

Gazette Date: 31/05/2013

Last Date: 03/07/2013

Category No: 127/2013

Part II (Society Category)

Applications 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 Name of concern : Kerala State Co. operative Bank Ltd
- 2 Name of post : Data Entry Operator
- 3 Scale of Pay : ₹ 10775 - 33000
- 4 Number of Vacancies : 12 (Twelve)

Note: (i) The above vacancies now in existence are obtained by apportioning the 24 vacancies reported from the Kerala State Co. operative Bank Ltd between General Category, (Part I) (Category for general open market candidates) and Society Category (Part II) (category for the employees of the member societies affiliated to the Kerala State Co. operative Bank Ltd) in the ratio of 1:1 with first turn going to General Category. The vacancies for the same post if any, further reported will also be divided in the ratio 1:1 in continuation of the division already made and vacancies for society category will be filled from the ranked list published by the Commission in response to this notification.

(ii) The ranked list prepared and published by the commission in response to this notification shall remain in force for a minimum period of one year and a maximum period of three years subject to the condition that the said list will not continue to be in force if a new list is published after the expiry of the minimum period of one year of this list. Candidates will be advised for appointment against the vacancies, which are earmarked for Society Category during the period of currency of the list.

(iii) The selection in pursuance of this notification will be made on statewide basis.

5. Method of appointment : Direct Recruitment from eligible employees of Member Societies affiliated to Kerala State Co-operative Bank Ltd

6. Age : 18-50 years. Candidates born between 02.01.1963 and 01.01.1995 (Both dates included) are only eligible for the post.

7. Qualifications:

1. Must have 3 (three) years regular service in any cadre in the Member society affiliated to the Kerala State Co-operative Bank Limited and should be in service of the Member Society not only on the date of application but also on the date of appointment to the new post.

2. Degree in any discipline from a recognised University

3. Certificate in Computer Data Entry Operation from an Institution recognised by State or Central Government

Note (i). Candidates will be advised alternately from the ranked list of general open market and ranked list of employees of member societies, with first position going to general Open Market Candidates. As in the case of all advices of the Kerala Public Service Commission for recruitment against the vacancies of Government Departments, Public Sector undertakings etc. the rotation will be a continuous one. If there is shortage of candidates in the ranked list of employees of member societies, such vacancies will be filled 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 to 17 of part II of KS&SSR, 1958 will be followed for appointment from the list.

(ii) The eligible employees of Member Societies affiliated to Kerala State Co-operative Bank Limited who apply for the above post should obtain the Service Certificate from the Assistant Registrar (General) 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 the pay and the 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 in which the applicant is employed and the date of affiliation with the Kerala State Co-operative Bank Limited :
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 and Name of the Assistant Registrar (General)
Co-operative Department
(Office seal)

The eligible employees of affiliated Member Societies who apply for the above post shall obtain a receipt in the following form at the time of applying for the post from the Head of Office 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 dated..... for selection to the post of on Rs. in the (Here enter the name of Co operative institution) notified in the Gazette dated has been received by me from..... (here enter the name of the applicant and the post held by him/her) and that objections if any to the entertainment of the applications will be communicated to the Office of the Kerala Public Service Commission with in one month from the last date fixed for receipt of applications.

Place _____
Date _____
Signature
Name and Designation
of the Head of Office
(Office Seal)

8. Mode of Sending the Applications:-

Candidates shall register as per 'ONE TIME REGISTRATION ' system on the Official Website of Kerala Public Service Commission 'www.keralapsc.gov.in' for applying for the post. Candidates who have registered shall apply by logging on to their profile using their User- ID and password. Candidates shall click on the 'Apply Now' button of the respective post in the Notification link for applying for a post. No application fee is required. Candidates can view and have a print-out of the details in the profile if required, by clicking the link Registration Card.

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. They must quote the User- ID for further communication with the Commission. Applications once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove Qualification, community, age etc. have to be produced as and when called for .

9. Last date for receipt of application : .03.07.2013 Wednesday up to 12 midnight

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

11. Para 2 and Para 7 of the General Conditions are not applicable to this post.

(For details including ID cards etc, refer to the General Conditions at the end of the notification)

P.C. BINOY
SECRETARY
KERALA PUBLIC SERVICE COMMISSION