

CATEGORY NO . 500/2023

Applications are invited online only by One Time Registration from qualified candidates for appointment to the undermentioned post in Kerala State Co-operative Bank Limited. Candidates who have already registered can apply through their profile.

1. **Name of Concern** : **Kerala State Co-operative Bank Limited (Kerala Bank)**
2. **Name of Post** : **Confidential Assistant**
3. **Scale of Pay** : **₹ 20280-54720/-**
4. **Number of Vacancies** : **14 (Fourteen)**

Note:-

1. The above mentioned vacancies are now in existence for General category of this post. The rules of reservation as laid down in General Rules 14-17 of KS&SSR, 1958 will be followed for appointment from the Ranked List.

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 Ranked list will not continue to be in force if a new Ranked list is published after the expiry of the minimum period of one year. In case no candidate is advised from the ranked list till the expiry of the period of three years, the duration of the ranked lists shall be extended for a further period of one year or till at least one candidate is advised from the list, whichever is earlier. Candidates will be advised for appointment against the aforesaid vacancies and the vacancies to be reported during the period of currency of the Ranked list.

3. The selection in pursuance of this notification will be made on a statewide basis.

4. 3% of the vacancies will be reserved for eligible Differently Abled candidates as per G.O. (P) No. 01/13/SJD dated 03.01.2013.

5. Probation : Every person appointed to this post shall, from the date on which he/she joins duty be on probation for continuous period one year on duty within a continuous period of two years.

Note:- (i) The appointing authority may extend the period of probation for another two years to enable the appointing authority to decide whether the probationer is suitable for regularization or not.

(ii) All other relevant provisions of Rule 184 of KCS Rules are also applicable.

6. Method of appointment : Direct Recruitment

7. Age Limit : 18 - 40. Only candidates born between 02/01/1983 and 01/01/2005 (both dates included) are eligible to apply for this post. Other Backward Communities, SC/ST and Differentially Abled candidates are eligible for usual age relaxation.

(For conditions regarding the age relaxation please see Part II of the General Conditions)

Note:-

For concession allowed in upper age limit subject to the condition that the maximum age limit shall in no case exceed 50 years, please see Sub paras i, ii, iii, iv, vi, vii, x and xiv of 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 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 concession will not be available for further appointment to any other post. The candidates who are entitled to the above concession 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 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 Institution. The original certificate thus produced will not be returned to the candidate.

8. Qualifications :

1. Graduation from a UGC recognized University or National Institute established by Central Government or Institutes Established by Government of Kerala or its equivalent qualification.
2. Higher Grade Certificate in Typewriting English (KGTE/MGTE) and Computer Word Processing or its equivalent.
(Note: Those who have passed the KGTE Typewriting before January , 2002 should possess separate certificate in Computer Word Processing or its equivalent at the time of application.)
3. Lower Grade Certificate in Malayalam (KGTE) or its equivalent.
4. Higher Grade Certificate in Short Hand English (KGTE/MGTE) or its equivalent.
5. Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent.

Note:

- i. Rule 10(a) (ii) of Part II KS&SSR is applicable for this selection.
- ii. In addition to the qualification prescribed in the notification, the qualifications recognized by executive orders or standing orders of Government as equivalent to a qualification specified for a post, the qualifications decided by the Commission as equivalent to the qualifications in the special 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.

9. Mode of submitting applications :

(a) Candidates must register as per **ONE TIME REGISTRATION** with the Official Website of Kerala Public Service Commission 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 refrain from creating multiple profiles, non-compliance of which shall lead to forfeiture of their candidature. 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 31.12.2013. Name of the candidate and the date of photograph taken should be printed legibly at the bottom portion of the photograph. The photograph once uploaded meeting all requirements shall be valid for 10 years from the date of uploading. Candidates who create new profile should upload photograph taken within 6 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 print out or soft copy of the online application for future reference. Candidates can take the print out 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, age, Community etc. have to be produced as and when called for.

(b) If Written/OMR/Online Test is conducted as part of this selection, candidates shall submit a confirmation for writing the examination through their profiles for One Time Registration. 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.

(c) Candidates who have AADHAAR Card should add AADHAAR Card as I.D. proof in their profile.

10. Sub Paras v, viii, ix, xi, xii and xiii in Para 2 and Para 6 of General Conditions regarding recruitment by KPSC are not applicable to this post .

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

12. Last date for receipt of applications : **03.01.2024** Wednesday upto Midnight.

Special Instructions to the Candidates

13. 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.

14. 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 are liable to be rejected. The selection to the above concern will be subject to the rules and regulations made by them from time to time.

15. Appropriate disciplinary action as per Rule 22 of the Kerala Public Service Commission rules of Procedure 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 all of the above.

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

**SAJU GEORGE
SECRETARY
KERALA PUBLIC SERVICE COMMISSION**