

**CATEGORY NO: 279/2021 – 282/2021**  
**FIRST NCA NOTIFICATION**

**PART II (Society Quota)**

Applications are invited from qualified candidates belonging to the following reservation group of communities of Kerala State, who are regular employees of similar or higher categories of Member Societies affiliated to the respective District Co-operative Bank for appointment to the undermentioned post. Application must be submitted on-line 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** : Branch Manager
3. **Scale of Pay** : ₹ 19,670 - 55,090/-
4. **Number of Vacancies** : District wise

Cat No:	Community	District	No.of vacancies
<b>279/2021</b>	SC	Ernakulam	1
		Palakkad	1
		Kozhikkode	1
		Wayanad	1
		Kannur	1
<b>280/2021</b>	Muslim	Thrissur	1
		Kannur	1
<b>281/2021</b>	Ezhava/ Thiyya/ Billava	Wayanad	1
<b>282/2021</b>	LC/AI	Kottayam	1

Note:- (i) Separate Ranked lists will be prepared for above mentioned districts for each communities 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 vacancies earmarked for the above communities, but remain unfilled due to the paucity of candidates during the currency of the Ranked List published for the post in the following dates in the following district or for three years from the date of finalizing the NCA ranked list as per this notification whichever is earlier.

<b>Name of District</b>	<b>Date of Publication of Ranked List</b>	<b>Cat.No.</b>
Kottayam	29/12/14	434/2009
Ernakulam	07/01/15	434/2009
Thrissur	23/12/14	434/2009
Palakkad	11/11/14	434/2009
Kozhikkode	11/03/15	434/2009
Wayanad	23/12/14	434/2009
Kannur	17/11/14	434/2009

(ii) Candidates belonging to the above reservation communities shall submit application for this post to anyone of the above Districts where the Vacancy is existing for their communities and shall note the name of that district against the relevant column in the online application. 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.

(iii) If there is any change in caste/community with respect to the entry in SSLC, then such changes is to be published in the gazette notification and the same along with the community certificate/ Non Creamy Layer Certificate issued by the Revenue authorities , are to be produced to prove their claim in application , at the time of One Time Verification or as and when required by the Commission

5. **Method of appointment** : Direct Recruitment from eligible and qualified employees of similar or higher categories of Member Societies affiliated to the respective District Co-operative Bank and belonging to the above mentioned Communities of Kerala State only.

Note:

Applications submitted by candidates belonging to the Community other than those notified will be summarily rejected. No rejection memo will be issued to such candidates.

6. **Age** : 18-50. Only candidates born between 02.01.1971 and 01.01.2003 (both dates included) are eligible to apply for this post.

## 7 Qualifications:-

- i) Graduation from a recognized University with not less than 50% marks in aggregate and Higher Diploma in Co-operation [HDC or HDC & BM of the State Co-operative Union of Kerala or HDC and HDCM of National Council for Co-operative Training or successful completion of the subordinate (Junior) Personal Co-operative Training Course (Junior) Diploma in Co-operation]

OR

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

OR

B.Com (with Co-operation) recognized by any of the Universities in Kerala with not less than 50% marks in aggregate.

- ii) MBA/CA/M.Com/M.Sc(Co-operation and Banking ) of Kerala Agricultural University will be a preferential qualification.
- iii) Must be a regular employee of similar or higher categories of Member Societies of the respective District Co-operative Bank having a minimum regular service of 3 years and continuing in service. 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:-

- 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 the post.
- ii) All the Qualifications for the post must have been acquired on or before the last date for receipt of application.
- iii) Rule 10 a (ii) of the Part II of KS & SSR will be applicable for this post
- iv) Candidates who claim equivalent qualification instead of qualification mentioned in the Notification shall produce the relevant Government Order to prove the equivalency at the time of Verification, then only such qualification shall be treated as equivalent to the qualification concerned
- v) The eligible employees of affiliated Member Societies who apply for the above post should obtain the Service Certificate from the

Assistant Registrar (General) or an Officer of the same rank in the Government Department in the case of Industrial Societies 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 posts and post now held and pay now drawn by the applicant and the period of regular service in each posts. :
3. Name of affiliated Member 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 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)

- (vi) 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 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.
- (vii) An employee in a Member 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 at the time of applying for the post and shall produce the same to the Commission as and when called for. The application submitted by the candidates 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 on .....ie, 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 applicant) 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. Method of submitting applications:-**

Candidates must register as per “ONE TIME REGISTRATION” with the Official Website of Kerala Public Service Commission '[www.keralapsc.gov.in](http://www.keralapsc.gov.in)' before applying for the post. Candidates who have registered can apply by logging on 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 taken after 31.12.2011. Name of the candidate and the date of photograph taken should be printed legibly 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 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 correctness of the information in their profile. They must quote the User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. **Candidates are advised to keep a printout or soft copy of the online application for future reference. Candidates can take the printout of the application by clicking on the link 'My applications' in their profile. All correspondences with the Commission, regarding the application should be accompanied with the print out of the application.** The Application will be summarily rejected if non-compliance with the notification is found in due course of processing. Original documents to prove qualification, experience, 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 of receipt of applications **08.09.2021** Wednesday upto 12 midnight.
  
- 10 If a written/OMR/Online Test is conducted as part of this selection, Candidate 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 application of the 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 calender itself. Information in this regard will be given to the candidates in their respective profiles and in the mobile phone registered in it. Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission Rules of Procedure,1976 will be taken against those candidates who submit application for the post with false claims of possession of prescribed qualification, experience etc. and give confirmation for examination, irrespective of the fact that whether they have appeared or not for the examination.

(For further details including photo , ID card etc please see the General Conditions given in Part II ).