

GAZETTE DATE : 28.06.2008

LAST DATE : 30.07.2008

CATEGORY Nos : 232/2008 & 233/2008

Category No.232/2008

PART-I

1. Name of concern : **District Co-operative Bank**
2. Name of Post : **Data Entry Operator**
3. Scale of Pay : **Rs. 6700- 18375/-**
4. Number of Vacancies : **Thrissur - 1 (one)**
Kollam - 1 (One)
5. Method of appointment : **Direct recruitment**
6. Age Limit : **Must have completed 18 (eighteen) years and must not have completed 37 (thirty seven) years as on 01.01.2008 (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:-

- (1) BA/BSc/Bcom Degree of a recognised University
- (2) Certificate in Data Entry Operation of an Institution recognised by State/Central Government.
- (3) One year experience in Data Entry Operation.

8. Sub paras 5, 8, 9, 10, 11, 12, 13 in para 2 and para 7 of the general conditions are not applicable to this post.

PART-II

(From qualified regular employees of the member Societies/Primary Societies affiliated to District Co-operative Bank, Thrissur and Kollam)

1. Name of concern : District Co-operative Bank
2. Name of Post : Data Entry Operator
3. Scale of Pay : Rs. 6700-18375/-
4. Number of Vacancies : Thrissur (Anticipated vacancy)
Kollam (Anticipated vacancy)

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 forward the applications to the District Officer concerned to the Commission and should note the name of that district against the relevant column in the 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 Limit : Must have completed 18 (eighteen) years and must not have completed 50 (Fifty) years of age as on 01.01.2008.

7. Qualifications:-

- (1) BA/BSc/Bcom Degree of a recognised University
- (2) Certificate in Data Entry Operation of an Institution recognised by State/Central Government.
- (3) One year experience in Data Entry Operation.
- (4) Must be a regular employee who has a minimum regular service of 3 years (and continuing in service) in any cadre in a member Society/Primary Society affiliated to the concerned 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 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 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 lists.

2. *The eligible employees of affiliated Member Societies/Primary Co-operative Societies who apply for the above post should note at the top of the applications as "Appointment from among employees of affiliated Member Societies/Primary Societies". They 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	:	
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2.	Name of 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 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: _____ Signature & Name of the Asst.
Date: _____ Registrar (General) Taluk Co-operative Department.
(Office Seal)

An employee in a Member/Primary Co-operative Society applying for a post in the concerned District Co-operative Bank shall obtain a receipt in the form appended in para 20 of the General condition from the Head of Office and shall produce the same to the Commission as and when called for.

8. Para 2 and 7 of the General Conditions are not applicable to this post. (For details, please see the General Conditions)

Common Stipulations for Direct and By Transfer Recruitment

(1) *The vacancy now reported from the above District Co-operative Bank will be filled up from general open market category. But 50 % of the vacancies (including this vacancy) reported during the pendency of the Ranked List from the above District Co-operative Bank for Direct Recruitment will also be filled up from this category and the remaining 50% vacancies will be filled up by direct recruitment from employees of affiliated member societies of the respective banks having the prescribed qualification for the post.*

(2) *Separate Ranked list will be prepared for each district in pursuance of this Notification. The ranked list thus 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 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 vacancies and also against the vacancies if any, reported during the currency of the list.*

(3) *The Selection in pursuance of this Notification will be made on district-wise basis. Applications should be sent to concerned District in response to this notification. If applications are sent contrary to the above direction, and if he/she is selected his/her name will be removed from the ranked lists and disciplinary action will be taken against him/her.*

Candidates should submit applications for this post to the concerned District Officer of the Commission and should note the name of that District against the relevant column in the application (Side B) and darken the bubble in the OMR Sheet (Side A).

4. The Registration Number and date of Registration of the institution from which the Experience Certificate is produced, shall be clearly entered in the Experience Certificate. The Experience Certificate shall be counter signed by District level Officer of the concerned Government Department, which issued the Registration Number to the institution. (The genuiness of the Experience Certificate shall be examined. Action will be taken against those who issue bogus Certificate and the candidates who produce bogus Certificate)

(5). An employee in a member /primary Co-operative Society/ Government Department / (Company/Board/Corporation) applying for a post in the concerned District Co-operative Bank shall obtain a receipt in the form appended in para 20 of the General condition from the Head office and shall produce the same to the commission as and when called for.

9. Last date for receipt of applications: 30/07/2008 Wednesday up to 5 P.M

10. Applications Form and Application Fee:

The application form is a single sheet of paper printed on both sides to facilitate Computer Processing also using the Optical Mark Reader (OMR). Side 'A' is the OMR data sheet and Side 'B' is the conventional application form. The candidates must darken the bubbles in Side A and fill up columns in Side B of the application. Each application form contains a unique eight digit barcode on side 'A'. . This barcode number is unique for each application. The candidate has to quote this number for further communication.

Cost of the application form is Rs.10/- (Rupees Ten only). The cost of the application form for SC/ST candidates in Kerala is Rs.5/- (Rupees five only). The application should be filled up in accordance with the directions contained in the information brochure supplied along with the application form. Applications which are not filled up in accordance with the instructions in the brochure will be summarily rejected. The application form can be obtained from the various offices of the Kerala Public Service Commission and from the various Post Offices in Kerala.

Application should be submitted in the form devised and printed by the Kerala Public Service Commission and applications otherwise submitted will be summarily rejected.

11. Address to which applications are to be sent : K.P.S.C District Office Concerned.

Documents to prove qualification, age, Community, Experience etc. have to be produced as and when called for. No copies of documents should be attached with the application.

12. Mode of sending applications:

(a) The name of the post, Category number and Department of the respective post should be clearly noted at the top of the envelope.

(b) The name and address of the candidate shall be entered at the bottom left hand corner and address to which applications are to be sent at the bottom right hand corner of the envelope.

Applications sent to any address other than that of the District Officer of the District to which the candidates apply will be summarily rejected.

For details please see the General Conditions.

P. C. BINOY
SECRETARY,
KERALA PUBLIC SERVICE COMMISSION