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Category No:667 /2014

PART - II

Applications are invited from qualified candidates for appointment in the under mentioned post in the following District Co-operative Bank only through on line facility provided with the website of Kerala Public Service Commission.

1. Department : District Co-operative Bank
2. Name of Post : General Manager
3. Scale of pay : ₹ 21,100 – 47,050/-
4. No. of vacancies : Palakkad – Anticipated

(50% of the vacancies in the post shall be filled up from this category)

Note:-The selection in pursuance of the notification will be made on district wise basis. Separated Ranked lists 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 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 from the said list against the existing vacancies and also vacancies, if any reported during the currency of the list.

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 Limit : 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) Masters Degree in Business Administration or any other equivalent qualification recognised by the Universities in the State.

OR

Membership in the Institute of Chartered Accountants 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 Limit 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).

(Rule 10 (a) ii Part II of KS & SSR is applicable).

- 3) Must be a regular employee who has completed not less than 3 years regular service and continuing in service in any cadre in a Member Society/Primary Co-operative Society affiliated to the respective District Co-operative Bank.

The employee should be in the service of the society not only on the date of application but also on the date of appointment.

Note :-

1) 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 Co-operative society, the Dist level officer of the Dept 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/ Public Limited Companies : District Officer (concerned) of the Industries 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 contain the following details :

- (i) Name of the firm (company/ Government Department/ Co-operative Institution (Reg No and date of Registration etc) :
- (ii) Name and address of the employee :
- (iii) Designation (please specify the post held and nature of assignment i.e paid/unpaid, Apprentice/Regular Worker of Temporary Worker :
- (iv) Scale of pay :
- (v) Duration of Experience From To
- (vi) Signature, Name and Designation of the Issuing Authority :

Place : (Office seal)

Date :
(Countersignature) (Office seal)

Note:-

- 1) 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.

- 2) 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

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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 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.

- 3) The eligible employees of affiliated Member Societies/Primary Co-Operative Societies who apply for the above post should obtain the Service Certificate from the Assistant Registrar (General) of officer of the same rank in the post 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)

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 an affiliated member shall obtain a receipt or in the absence of receipt a certificate from the appointing authority on the following form at the time of applying for the post and shall produce the same to the Commission as and when called for.

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 Sending Application :

Candidates must register as per “ ONE TIME REGISTRATION” on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in'. Those who have registered shall apply by logging on the 'Apply Now' button of the respective posts in the Notification Link to apply into their profile using their user ID and password. Candidates must click 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 for receipt of applications : **04/02/2015** Wednesday upto 12.00 Midnight.

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

11. 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.

12. Paras 2 and Para 7 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)

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