

Extraordinary Gazette Date:- 29.12.2017
Last Date:- 31.01.2018
Category No: 617/2017

**FIRST NCA NOTIFICATION**  
**PART - I**

Applications with photo uploaded are invited from qualified candidates belonging to Ezhava/Thiyya/Billava Community for appointment in the under mentioned post in the Kannur, Pathanamthitta and Malappuram District Co-operative Bank only through online by One Time Registration provided with the website of Kerala Public Service Commission.

1. Department : District Co-operative Bank
2. Name of Post : Deputy General Manager
3. Scale of pay : ₹ 26,440- 78,170/-
4. No. of vacancies : District wise

Pathanamthitta – Ezhava/Thiyya/Billava - 1 (One)  
Malappuram – Ezhava/Thiyya/Billava – 1 (One)  
Kannur – Ezhava/Thiyya/Billava - 1 (One)

**Note:-** The selection in pursuance of the notification will be made on district wise basis. Separate Ranked list will be prepared for concerned District Co-operative Bank in pursuance of this notification. The Ranked List thus prepared and published by the Commission shall remain in force until candidates are advised and appointed against the NCA turns identified as unfilled during the currency of the Ranked List published for the post in Pathanamthitta, Kannur and Malappuram Districts.

Name of District	Date of Publication of Rank List	Cat No
Pathanamthitta	09.08.2011	404/09
Malappuram	04.08.2011	404/09
Kannur	21.07.2011	404/09

5. Method of appointment : Direct Recruitment.
6. Age Limit : 18-48. Only candidates born between 2.1.1969 and 1.1.1999 (both dates included) are eligible to apply for this post.

**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) (except sub para 5,8,9,10,11,12,13) 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

concessions 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 column 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 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 Institutions. The original certificate thus produced will not be returned to the candidate.

## 7. Qualifications:

- 1) 1) Master's Degree in Business Administration or any other equivalent qualification, in Banking or Finance as the main subject, recognised by the Universities in the State

OR

Membership of the Institute of Chartered Accountants of India

- 2) Experience of not less than 5 years in Managerial Supervisory Cadre in Kerala State Co-operative Bank/Kerala State Co-operative Agricultural and Rural Development Bank/District Co-operative Bank/Nationalized Banks/Scheduled Banks/Government/Quasi Government Institutions/Public Limited Companies in Public Sector.

In the absence of candidates having the above qualification; candidates possessing the qualification in mother notification as mentioned below may be considered for selection to this post.

- 2) 1) Masters Degree in Business Administration or any other equivalent qualification recognised by the Universities in the State.

OR

Membership in the Institute of Chartered Accountant of India.

- 2) Experience of not less than 3 years in Managerial/Supervisory cadre in Co-operative Institutions/Scheduled Banks/Government/Quasi Government Institutions/Public Limited Companies.

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

- Note :- 1) Rule 10 (a) ii of KS & SSR is applicable.  
2) The existing employees who possess MBA/CA qualification will be allowed age relaxation of 5 years to apply for direct recruitment.  
3) The experience certificate shall be counter signed by the concerned Controlling Officer noted below

- A. Co-Operative Institution : Joint Registrar of Co-operative Societies in the Respective District. In the case of Industrial societies the District level officer of the Department concerned.  
B. Scheduled Banks : Officer not below the rank of Regional manager of the concerned bank  
C. Government : District level Officer of the concerned department  
D. Quasi Government Institution/ : District Officer (concerned) of the Industries

Public Limited Companies Department/Labour Dept.

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

The certificate to be produced in proof of experience shall be in the following format (as specified under para 20 of Part II General Conditions in the Gazette Notification).

**FORM OF EXPERIENCE CERTIFICATE**

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)	:	
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 ₹ .....per day/per mensum for a period of .....years.....months.....days.....from.....to .....

Signature  
Name and Designation of the Issuing Authority  
with  
Name of 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 above.....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 Register kept by the employer as per the provision of the Act/Rules of the .....State/Central Act.

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

Place:

Date:

(Office Seal)

Note:- (1) Please specify the post held or nature of assignment, casual Labourer, Paid/Unpaid Apprentice/Regular worker or Temporary worker.

(2) 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 subject to verification and legal action will be taken against those who issue and produce bogus certificate.

8. Last Date for receipt of applications :31.01.2018 Wednesday upto 12 Midnight.

9. **Mode of Submitting Applications:-**

Candidates must register as per “ONE TIME REGISTRATION” with the Official Website of Kerala Public Service Commission, viz, '[www.keralapsc.gov.in](http://www.keralapsc.gov.in)' before applying for the post. Candidates who have registered can apply by logging in to their profile using their User-ID and password. Candidates must click on the `Apply Now' button of the respective posts in the Notification Link to apply for a post. The photograph uploaded should be one taken 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 shall take a printout of the application by clicking the link Registration Card in their profile. Candidates are responsible for the correctness of the personal information and secrecy of password. Before the final submission of the application on the profile, candidates must ensure the correctness of the information on their profile. They must quote their User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. The Application will be summarily rejected if noncompliance with the notification is found in due course of processing. Documents to prove Qualification, experience, Community, age etc. have to be produced as and when called for. **Candidates who have Aadhar Card should add Aadhar Card as ID proof in their profile.**

10. Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in).

11. If a Written Test/OMR/Online Test is conducted as a part of this selection, Admission Ticket for eligible candidates will be made available in their Profile for One Time Registration and the date of downloading will be included in the Examination Calendar. Candidates can download Admission Ticket for 15 days from this date. Candidates who have downloaded the Admission Ticket will alone be permitted to attend the examination.

12. Sub paras 5,8,9,10,11,12,13 in Para 2 of the general conditions are not applicable to this post.

(For details including photo, ID card etc, please see the General Conditions given below as Part II of this Notification)

**SAJU GEORGE**  
**SECRETARY,**  
**KERALA PUBLIC SERVICE COMMISSION.**