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| <b>Gazette Date: 12/03/2015</b><br><b>Last Date: 16/04/2015</b> |
| <b>Category No: 08/2015</b>                                     |

## **PART II**

Applications are invited from qualified regular employees of the member societies/primary societies affiliated to the District Co-operative Bank Palakkad for appointment in the undermentioned post with photo uploaded through online after 'One Time Registration'.

1. Name of the concern : District Co-operative Bank
2. Name of Post : Public Relations Officer
3. Scale of Pay : ₹ 13,075 – 31,300/-
4. Number of Vacancies : Palakkad – (Anticipated)  
(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% of the aforesaid vacancy and also against the vacancies, if any, reported during the currency of the list.
  - (ii) The candidates should apply for the post in the District Co-operative Bank mentioned above and should note the name of that District against the relevant column of the online application.
5. Method of appointment : Direct Recruitment from eligible employees of Member Societies/Primary Co-operative Societies affiliated to the concerned District Co-operative Bank.
  6. Age : 18-50. Only candidates born between 2.1.1965 and 1.1.1997 (both dates included) are eligible to apply for this post.
  7. Qualification:-
    1. (a) A Bachelors/Master's Degree in Public Relations/Journalism from a recognised University with not less than 50% marks.

OR

- (b) A Masters Degree in English/Malayalam Literature from a recognized University with not less than 50% marks and Post Graduate Diploma

in Public Relations/Journalism from a recognized University/Institute.  
(Rule 10 (a) ii of Part II KS&SSR is applicable).

2. Experience – Minimum three years experience in the field.  
(The experience prescribed as qualification shall be one gained after acquiring the basic qualifications prescribed for the post and should be received before the last date fixed for the receipt of applications.)
3. 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 employee should be in the service of the society not only on the date of application but also on the date of appointment.

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 that post.

Note:- The experience certificate must be counter signed by the concerned controlling officer noted below:

- A. Co-operative Institution : Joint Registrar of Co-operative Societies in the respective District.
- B. Companies/Corporation : Officer not below the rank of General Manager of the concerned Institution.
- C. News Paper Firms : Officer not below the rank of Editor/General Manager.

Certificate mentioned in B and C above should be countersigned by the officer of the concerned Government Department not below the rank of the District level officer

- D. Scheduled Banks : Officer not below the rank of Regional Manager of the concerned Bank
- E. Government : District level Officer of the concerned Department.
- F. Quasi Govt Institution/ Public Ltd Companies : District Officer (concerned) of the Industries Department/Labour Department.

(The genuineness of the experience certificate shall be examined and action as per rules will be taken against those who issue bogus certificates and those candidates who produce such certificates).

The certificates to be produced in proof of experience shall contain the following details.

- (i) Name of the Firm/ Company/Government Department/Co-operative Institution (Reg. No and date of Regn) :
  - (ii) Name and address of the employee :
  - (iii) Designation (Please specify the post held and nature of assignment i.e paid/unpaid apprentice/ Regular worker or Temporary worker) :
  - (iv) Scale of pay :
  - (v) Duration of experience : From ..... to.....
  - (vi) Signature, Name and Designation of the issuing Authority :
- Place : (Office seal)  
Date :
- (Countersignature) : (Office seal)

Note:-

- (i) Seperate 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 candidate. 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 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 list.
- (ii) The eligible employees of affiliated Member Societies/Primary Co-Operative Societies 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 pay :  
of the post and 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 candidate and that they are found correct.

Place

Date:

Signature & Name of the Asst Registrar  
(General) Taluk Co-operative Department  
(Office seal)

- (iv) 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 service certificate shall be issued by the Assistant Registrar General concerned Co-operative Department or Officer of the same rank in the Government Department in the case of Industrial Societies. 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.

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 receipt or certificate from the appointing authority 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/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 application) 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. Mode of submitting applications:-

Candidates must register as per “ ONE TIME REGISTRATION” system on the Official Website of Kerala Public Service Commission viz '[www.keralapsc.gov.in](http://www.keralapsc.gov.in)'. Those who have already registered shall apply by logging into their profile using their User ID and pass word. Candidates must click on the 'Apply Now' button of the respective posts in the Notification Link to apply for a post. No application fee is required. Candidates can view and have a printout of the details in the profile 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 and they shall keep in mind the User Id for further communication with the Commission. Application once submitted will be received as provisional and cannot be deleted or altered on after submission. Applications once 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.

9. Last date of receipt of applications: **16.04.2015** Thursday up to 12 midnight.

10. Address to which applications are to be sent : [www.keralapsc.gov.in](http://www.keralapsc.gov.in).

11. Para 2 and 7 of the General Conditions are not applicable to this post.
12. If Written Test/OMR Test is conducted as a part of the selection Admission Tickets of eligible candidates will be made available in the website of Kerala Public Service Commission. Candidates are instructed to download their Admission tickets as per the instructions given in the website.

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

**SECRETARY**  
**KERALA PUBLIC SERVICE COMMISSION**