

**Gazette Date: 29/09/2016**

**Last Date: 02/11/2016**

**Category No: 303/2016 to 306/2016**

**FIRST NCA NOTIFICATION**

**PART II**

Applications are invited online only by One Time Registration from qualified candidates belonging to following communities of Kerala state, who are regular employees of the Member Societies/Primary Co-operative Societies affiliated to the respective District Co-operative Bank.

1. Name of the concern : District Co-operative Bank
2. Name of Post : Branch Manager
3. Scale of Pay : ₹ 9,725 – 26,900/- (P.R)
4. Number of Vacancies : Community wise

Category No	Community	District	Vacancies
<b>303/2016</b>	Ezhava	Thiruvananthapuram	1
		Pathanamthitta	1
		Kottayam	1
		Ernakulam	1
		Malappuram	1
<b>304/2016</b>	Muslim	Thiruvananthapuram	1
		Kottayam	1
<b>305/2016</b>	S.C	Pathanamthitta	1
		Alappuzha	1
		Kottayam	1
		Idukki	1
<b>306/2016</b>	L.C/A.I	Thiruvananthapuram	1

Note:-

- (i) Candidates shall apply only through Online by One Time Registration facility available at the Kerala Public Service Commission website viz. [www.keralapsc.gov.in](http://www.keralapsc.gov.in) Applications submitted otherwise will be summarily rejected.
- (ii) Applications submitted by candidates belonging to the communities other than the notified will be summarily rejected. No rejection memo will be issued to these candidates.
- (iii) The selection in pursuance of this notification will be made on district wise basis and Ranked list will be prepared for concerned District Co-operative Bank. Candidates should apply for the post in that District Co-operative Bank only to which his/her member society/primary Co-operative Society is having affiliation and should note the name of that District against the relevant column in the application.

- (iv) Ranked List will be prepared for concerned district in pursuance of this notification. Ranked List thus prepared and published by the Commission shall remain in force until candidates are advised and appointed against all the NCA turns identified as unfilled during the currency of the Ranked List published for the post in the following districts.

Name of District	Date of publication of Ranked List	Category No
Thiruvananthapuram	27.03.2015	434/2009
Pathanamthitta	08.12.2014	434/2009
Alappuzha	17.11.2014	434/2009
Kottayam	29.12.2014	434/2009
Idukki	13.01.2015	434/2009
Ernakulam	07.01.2015	434/2009
Malappuram	11.12.2014	434/2009

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 2.1.1966 and 1.1.1998 (both dates included) are eligible to apply for this post.  
(Para 2 of the General conditions will not be applicable to this post)
7. Qualifications:-
- i) Graduation from a recognized University with not less than 50% marks in the aggregate and Higher Diploma in Co-operation [HDC or HDC & BM of State Co-operative Union of Kerala or HDC and HDCM of National Council for Co-operative Training or successful completion of the subordinate (Junior) Personal Co-operative Training Course (Junior) Diploma in Co-operation].

OR

B.Sc (Co-operation and Banking) from the Kerala Agricultural University.

- ii) M.B.A/C.A/M.Com/M.Sc (Co-operation and Banking) of the Kerala Agricultural University will be a preferential qualification.
- iii) Must be a regular employee who have completed not less than three years regular service and continuing in service in any cadre in a member Society/Primary Co-operative Society affiliated to the respective District Co-operative Bank. The employee should be in the service of the society not only on the date of application but also on the date of appointment.

Note:-

- (a) 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 the post.
- (b) 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) or officer of the same rank in the Government Department in the case of Industrial Societies, 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/posts and the post now held and pay now drawn and the period of regular service in each posts. :
3. Name of the 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)

Note:- 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 on the following form at the time of applying for the post 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.

Signature

Place :

Name & Designation of

Date :

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 .....

	Signature
Place :	Name & Designation of
Date :	the Head of Office
	(Office Seal)

8. 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](http://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.

9. **Last date of receipt of applications : 02.11.2016 Wednesday upto 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 a Written Test/OMR/Online Test is conducted as a part of the selection Admission Tickets of eligible candidates will be made available in their profile for 'One Time Registration' and the date of downloading will be included in the Examination Calendar. Candidates can download Admission Tickets for 15 days from the date. Candidates who have downloaded the Admission Tickets will alone be permitted to attend the Examination.

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

SECRETARY  
KERALA PUBLIC SERVICE COMMISSION.