

GAZETTE DATE : 30.12.2010

LAST DATE : 02.02.2011

CATEGORY No. : 413/2010

Part II

Applications are invited online only from the qualified regular employees of the member Societies / Primary Societies affiliated to District Co-operative Bank, Kollam for appointment in the under mentioned post.

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|---|---------------------|---|----------------------------------|
| 1 | Name of concern | : | District Co-operative Bank |
| 2 | Name of post | : | Steno Typist |
| 3 | Scale of Pay | : | Rs. 6700 – 18375 |
| 4 | Number of Vacancies | : | Kollam - Anticipatory vacancies. |

50% of the vacancies in the post shall be filled from this category.

Note:- (i) 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 new lists after the expiry of the minimum period of one year or till the expiry of three years which ever 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 currency of the list.

(ii) The selection in pursuance of this notification will be made on District wise basis. Hence candidates should apply for the post in the Kollam 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.

(iii) 3% of vacancies for the post shall be reserved for suitable PH candidates vide G.O.(P) No11/2009/SWD dated 10.02.2009.

5. Method of appointment: Direct Recruitment from eligible employees of Member Societies/Primary Co-operative Societies affiliated to the Kollam District Co-operative Bank only
6. Age:- 18 – 50 ; Only candidates born between 02-01-1960 and 01-01-1992 (both dates included) are eligible to apply for this post.
7. Qualifications:

1. Pass in SSLC
2. Typewriting (English) Higher (KGTE/ MGTE).
3. Typewriting (Malayalam) Lower (KGTE)
4. short hand (English) Higher (KGTE/MGTE)
5. Short hand (Malayalam) Lower (KGTE)
6. Must have 3 years regular service in any of the cadre in the Primary Co-operative Society as experience.

Note: (i) 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.

(ii) The eligible employees of affiliated Member Societies/Primary Co-operative Societies who apply for the above post should note at the top of 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 enquired 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 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 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 and name of the
Asst.Registrar (General)
Taluk Co-operative Department

(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 CERTIFICATE

(To be obtained from the appointing authority)

Certified that a copy of application dated for selection to the post of on Rs..... in the(here enter the name of the Co-operative Institution) notified in the gazette datedhas been received by me from(here enter the name of the applicant and the post held by him/her) and that objections if any to the entertainment of the applications will be communicated to the District Office of the Kerala Public Service Commission with in one month from the last date fixed for receipt of Applications.

Place:
Date:

Signature
Name & Designation of the
Appointing Authority

(Office Seal)

8. Mode of sending application: -

The application shall be submitted on-line only. The application forms of the PSC designed for processing through Optical Mark Reader will not be considered for this post. Detailed instructions regarding the submission of applications are available in the website of the Kerala Public service Commission viz. www.keralapsc.org. No application fee is required. The barcode number in the application form shall be quoted in all further enquiries / correspondence. Service Certificate and document to prove qualification, age and community have to be produced as and when called for. Applications which are submitted not in accordance with the instructions given in the website will be summarily rejected.

9. Last date for receipt of applications: **02.02.2011 Wednesday upto 5 PM**

10. Address to which applications are to be sent : www.keralapsc.org

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

(For details, please see the General conditions given)

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