

EXTRA ORDINARY GAZETTE DATE : 03.08.2020

LAST DATE : 09.09.2020

CATEGORY NO: 30/2020

Part II (Society Category)

Applications are invited online only by **One Time Registration** from qualified regular employees of Member Societies affiliated to Kerala State Co-operative Agricultural and Rural Development Bank Limited for appointment to the under mentioned post. Candidates who have already registered can apply through their profile.

- 1 Name of concern** : Kerala State Co-operative Agricultural and Rural Development Bank Limited.
- 2 Name of post** : Administrative Officer (and equated categories viz. Chief Inspecting Officer / Principal) .
- 3 Scale of Pay** : ₹ 29780 – 80230 /-
- 4 Number of Vacancies** : 01 (One)

- Note :
- 1 Vacancies for this post are obtained by apportioning the vacancies reported from the Kerala State Co-operative Agricultural Rural Development Bank Ltd between General Category (Part I) (Category for General Open Market candidates) and Society Category (Part II) (Category for the employees of the member societies affiliated to the Kerala State Co-operative Agricultural Rural Development Bank Ltd) in the ratio of 1:1 with the first turn going to General Category.
 - 2 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 Society Category during the period of currency of the list.
 - 3 As in the case of all advices of the Kerala Public Service Commission for recruitment against the vacancies of Government Departments, Public Sector Undertakings etc. the rotation will be a continuous one. If there is shortage of candidates in the Ranked List of employees of member societies, such vacancies will be filled 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 to 17 of Part II of KS & SSR,1958 will be followed for appointment from the list.
 - 4 The selection in pursuance of this notification will be made on a statewide basis.

5 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 one year on duty within a continuous period of two years.

5 Method of appointment : Direct Recruitment from eligible employees of Member Societies affiliated to Kerala State Co-operative Agricultural and Rural Development Bank Ltd.

6 Age Limit : 18-50 ; Only candidates born between 02.01.1970 and 01.01.2002 (Both dates included) are eligible to apply for this post .

7 Qualifications:

1) Must have 3 (Three) years regular service in any cadre (and continuing in service) in the Member Societies affiliated to the Kerala State Co-operative Agricultural and Rural Development Bank Limited and 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) MBA (Finance) / MBA (HR) or Membership of the Institute of Chartered Accountants of India, with 3(Three) years experience in Managerial / Supervisory cadre in Co-operative Institutions / Scheduled Banks/ Government/ Quasi Government Institutions / Public Limited Companies.

OR

A Master's Degree of a recognized University in Arts/Science/Commerce with not less than 50% marks in the qualifying examination and HDC/JDC.

OR

Any Bachelor's Degree from a recognized University with not less than 60% marks in the qualifying examination and HDC/JDC.

OR

A Bachelor's Degree in Agriculture or Horticulture of a recognized University.

OR

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

OR

Degree in Law.

- Note :
- 1 Rule 10 (a) (ii) of Part II KS&SSR is applicable for this selection.
 - 2 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.
 - 3 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.

- 4 The requirement that the employees should be in service of the Society on the date of appointments will not be applicable to those who were recruited through Kerala Public Service Commission to a post in the Kerala State Co-operative Agricultural and Rural Development Bank Limited reserved for employees of the affiliated Co-operative Societies provided they are continuing in service in that post.
- 5 **The certificate to prove experience shall be uploaded at the time of submitting application. Otherwise, the application will not be accepted.** Certificate to be produced in proof of experience shall be in the form given below:

Name of the firm :
(Company/Corporation/Government
Department/ Co-operative Institution etc)

Register Number :
(SSI Registration or any other Registration
Number) and Date of Registration

Authority issued Registration :

CERTIFICATE OF EXPERIENCE

Issued to (here enter Name and Address)
.....
.....
.....

This is to certify that the above mentioned person has worked /has been working in this Institution as..... (here enter the name of the post held and or the nature of assignment held in the capacity) on Rs..... per day/per mensum for a period of yearsmonthsdays from to

Signature with date
Name and Designation of the
Issuing Authority with name of
the Institution

Place:
Date:

(Office Seal)

CERTIFICATE

Certified that Sri/Smt. mentioned in the above experience certificate has actually worked / is working as (specify the nature of employment) in the above Institution during the period mentioned there in as per the entry in the Register (mention the name of Register) maintained by the employer as per the provision of Act (Name of Act/Rules to be specified).

I am the authorized person to inspect the Registers kept by the employer as per the provision of the Act/Rules of the State /Central Act.

Signature with Date
Name of the Attesting Officer with
Designation and Name of Office,
who is the notified Enforcement Officer
as per Act/Rules

Place:

Date: (Office Seal)

- Note: (i) Please specify the post held or nature of assignment, Casual Labourer, Paid/Unpaid apprentice/ Regular worker or Temporary worker.
- (ii) All Experience Certificate shall be duly certified by the concerned Controlling Officer / Head of Office of the Government. The genuineness of the Certificate shall be subjected to verification and legal action will be taken against those who issue and produce bogus certificate.
- 6 The eligible employees of Member Societies affiliated to Kerala State Co-operative Agricultural and Rural Development 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 and shall be produced when required by the Commission. Applicants who upload Service Certificate at the time of submission will only be considered. **Applications without uploaded service certificate will not be accepted.** The Service Certificate should contain the following details :

SERVICE CERTIFICATE

- 1 Name of the candidate :
- 2 Name of the post/posts held by the Applicant :
with scale of pay of the post 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
Agricultural Rural Development Bank Ltd
- 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 have been verified by me
with the service particulars of the candidate and that they are found correct.

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

Place:
Dated:

(Office Seal)

8 Mode of submitting the Applications

Candidates shall register as per ONE TIME REGISTRATION system on the Official Website of Kerala Public Service Commission www.keralapsc.gov.in to apply for the post. Candidates who have already registered shall apply by logging on 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 shall 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. **Candidates who have AADHAAR Card should add AADHAAR Card as I.D proof in their profile.**

- 9 Last date for receipt of application** : **09.09.2020** Wednesday up to 12 midnight.
- 10 Address to which applications are to be sent** : www.keralapsc.gov.in
- 11** Paras 2 , 5(a) and Para 7 of General Conditions regarding recruitment by KPSC are not applicable to this post.
- 12** 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.
- 13** Candidates who erroneously claim qualification,experience etc and attend or abstain from examinations after providing confirmation are liable for disciplinary action as stipulated in Rule 22 of KPSC Rules of Procedure 1976.

(For details including ID card please see the General Conditions given in Part II)

SAJU GEORGE,
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION.