCB :
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 who is a regular employee in the affiliated Member Society/Primary Co-operative Society have been verified by me with the service particulars of the candidate and that they are found correct.

Place:

Date:

Signature & Name of the Asst Registrar
(General) Taluk Co-operative Department

(Office seal)

- (iv) An employee in a Member/Primary Co-operative Society applying for the post in the concerned District Co-operative Bank to which his/her society is affiliated shall obtain a receipt or certificate from the appointing authority of the society in the following form at the time of applying for the post. (The certificate should be obtained and kept at the time of applying for the post but to be produced when called for. The application submitted by the candidate without the permission of the appointing authority will be summarily rejected).

FORM OF RECEIPT

(To be obtained from the Head of Office)

Certified that a copy of application/print out page of the online application for selection to the post of on Rs in the (here enter the name of Department/Corporation/Company/Local Authority/Co-operative Institution) notified in the gazette dated has been received in this office on..... ie, on or before the last date fixed for the receipt of application for the post from Sri/Smt..... (here enter the name and designation of the applicant) and that objections if any to the entertainment of the applications will be communicated to the Head Office/Regional Office/District Office of the Kerala Public Service Commission within one month from the last date fixed for receipt of applications.

Place : _____ Signature
Date : _____ Name & Designation of
the Head of Office

(Office Seal)

CERTIFICATE

(To be obtained from the Head of Office, in lieu of the Receipt)

Certified that a copy of request for receipt, in the form given in the General Conditions of the Gazette notification inviting application for the post, dated has been received in this office onie, on or before the last date fixed for receipt of application for the post, from Sri/Smt..... (here enter the name and designation of the application) applying for selection to the post of on Rs in the Dept/Corporation/Company/Local Authority/Co-operative Institution notified in the gazette dated

Place : _____ Signature
Date : _____ Name & Designation of
the Head of Office

(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 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 on the registration card by clicking the link **Registration Card** after entering the home page. 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 on 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 :16/04/2014 Wednesday upto 12 midnight.
10. Address to which applications are to be sent : www.keralapsc.gov.in.
11. Para 2 and 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).

P.C. BINOY,
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION.