

Gazette Date: 31/08/2013

Last Date: 03/10/2013

Category No: 270/2013

PART – II

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** : District Co-operative Bank
- 2 Name of post** : Data Entry Operator
- 3 Scale of pay** : Rs. 9,075 - 21,800/-
- 4 Number of vacancies** : District wise (50% of the vacancies in the post shall be filled up from this Category)

Note:-

- i. The selection in pursuance of this notification will be made on a District wise basis. The ranked list 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 for appointment against the 50% vacancies noted above and also against 50% vacancies that may be reported to the Commission in writing during the period of the currency of the list.
- ii. Candidates should apply for the post in the concerned District Co-operative Bank only to which his/her member society/primary Co-operative society is having affiliation and should forward the application to the concerned District Officer of the commission and should note the name of that District against the relevant column in the application.
- iii. 3% of the vacancies for the post shall be reserved for eligible Physically Handicapped candidates vide G.O.(P) No. 11/2009/SWD dated 10.02.2009.

5. Method of appointment :- Direct Recruitment from eligible employees of Member

Societies/Primary Co-operative Societies affiliated to the Kasaragod

District Co-operative Bank

6. Age Limit :- 18-50. Only candidates born in between 02.01.1963 and 01.01.1995 (both dates included) are eligible to apply for this post.

7. Qualifications:-

- (a) B.A/B.Sc/B.Com Degree of recognized University
- (b) Certificate in Data Entry Operation of an Institution recognized by State/Central Government

(c) One Year Experience in Data Entry Operation

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

(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 applications.)

Note :- 1) 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 ranked list of employees of Member/Primary Societies respectively with the first position going to the 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 under takings etc. the rotation will be a 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 lists.

2) The eligible employees of affiliated Member Societies/Primary Co-operative Societies who apply for the above post shall 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 as and when required by the Commission. The Service Certificate should contain the following details.

SERVICE CERTIFICATE

1. Name of the Candidate :

2. Name of the post/posts held by the Applicant with scale of pay of the post 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/ 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 candidates and that they are found correct.

Signature & Name of the Assistant Registrar
(General)

Place : Taluk Co-operative Department.
Date :

(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 affiliated shall obtain a certificate from the appointing authority of the society in the following form at the time of applying for the post. (The certificate should be obtained and kept at the time of applying for the post but to be produced when called for. The application submitted by the candidate without the permission of the appointing authority will be summarily rejected).

FORM OF RECEIPT
(To be obtained from the Head of Office)

..... (Name of applicant and the post held by him/her) has intimated in writing that he/she has applied for selection to the post of on Rs. in the (here enter the name of the Department/Corporation/Company/Local Authority) notified in the Gazette dated for which the last date is fixed as

Objection if any, to the entertainment of the application will be communicated to the Kerala Public Service Commission/District or Regional Office of the Kerala Public Service Commission within one month from the last date fixed for receipt of application.

Signature:
Name and Designation of the
Head of Office.

Place:
Date:

(Office Seal)

8. Last date for receipt of applications :- 03/10/2013 Thursday upto 12:00 Midnight.

9. Mode of submitting 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 posts 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 by clicking the link Registration Card, if required. Candidates are responsible for the correctness of the personal information and secrecy of the password. Before applying for a post, candidates must ensure the correctness of the information on their profile. They shall 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, experience, community, age etc. have to be produced as and when called for .

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

11. Para 2 and 7 of the general conditions are not applicable to this post.

12. If a written test/OMR test is conducted as part of the selection, hall ticket of eligible candidates will be made available in the website of the Kerala Public Service Commission. Candidates are instructed to download their hall ticket as per the instructions in the website.

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

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