

Gazette Date: 10/08/2015
Last Date: 16/09/2015

Category No: 220/2015

PART – I

Applications are invited online only through One Time Registration exclusively from qualified candidates for the undermentioned post in Kollam District Co-operative Bank.

1. Name of the concern : District Co-operative Bank
2. Name of post : Data Entry Operator
3. Scale of pay : ₹.9,075 - 21,800/-
4. Number of vacancies : 1 (One)

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 aforesaid vacancy and also against the 50% vacancies, if any, reported during the currency of the list.
- (ii) The candidates should apply for the post in the District Co-operative Banks mentioned above and should note the name of the 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. 1/13/SJD dt 03.01.2013.
(Locomotor Disability/Cerebral Palsy/Hearing Impairment, Blindness)

5. Method of appointment : : Direct Recruitment
6. Age Limit : 18-40. Only candidates born between 02.01.1975 and 01.01.1997 (both dates included) are eligible to apply for this post. Other Backward Communities and SC/ST candidates are eligible for usual age relaxation.

For conditions regarding the age relaxation please see para (2) of the 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 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 concessions will not be available to further appointment to any post. The candidates who are entitled to the above concession shall note

the details there of in the respective columns of the applications and submit a certificate (original) obtained from the Head of office or Head of Department or appointing authority of the Co-operative Institutions concerned when the Commission called 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 Institutions. The original certificate thus produced will not be returned to the candidate.

7. Qualifications:-

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

(Note : KS & SSR Part II Rule 10 a (ii) is applicable)

Note: Experience prescribed as qualification shall be gained by the candidate after acquiring the basic qualification prescribed for the post and should be received before the last date fixed for receipt of application.

8. Last date for receipt of applications :- **16.09.2015 Wednesday upto 12:00 Midnight.**

9. Mode of submitting applications :-

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 in 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 applying for a post. The photograph uploaded should be one taken on or 31/12/2010. Name of the candidate and the date of taking photograph should be printed at the bottom portion. The photograph once uploaded meeting all requirements shall valid for 10 years from the date of uploading. There is no change in other instructions regarding the uploading of photographs. No application fee is required. Candidates shall take a printout of the application by clicking the link Registration Card in their profile. 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 the correctness of the information on their profile. They must quote their User-ID for further communication with the Commission. Application submitted is provisional and cannot be deleted or altered after submission. The Application will be summarily rejected if noncompliance with the notification is found in due course of processing. 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. Sub paras 5, 8,9,10,11,12 and 13 in para 2 and para 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).

SECRETARY
KERALA PUBLIC SERVICE COMMISSION.