

**GAZETTE DATE : 31/12/2022**  
**LAST DATE : 01/02/2023**

**CATEGORY No 804/2022**

**SECOND NCA NOTIFICATION( PART 1)**

Applications are invited online only by 'One Time Registration' exclusively from qualified candidates belonging to Ezhava/Thiyya/Billava community of Kerala State for selection to the under mentioned post. Application 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. **Department** : District Co-operative Bank
2. **Name of post** : Deputy General Manager
3. **Scale of pay** : ₹ 26,440- 78,170/-
4. **Number of vacancies** : District wise

Community	District	No of vacancy
Ezhava/Thiyya/ Billava	Malappuram	1

(IInd notification of the NCA vacancy notified as Cat.No. 617/2017 in the Gazette dated 29.12.2017).

Note :-

- i) A Ranked list will be prepared for Malappuram District for the above community 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 community, but remain unfilled due to the paucity of candidates during the currency of the Ranked List published for the post in the following date in the following district

Name of District	Date of Publication of Ranked list	Category No.
Malappuram	08/04/11	404/2009

- ii) Candidates belonging to the above reservation community shall submit application for this post to the above District where the Vacancy is existing for the community and shall note the name of that districts against the relevant column in the online application.
5. **Method of appointment** : Direct Recruitment (From among candidates belonging to the Ezhava/Thiyya/Billava community 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 those candidates.
  6. **Age Limit** : 18-48. Only candidates born between 2.1.1974 and 1.1.2004 (both dates included) are eligible to apply for this post. (Including the relaxation as per para 2 of General Conditions).

**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) 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 9-3-1998(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 concession will not be available for further appointment to any other post. The candidates who are entitled to the above concessions shall note the details there of in the respective column of the application and submit certificate(original) obtained from the Head of Office or Head of Department or Appointing Authority of the Co-operative Institutions concerned, when the Commission calls 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 Institutions 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:-**

- I i) Master's Degree in Business Administration or any other equivalent qualification, in Banking or Finance as the main subject.  
OR  
M.com recognised by Universities in the State.  
OR  
M.Sc(Co-operation and Banking ) of Kerala Agricultural University.  
OR  
Memership in the Institute of Chartered Accountants of India
- ii) Experience of not less than five years in Managerial/Supervisory Cadre in Kerala State Co-operative Bank/Kerala State Co-operative Agricultural and Rural Development Bank/District Co-operative Bank/Class one Super Grade or Class one Special Grade Primary Agricultural Credit Societies/Primary Co-operative Agricultural and Rural Development Bank/Nationalised Banks/Scheduled Banks/Government or Quasi Government Institutions.

(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** (i) The existing employees who possess MBA/CA Qualification will be allowed age relaxation of 5 years to apply for direct recruitment.

- (ii) Rule 10 (a) (ii) of Part II of KS&SSR is applicable.  
In addition to the qualifications prescribed in the notification, the qualifications recognized by executive orders or standing orders of Government as equivalent to a qualification specified for a post, in the Special Rules or found acceptable by the Commission in cases where acceptance of equivalent qualifications is provided for in the rules and such of those qualifications which pre-suppose the acquisition of the lower qualification prescribed for the post, shall also be sufficient for the post. The copy of the Government orders declaring equivalent/higher qualifications shall be produced as and when required by the Commission.
- (iii) The Experience Certificate shall be countersigned by the concerned Controlling Officer noted below:

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.
Scheduled Banks	:	Officer not below the rank of Regional manager of the concerned bank
Government	:	District level officer of the concerned department
Quasi Government Institution/ Public Limited Companies	:	District officer (concerned) of the Industries Department/Labour Department.

- (iv) The genuineness of the experience certificate shall be subjected to verification and legal action will be taken against those candidates who produce and those who issue bogus experience

certificates.

The Certificate to be produced in proof of Experience shall in the form given below

**CERTIFICATE OF EXPERIENCE**

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 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 the nature of assignment held in the capacity) on Rs.....per day/per mensem for a period of.....years .....months.....days from .....to.....

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

Place :  
Date :

**(Office Seal)**

**DECLARATION**

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

Place:  
Date :

**(Office Seal)**

**DECLARATION FOR THOSE WHO COULD NOT OBTAIN EXPERIENCE**  
**CERTIFICATE**

I Sri/Smt (here enter name and address.....) ..... certify that I have worked/have been working / is working in ( here enter name of Institution/ Company /Corporation /Govt. Department/Co-operative Institution etc) as ..... (here enter the name of post holding or held ie, Regular worker/Temporary worker/paid /Apprentice Trainee/ Casual Labourer etc.) on Rs.....per day/per mensem for a period of ..... years.....months .....days from .....to .....I will produce the prescribed experience certificate as and

when called for the Commission.

Signature of Candidate

Place:

Date :

Candidates who claim experience qualification should obtain experience certificate in the format given above itself and enter details regarding experience (certificate number, date, name of post, period, issuing authority, name of institution etc) and upload scanned image of the same/declaration (In the case of candidates who have possessed the required experience but have not obtained the experience certificate due to prevailing pandemic situation restrictions) in the profile to make submission of application possible. Candidates should produce the experience certificate as and when called for the same by the Commission.

**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 31.12.2012. 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 taking but while creating new profile, from 01.01.2022, photographs uploaded should be those taken within six months. 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 for receipt of applications : 01.02.2023 Wednesday upto 12.00 Midnight.**

**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 Examination is conducted as a 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 Ticket in the last 15 days till the date of test. The applications 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 Ticket 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 phones registered in it.

**12 SPECIAL INSTRUCTIONS TO CANDIDATES :**

- (i) In the case of difference in Caste/Community claimed in the application and that entered in SSLC Book the candidate shall produce a gazette notification in this regard, along with Non-creamy Layer certificate/Community certificate at the time of certificate verification.
- (ii) Candidates are required to acquaint themselves with the instructions given in the notification as Part II, General Conditions before submitting application for the post. Applications which are not submitted in accordance with the terms and conditions laid down in the General Conditions are liable to be rejected.
- (iii) Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission Rules of Procedure 1976 shall be initiated against those candidates who submit applications with bogus claims of qualification regarding education, experience etc. and are liable to be disqualified for being considered for a particular post or debarment from applying to the Commission either permanently or for any period or the invalidation of their answer scripts or products in a written/ practical test or the initiation of criminal or other proceedings against them or their removal or dismissal from office or the ordering of any other disciplinary action against them if they have already been appointed, or any one or more of the above.

SAJU GEORGE  
SECRETARY  
KERALA PUBLIC SERVICE COMMISSION