

**EXTRA ORDINARY GAZETTE DATE : 03.08.2020**

**LAST DATE : 09.09.2020**

**CATEGORY NO: 29/2020**

**Part I (General Category)**

Applications are invited online only by **One Time Registration** from qualified candidates for appointment to the under mentioned post in Kerala State Co-operative Agricultural and Rural Development Bank Limited. Candidates who have already registered can apply through their profile.

- |                              |   |   |
|------------------------------|---|---|
| <b>1 Name of concern</b>     | : | Kerala State Co-operative Agricultural and Rural Development Bank Limited                 |
| <b>2 Name of post</b>        | : | Administrative Officer (and equated categories viz. Chief Inspecting Officer / Principal) |
| <b>3 Scale of Pay</b>        | : | ₹ 29780 – 80230 /-  |
| <b>4 Number of Vacancies</b> | : | 01 (One)  |

- Note :
- 1 The above vacancy is now in existence in Kerala State Co-operative Agricultural and Rural Development Bank Limited for the post of Administrative Officer for General Category alone. Vacancies if any further reported will be filled by apportioning the same in the ratio of 1 : 1 between General Category (Part I) and Society Category (Part II) in continuation of the division already made, and candidates will be advised accordingly, the first one going to General Category. Separate notification will be issued under Part II for filling up the vacancies earmarked for Society Category. The rules of reservation as laid down in General Rules 14-17 of KS&SSR 1958 will be followed for appointment from both the lists.
  - 2 The ranked list prepared and published by the Commission for the post shall remain in force for a minimum period of one year and a maximum period of three years provided that the said list will not continue to be in force if a new list is published after the expiry of the minimum period of one year. Candidates will be advised for appointment against the aforesaid vacancies earmarked for the General Category during the period of currency of the list.
  - 3 The selection in pursuance of this notification will be made on a statewide basis.
  - 4 As per Rule 184 of KCS every person appointed to this post shall from the date on which he/she joins duty be on probation for a period of one year on duty within a continuous period of two years.

- 5 Method of appointment** : Direct Recruitment
- 6 Age Limit** : 18-45 ; Only candidates born between 02.01.1975 and 01.01.2002 (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 part 2 of the General Conditions)

Note :1 For concession 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 concession will not be available for further appointment to any other post. The candidates who are entitled to the above concession shall note the details there of in the respective column of the application and submit certificate (original) obtained from the Head of Office or Head of Department or Appointing Authority of the Co-operative Institutions concerned, when the Commission calls 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 Institution. The original certificate thus produced will not be returned to the candidate.

2 The existing employees of Kerala State Co-operative Agricultural Rural Development Bank Ltd who possess MBA/CA qualification will be allowed age relaxation of 5(Five) years to apply for direct recruitment.

**7 Qualifications:**

MBA (Finance) / MBA (HR) or Membership of the Institute of Chartered Accountants of India, with 3(Three) years experience in Managerial / Supervisory cadre in Co-operative Institutions / Scheduled Banks/ Government/ Quasi Government Institutions / Public Limited Companies.

*OR*

A Master's Degree of a recognized University in Arts/Science/Commerce with not less than 50% marks in the qualifying examination and HDC/JDC.

*OR*

Any Bachelor's Degree from a recognized University with not less than 60% marks in the qualifying examination and HDC/JDC.

*OR*

A Bachelor's Degree in Agriculture or Horticulture of a recognized University.

*OR*

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

*OR*

Degree in Law.

- Note :
- 1 Rule 10 (a) (ii) of Part II KS&SSR is applicable for this selection.
  - 2 Those candidates who have claimed equivalency for qualifications should produce the Government order proving the same at the time of certificate verification in order to consider as equivalent.
  - 3 If the caste of candidates is wrongly mentioned in their SSLC book, they should claim their original caste in their applications and should produce community/NCLC certificate issued from concerned revenue authority and the Gazette Notification for the same at the time of certificate verification.
  - 4 **The certificate to prove experience shall be uploaded at the time of submitting application. Otherwise, the application will not be accepted.** Certificate to be produced in proof of experience shall be in the form given below:

Name of the firm :  
(Company/Corporation/Government  
Department/ Co-operative Institution etc)  
Register Number :  
(SSI Registration or any other Registration  
Number) and Date of Registration.  
Authority issued Registration :

**CERTIFICATE OF EXPERIENCE**

Issued to (here enter Name and Address)

.....  
.....  
.....

This is to certify that the above mentioned person has worked /has been working in this Institution as..... (here enter the name of the post held and or the nature of assignment held in the capacity) on Rs..... per day/per mensum for a period of ..... years .....months .....days from ..... to .....

Signature with date  
Name and Designation of the  
Issuing Authority with name of  
the Institution

Place:

Date: (Office Seal)

**CERTIFICATE**

Certified that Sri/Smt. .... mentioned in the above experience certificate has actually worked / is working as ..... (specify the nature of employment) in the above Institution during the period mentioned there in as per the entry in the ..... Register (mention the name of Register) maintained by the employer as per the provision of ..... Act (Name of Act/Rules to be specified).

I am the authorized person to inspect the Registers kept by the employer as per the provision of the Act/Rules of the ..... State /Central Act.

Signature with Date  
Name of the Attesting Officer with  
Designation and Name of Office,  
who is the notified Enforcement Officer  
as per Act/Rules

Place:

Date: (Office Seal)

- Note: (i) Please specify the post held or nature of assignment, Casual Labourer, Paid/Unpaid apprentice/ Regular worker or Temporary worker.
- (ii) All Experience Certificate shall be duly certified by the concerned Controlling Officer / Head of Office of the Government. The genuineness of the Certificate shall be subjected to verification and legal action will be taken against those who issue and produce bogus certificate.

## **8 Mode of submitting the Applications:**

Candidates shall register as per ONE TIME REGISTRATION system on the Official Website of Kerala Public Service Commission [www.keralapsc.gov.in](http://www.keralapsc.gov.in) to apply for the post. Candidates who have already registered shall apply by logging on to their profile using their User-ID and password. Candidates shall click on the Apply Now button of the respective post in the Notification link for applying for a post. No application fee is required. Candidates can view and have a print-out of the details in the profile if required, 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. They shall quote the User- ID for further communication with the Commission. Applications once submitted will be received as provisional and particulars shall not be deleted or altered after submission. Applications submitted not in accordance with the conditions of the notification will be summarily rejected. Documents to prove Qualification, community, age etc. have to be produced as and when called for. **Candidates who have AADHAAR Card should add AADHAAR Card as I.D proof in their profile.**

- 9 Last date for receipt of application** : **09.09.2020** Wednesday up to 12 midnight.
- 10 Address to which applications are to be sent** : [www.keralapsc.gov.in](http://www.keralapsc.gov.in)
- 11** Sub Paras v,viii,ix, x, xi, xii, xiii in Para 2 , Para 5(a) and Para 7 of General Conditions regarding recruitment by KPSC are not applicable to this post.
- 12** If Written/OMR/Online Test is conducted as part of this selection, candidates shall submit a confirmation for writing the examination through their One Time Registration profile. Such candidates alone can generate and download the Admission Tickets in the last 15 days till the date of Test. The applications of candidates who do not submit confirmation within the stipulated period, will be rejected absolutely. The periods regarding the submission of confirmation and the availability of Admission Tickets will be published in the Examination Calendar itself. Information in this regard will be given to the candidates in their

respective profiles and in the mobile phone number registered in it.

- 13** Candidates who erroneously claim qualification, experience etc and attend or abstain from examinations after providing confirmation are liable for disciplinary action as stipulated in Rule 22 of KPSC Rules of Procedure 1976.

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

**SAJU GEORGE,**  
SECRETARY,  
KERALA PUBLIC SERVICE COMMISSION.