



# കേരള ഗസറ്റ് KERALA GAZETTE

## അസാധാരണം EXTRAORDINARY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്  
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Thiruvananthapuram,  
Monday

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27th March 2023  
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### GOVERNMENT OF KERALA

#### Abstract

Co-operation Department – Recruitment Rule and Cadre Strength for employees in Kerala State Co-operative Bank – Revised - Orders issued.

#### CO-OPERATION (B) DEPARTMENT

G.O.(P) No.87 /2023 /Co-op

Dated, Thiruvananthapuram, 24/03/2023

Read:- 1. Order No. CB(5) 784/2019 dated 29/11/2019 of the Registrar of Co-operative Societies.

2. G.O.(P) No. 144/2020/Co-op dated 30/10/2020.

3. G.O.(P) No. 119/2021/Co-op dated 02/08/2021.





4. Letter No. RCS/9428/2021-EM(1) dated 11/01/2022 and Letter No. RCS/2764/2022-EM(1) dated 11/04/2022 from the Registrar of Co-operative Societies.
5. Letter No. A3-2/1/2021-KPSC dated 07/01/2022 & Letter No. A3-2/1/2021-KPSC/Dummy dated 11/01/2023 from Kerala Public Service Commission.

### **ORDER**

The Government of Kerala have accorded sanction for de-layering the three tier Short Term Co-operative Credit Structure in the State after obtaining the final approval from the Reserve Bank of India. As per the order read as 1<sup>st</sup> paper above, the Registrar of Co-operative Societies had ordered the de-layering of Short Term Co-operative Credit Structure in Kerala by amalgamation and transfer of assets and liabilities of 13 District Co-operative Banks (DCB's) with the Kerala State Co-operative Bank (KSCB) on the basis of the resolution passed by the General Body of each entity under Section 14A of the Kerala Co-operative Societies Act.

2. As per Government Order read as 2<sup>nd</sup> paper above "Kerala State Co-operative Bank Cadre Integration Scheme, 2020" has been approved. On amalgamation, officers and employees of the District Co-operative Banks became the officers and employees of Kerala State Co-operative Bank. Accordingly in exercise of the powers conferred under sub-section 14 of Section 74H of Kerala Co-operative Societies Amendment Act (Act 1 of 2019) Government approved and notified the Recruitment Rule for employees of Kerala State Co-operative Bank as per read as 3<sup>rd</sup> paper above.

3. Registrar of Co-operative Societies based in the suggestion from KSCB has also suggested some amendments in the Recruitment Rule of KSCB vide letters read as 4<sup>th</sup> paper above. Kerala Public Service Commission has also suggested some amendments in the Recruitment Rule of KSCB vide letters read as 5<sup>th</sup> paper above.

4. Thus after complying all the prescribed formalities and pre - conditions, in exercise of powers conferred under Sub-Section 14 of Section 74H of the Kerala Co-operative Societies (Amendment Act) 2019 read with sub-rule 5 of 28A in Chapter IIIA of Co-operative Societies Amendment Rule, Government hereby approve and notify, a comprehensive Recruitment Rule of Kerala State Co-operative Bank as appended in Appendix I, subject to the following conditions and Cadre Strength Statement in the order read as 3<sup>rd</sup> paper above is hereby added as Appendix II keeping unchanged.

- The Recruitment Rule will come into force from 02/08/2021 and the Special Rule will have prospective effect from 02/08/2021 only. Kerala State Co-operative Bank will take steps to fill the vacancies strictly in the line with the modified Recruitment Rules against the existing vacancies. No promotions with retrospective effect (before 02/08/2021) will be done.





- Chief Executive Officer, Kerala State Co-operative Bank will report the vacancies earmarked for direct recruitment through Public Service Commission immediately.
- Chief Executive Officer, Kerala State Co-operative Bank will ensure that promotions based on the modified Special Rule will be made after the evaluation of performance of employees by the Selection Committee and Performance Evaluation Committee wherever it is prescribed, also ensure that candidates proposed to be promoted have cleared the promotion test as stipulated in the Special Rule, KSCB will not create any new post either temporary or permanent without prior sanction of Government.

5. Necessary amendment in Kerala Co-operative Society Rule in line with this Special Rules will be issued separately.

**(By order of the Governor)**

**MINI ANTONY IAS**

**SECRETARY TO GOVERNMENT**

To

1. The Registrar of Co-operative Societies, Thiruvananthapuram.
2. The Chief Executive Officer, Kerala State Co-operative Bank, COBANK Towers, Palayam, Thiruvananthapuram.
3. The Secretary, Kerala Public Service Commission, Thiruvananthapuram.  
(with C/L)
4. The Information Officer, Web and New Media, Thiruvananthapuram.
5. Stock File/ Office Copy





**APPENDIX -I**

G.O.(P)No.87/2023/Co-op dtd 24/03/2023.

**KERALA STATE CO-OPERATIVE BANK**  
**RECRUITMENT RULES - 2023****I. Short Title and commencement**

- (i) These rules may be called the Kerala State Co-operative Bank Recruitment Rules, 2023.
- (ii) They shall come into force with effect from the date of 02/08/2021.

**II. Constitution**

The service shall be of the following categories.

<b>Sl. No.</b>	<b>Category No.</b>	<b>Name of Category</b>
1	Category No. 1	Managing Director/Chief Executive Officer
2	Category No. 2	Executive Director
3	Category No. 3	Chief General Manager
4	Category No. 4	General Manager
5	Category No. 5	Deputy General Manager
6	Category No. 6	Assistant General Manager
7	Category No. 7	Senior Manager
8	Category No. 8	Manager
9	Category No. 9	Assistant Manager
10	Category No. 10	Accountant
11	Category No. 11	Clerk /Cashier
12	Category No. 12	Receptionist/PBX Operator
13	Category No. 13	Confidential Assistant
14	Category No. 14	Office Facilitator / Clerical Attendant
15	Category No. 15	Chief Security Officer
16	Category No. 16	Driver cum Attendant





17	Category No. 17	Lift Operator
18	Category No. 18	Office Attendant
19	Category No. 19	Full Time Contingent Staff
20	Category No. 20	Part Time Contingent Staff

<b><u>Special Category Posts</u></b>		
21	Category No 21	Principal Public Relations Officer
22	Category No. 22	Priority Sector officers
23	Category No. 23	IT Officer
24	Category No. 24	Project Specialist/ Credit Specialist
25	Category No. 25	Public Relations Officer
26	Category No. 26	Law Officer
27	Category No. 27	Assistant Engineer (Electrical)
28	Category No. 28	Assistant Engineer (Civil)
29	Category No. 29	System Administrator
30	Category No. 30	Civil Overseer
31	Category No. 31	Electrician
32	Category No. 32	Plumber

### **III. Appointment**

Appointment to the various categories shall be made as follows:

<b>Sl. No.</b>	<b>Name of Category</b>	<b>Method of appointment</b>
1	Managing Director/ Chief Executive Officer	By Government.





2	Executive Director	By Government.  (i) Selection from post Chief General Managers.  <b>OR</b>  (ii) In the absence of eligible candidate by selection, direct appoint by Government.
3	Chief General Manager	By selection from the post of General Managers having three years service in the feeder category.
4	General Manager	By promotion from Deputy General Managers having three years service in the feeder category.
5	Deputy General Manager	By promotion from Assistant General Managers having three years service in the feeder category and direct recruitment through PSC in the ratio 1:1.
6	Assistant General Manager	By promotion from Senior Manager having three years service in the feeder category and on the basis of seniority.
7	Senior Manager	By promotion from seniority list of Managers having three years service.
8	Manager	By promotion from combined seniority list of Project Specialist / Credit Specialist, Priority Sector Officers and Assistant Managers having three years service in respective category.
9	Assistant Manager	Direct recruitment by PSC and promotion from the post of Accountant having three years service in feeder category in the ratio 1:3.
10	Accountant	By promotion on the basis of combined seniority from Clerk / Cashier, Typist /





		Steno Typist, Confidential Assistant, Data Entry Operator, Receptionist having minimum of three years service in respective feeder categories.
11	Clerk / Cashier	By Direct Recruitment through Kerala PSC and by transfer appointment on the basis of combined seniority from among the persons holding lower posts, who possess the required qualification and three years service in respective posts. The ratio for the direct recruitment and promotion shall be 3:1.
12	Receptionist / PBX Operator	Direct Recruitment by Kerala PSC only.
13	Confidential Assistant	By direct recruitment by PSC and by transfer from Office Facilitator / Clerical Attendant with qualification in the ratio of 4:1.
14	Office Facilitator / Clerical Attender	By promotion from Office Attendant.
15	Chief Security Officer	On Deputation from Department of Home <b>OR</b> by direct recruitment by Bank.
16	Driver cum Attendant	50% post by direct recruitment by PSC and 50% post by transfer appointment on the basis of seniority from Office Attendant and Full Time Contingent Staff having three years service in the respective post and qualification.
17	Lift Operator	By transfer appointment from Contingent Staff (Full time/ Part Time) based on seniority after obtaining option.
18	Office Attendant	1) 60% Direct Recruitment by Kerala PSC  and  2) 40% by promotion from Full Time Contingent Staff.





19	Full Time Contingent Staff	By promotion from Part Time Contingent Staff.
20	Part Time Contingent Staff	Direct Recruitment by Bank.
<b>Special Category Posts</b>		
21	Principal Public Relations Officer	By promotion from Public Relations Officer on the basis of seniority.
22	Priority Sector Officer	Direct Recruitment by Kerala PSC only.
23	IT Officer	Direct Recruitment by Kerala PSC only.
24	Project Specialist/ Credit Specialist	Direct Recruitment by Kerala PSC only.
25	Public Relations Officer	Direct Recruitment by Kerala PSC only.
26	Law Officer	Direct Recruitment by Kerala PSC only.
27	Assistant Engineer (Electrical)	Direct Recruitment by Kerala PSC only.
28	Assistant Engineer (Civil)	Direct Recruitment by Kerala PSC only.
29	System Administrator	Direct Recruitment by Kerala PSC only.
30	Civil Overseer	Contract /Deputation.
31	Electrician	Contract /Deputation.
32	Plumber	Contract /Deputation.

#### **IV. Appointing Authority**

Appointing Authority in respect of all the categories of posts except Chief Executive Officer and Executive Director will be Chief Executive Officer / Managing Director.

Appointment of Chief Executive Officer and Executive Director is vested with Government.





## **V. Reservation of Appointment**

The Rules regarding reservation of appointment contained in Rules 14 to 17 of Part II of the Kerala State and Subordinate Service Rules 1958, shall apply to Direct appointment .

## **VI. Qualifications**

No person shall be eligible for appointment to the posts mentioned in the Table under columns 1 and 2 and by the methods specified in Column 3 unless he/she possesses the qualifications and criteria specified in the corresponding entry in Column 4 and 5 thereof.

Cat. No.	Name of Post	Method of Appointment	Qualifications	
			Promotion / By transfer	Direct Appointment
1	2	3	4	5
<b>General Staff</b>				
1	Managing Director / Chief Executive Officer	The appointment of Chief Executive Officer / Managing Director is vested with Government.		Fit and proper criteria fixed by Reserve Bank of India and Government of India.
2	Executive Director	(i) By selection from the post of Chief General Managers based on recommendation of the Selection Committee.  <b>OR</b> In the absence of suitable candidate by selection direct appointment by Government.	Based on Performance appraisal Report of the Selection Committee and Interview.  A Selection committee will be constituted under the Chairmanship of Secretary (Co-operation), Secretary(Finance), Registrar of Co-operative Societies, President, Kerala State	Fit and proper criteria fixed by Reserve Bank of India.





		The appointment of Executive Director is vested with Government.	Co-operative Bank, Chief Executive Officer, Kerala State Co-operative Bank, one expert nominated by the Government as members.	
3	Chief General Manager	By selection from the post of General Managers having minimum three years service as General Manager.	Based on the recommendation of Selection Committee.  Selection Committee will be constituted with President, Kerala State Co-operative Bank as Chairman, Chief Executive Officer, Kerala State Co-operative Bank, one independent Director, one elected Director, one External Expert nominated by the Board, Registrar of Co-operative Societies and one Government Representative as members.	
4	General Manager	By promotion from Deputy General Managers having minimum three years service in the Cadre of Deputy General Manager.	Recommendation of the Selection Committee based on Performance Appraisal Report.  Selection Committee consist of President, Kerala State Co-operative Bank as	





			Chairman, Chief Executive Officer, Kerala State Co-operative Bank one independent Director, one elected Director, one external Expert nominated by the Board, Registrar of Co-operative Societies and one Government representative as members.	
5	Deputy General Manager	By Promotion from Assistant General Managers having three years of service and direct recruitment by PSC in the ratio of 1:1.  <u>Note</u>  <i>In any case, number of directly recruited persons should not be above the 50% of total number of post in the cadre.</i>	Promotion from Assistant General Managers who pass the qualifying examinations conducted by Bank in accordance with seniority.	(i) Masters Degree in Business Administration or any other equivalent qualification in Banking or Finance as the main subject, from a UGC recognized university or National Institute established by Central Government or Institute established by Government of Kerala.  <b>OR</b>  Membership of





				<p>the Institute of Chartered Accountants of India, having 15 years experience in Kerala State Co-operative Bank / Kerala State Agricultural and Rural Development Bank/ Nationalized Banks/ Scheduled Banks, of which five years service will be in the cadre of Assistant General Manager / Senior Manager.</p> <p style="text-align: center;"><b>OR</b></p> <p>Person having 15 years service as an officer in any scheduled bank in which three years service will be in the Cadre of Assistant General Manager / Chief Manager.</p> <p>Maximum age limit for the candidate will be 45 yrs.</p>
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6	Assistant General Manager	By promotion from Senior Managers having three years service in the feeder category and on the basis of seniority.	By promotion from Senior Managers in accordance with seniority and based on the recommendation of Performance Evaluation Committee consist of President Kerala State Co-operative Bank as Chairman, Chief Executive Officer, Kerala State Co-operative Bank, one independent Director, one elected Member and One External Expert as members.	
7	Senior Manager	<p>By promotion from the seniority list of Managers having three years service.</p> <p>At present Agricultural Officer, Planning and Development Officer are now working in the scale equivalent to Senior Managers.</p> <p>Accordingly they will be integrated with Senior Manager and they will be placed below the seniority</p>	Based on the Performance Evaluation and Confidential Report.	





		<p>list of Senior Mangers as on 29.11.2019.</p> <p>They should acquire 3 years service in Banking activity in branches before getting further promotion.</p> <p>Seniority among Agricultural and Planning and Development Officer will be in accordance with their date of advice in the respective Banks.</p>		
8	Manager	<p>By promotion from combined seniority list of Project Specialist / Credit Specialist, Priority Sector Officers and Assistant Manager having three years services in respective Category.</p> <p>Person now holding the post of Project Specialist / Credit Specialist will continue as such in a</p>	<p>By promotion from combined seniority list of Project Specialist/ Credit Specialist, Priority Sector Officers and Assistant Manager having three years service in respective Category.</p> <p><u>Note:</u></p> <p><i>Employee should have passed promotion test conducted by Bank to become eligible for promotion .</i></p>	





		supernumerary post. He is entitled to get grade promotions as applicable in Kerala State Co-operative Bank.		
9	Assistant Manager	<p>(i) Direct recruitment by PSC and promotion from the post Accountant having three years service in feeder category in the ratio 1:3.</p> <p>(ii) 25% of the vacancies earmarked for direct recruitment by PSC shall be reserved to the employees of PACS and Urban Co-operative Bank, of and above the cadre of Assistant Secretary/ Secretary having 8 years service in the Societies of which 3 years will be in supervisory Cadre.</p> <p>In the absence of eligible persons from quota earmarked for</p>	Pass in qualifying Examination conducted by bank and based on seniority in the cadre of Accountant.	<p>(i) Graduation from a UGC recognized University or National Institute established by Central Government or Institute established by Government of Kerala with not less than 60 % of marks in the aggregate.</p> <p>(ii) MBA (Finance/ Banking)/ACA/ ACMA/ACS/ B.Sc.(Co-operation &amp; Banking of Kerala Agricultural University) will be a preferential qualifications.</p> <p>Age limit for the candidate will be 28 yrs.</p>





		member societies, post will be filled from direct recruitment.		
10	Accountant	By promotion on the basis of combined seniority list from Clerk/ Cashier, Typist / Steno Typist Confidential Assistants, Data Entry operator and Receptionist having minimum of three years service in the respective feeder categories.  <i>Note :</i>  <i>Data entry operator post is not included in the Recruitment Rule. The persons now working as Data Entry Operator in KSCB and DCB will be integrated as mentioned above, as one time measure.</i>	Confidential Assistants, Data Entry Operator, Receptionist, should pass qualifying Test conducted by Bank for including them in combined seniority for promotion.	
11	Clerk / Cashier	(i) By Direct recruitment through KPSC and by	A. Degree in Commerce or Masters Degree in Arts of a	A. Degree in Commerce or Masters Degree in





		<p>transfer appointment on the basis of combined seniority from among persons holding lower posts, who possess the required qualification and three years service in respective posts. The ratio for the Direct Recruitment and promotion shall be 3:1.</p> <p>(ii) 50% of the vacancies earmarked for direct recruitment by PSC shall be reserved to the employees in similar or higher categories of employees of the member Societies (PACS and Urban Co-operative Bank) having three year service in approved post having regular service.</p>	<p>recognized University with Co-operation as special subject.</p> <p><b>OR</b></p> <p>B. (i) Any Bachelors Degree of recognized University and</p> <p>(ii) Higher Diploma in Co-operation or Higher Diploma in Co-operation and Business Management (HDC or HDC &amp; BM of State Co-operative Union of Kerala or HDC and HDCM of the National Council for Co-operative Training or successful completion of the Subordinate (Junior) Personal Co-operative Training Course (Junior Diploma in Co-operation) or equivalent</p> <p><b>OR</b></p> <p>C. B.Sc. (Co-operation and Banking) Degree of Kerala Agricultural University.</p> <p><b>And</b></p> <p>Have passed the Promotion test conducted by the Bank.</p>	<p>Arts of a recognized University with Co-operation as special subject.</p> <p><b>OR</b></p> <p>B.(i) Any Bachelors Degree of recognized University and</p> <p>(ii) Higher Diploma in Co-operation or Higher Diploma in Co-operation and Business Management (HDC or HDC &amp; BM of State Co-operative Union of Kerala or HDC and HDCM of the National Council for Co-operative Training or successful completion of the Subordinate (Junior) Personal Co-operative Training Course (Junior Diploma in Co-operation)</p> <p><b>OR</b></p> <p>C. B.Sc. (Co-</p>
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			<p><u>Note:</u></p> <p><i>The employee who were in the service of KSCB and Erstwhile DCBs as on 29/11/2019 are exempted from graduation.</i></p>	<p>operation and Banking) Degree of Kerala Agricultural University.</p>
12	Receptionist/ PBX Operator	Direct Recruitment by PSC only.		<p>1. Graduation from a recognized University.</p> <p>2. Good communication skill in English and Malayalam.</p> <p>3. One year experience in the operation of PABX/EPAB/ISDN as Receptionist in Government / Quasi Government/ or Public Sector Undertaking/ registered Private Sector Undertaking.</p>





13	Confidential Assistant	By direct recruitment by PSC and by transfer from Office Facilitator/ Clerical Attendant having qualification in the ratio of 4:1.	<p>1. Graduation from a UGC recognized university or National Institute established by Central Government or Institutes established by Government of Kerala or its equivalent qualification.</p> <p>2. Higher Grade Certificate in Typewriting English (KGTE/MGTE) and Computer Word Processing or its equivalent.</p> <p><u>Note:</u></p> <p>Those who have passed KGTE Typewriting before January 2002 should possess separate certificate in Computer Word Processing or its equivalent at the time of application</p>	<p>1. Graduation from a UGC recognized university or National Institute established by Central Government or Institutes established by Government of Kerala or its equivalent qualification.</p> <p>2. Higher Grade Certificate in Typewriting English (KGTE/MGTE) and Computer Word Processing or its equivalent.</p> <p><u>Note:</u></p> <p>Those who have passed the KGTE Typewriting before January, 2002 should possess separate certificate in Computer Word Processing or its equivalent at the time of application.</p>
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			<p>3. Lower Grade certificate in Malayalam (KGTE) or its equivalent .</p> <p>4. Higher Grade Certificate in Short Hand English (KGTE/MGTE) or its equivalent.</p> <p>5. Lower Grade certificate in Short Hand Malayalam (KGTE) or its equivalent.</p>	<p>3. Lower Grade Certificate in Malayalam (KGTE) or its equivalent.</p> <p>4. Higher Grade Certificate in Short Hand English (KGTE/MGTE) or its equivalent.</p> <p>5. Lower Grade Certificate in Short Hand Malayalam (KGTE) or its equivalent.</p>
14	Office Facilitator/ Clerical Attendant	By promotion from Office Attendant.		
15	Chief Security Officer	<p>By Deputation of officers not below the rank of Dy. SP from Department of Home, Government of Kerala.</p> <p style="text-align: center;"><b>OR</b></p> <p>By direct appointment by KSCB from the retired Commission Officers from</p>		





		Defence Service not below the rank of Captain.		
16	Driver Cum Attendant	50% post by direct recruitment by Kerala PSC and 50% post by transfer appointment on the basis of seniority from Office Attendant and Full Time Contingent Staff, having three years service in the respective post and qualification.	<p>1. Pass in Std. VII or equivalent qualification and after obtaining option.</p> <p>2. Must possess a current / valid Motor Driving License (LDV License) of 3 years standing to drive light motor vehicle with Drivers Badge.</p> <p>3. Medical Fitness:- Should be mentally fit as per the standards specified below.</p> <p>(i) Ear:- Hearing should be perfect.</p> <p>(ii) Eye:- Distant vision:- 6/6 Snellen.</p> <p>Near vision: 0.5 Snellen.</p> <p>Colour Vision : Normal.</p>	<p>1. Pass in Std. VII or equivalent qualification and after obtaining option.</p> <p>2. Must possess a current / valid Motor Driving License (LDV License) of 3 years standing to drive light motor vehicle with Driver's Badge.</p> <p>3. Medical Fitness:- Should be mentally fit as per the standards specified below.</p> <p>(i) Ear:- Hearing should be perfect.</p> <p>(ii) Eye:- Distant vision:- 6/6 Snellen.</p> <p>Near vision: 0.5 Snellen.</p> <p>Colour Vision : Normal.</p>





			<p>Night Blindness : Nil.</p> <p>(iii) Muscles and Joints:- No Paralysis and all joints with free movements.</p> <p>(iv) Nervous System :- perfectly normal, free from any infectious diseases.</p> <p><u>Note:</u></p> <p>(1) Driving License shall be valid not only at the time of application but also at each stage of selection.</p> <p>(2) Proficiency in driving Light Motor Vehicles is to be proved by a practical test conducted by the Bank during the course of selection.</p> <p>(3) Medical fitness shall be proved by a proper Medical Certificate</p>	<p>Night Blindness : Nil.</p> <p>(iii) Muscles and Joints:- No Paralysis and all joints with free movements.</p> <p>(iv) Nervous System :- perfectly normal, free from any infectious diseases.</p> <p><u>Note:</u></p> <p>(1) Driving License shall be valid not only at the time of application but also at each stage of selection.</p> <p>(2) Proficiency in driving Light Motor Vehicles is to be proved by a practical test conducted by the KPSC during the course of selection.</p> <p>(3) Medical fitness shall be</p>
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			<p>obtained from a Medical Officer not below the rank of an Assistant Surgeon.</p> <p>(4) Differently abled persons are not eligible to apply for the post.</p>	<p>proved by a proper Medical Certificate obtained from a Medical Officer not below the rank of an Assistant Surgeon.</p> <p>(4) Differently abled persons are not eligible to apply for the post.</p>
17	Lift Operator	By transfer appointment from Contingent Staff (Full time/ Part time) based on seniority after obtaining option.	Pass in Std. VII or equivalent qualification.	
18	Office Attendant	<p>(i) 60 % direct recruitment by PSC and 40 % promotion from Full Time Contingent Staff on the basis of seniority</p> <p>(ii) out of the 60% post earmarked for direct recruitment by PSC, 50% of the post is reserved for the Full Time Contingent Staff</p>	Pass in Std. VII.	Minimum Pass in Std. VII and should not have acquired any Degree.





		<p>from the member Societies having 3 years continuous service.</p> <p>In the absence of sufficient candidate earmarked for the society candidates, post will be filled from direct recruitment.</p>		
19	Full Time Contingent Staff	By promotion from Part Time Contingent Staff on seniority basis after obtaining option only.		
20	Part Time Contingent Staff	Direct recruitment by the Bank.		<p>(i) From the list to be obtained from Employment Exchange.</p> <p>(ii) Possess good physique and should not have acquire Graduation qualification.</p>
<b><u>Special category posts</u></b>				
21	Principal Public Relations Officer	By promotion from Public Relations Officer on the basis of seniority.		





22	Priority Sector Officers	Direct recruitment by PSC only.		<p>A Bachelors Degree in Agriculture / Horticulture / Veterinary Science / Dairy Science and Technology / Fisheries Science and Agricultural Engineering from a UGC recognized University or National Institute established by Central Government or Institute established by Government of Kerala.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.Sc.(C &amp; B) from Kerala Agriculture University having 2 year post qualification experience in the relevant field in a Government / Quasi Government / Public Sector Undertaking or</p>
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				registered Private Sector Under taking.
23	IT Officer	Direct recruitment by PSC only.		<p>1) B.Tech / BE in Information Technology or Computer Science from a UGC recognized university or National Institute established by Central Government or Institute established by Government of Kerala.</p> <p>2) <u>Experience:</u></p> <p>3 Year experience as IT officer in a Scheduled Bank/ Co-operative Bank / Financial institutions promoted by Government of Kerala / Govt of India.</p>
24	Project Specialist/ Credit Specialists	Direct recruitment by PSC only.		<p>1) MBA or equivalent qualification from a UGC recognized University or</p>





				<p>National Institute established by Central Government or institute established by Government of Kerala.</p> <p>2) Experience in project formulation, appraisal, monitoring and evaluation for a period not less than 3 years in Government / Public Sector Institutions, Scheduled Bank/ Co-operative Bank.</p>
25	Public Relations Officer	Direct recruitment by PSC only.		<p>1. (a) Masters Degree in Journalism / Public Relations from University recognized in Kerala with not less than 50% marks in aggregate</p> <p style="text-align: center;"><b>OR</b></p> <p>(b) Master's Degree in English</p>





				<p>/Malayalam Literature from a University recognized in Kerala with not less than 50% marks in aggregate and Post Graduate Diploma in Public Relations / Journalism from a recognized University/ Institute.</p> <p>2. <u>Experience</u>: - Minimum three years experience in the field of print Media or Public Relation Department in State / Central Government.</p>
26	Law Officer	Direct Recruitment by PSC only.		<p>1. Bachelors Degree in Law from University recognized in Kerala with not less than 60% marks in aggregate.</p> <p>2. five years active practice in Court of Law.</p>





27	Assistant Engineer (Electrical)	Direct Recruitment by PSC only.		<p>(1) BE/B.Tech Degree in Electrical / Electrical and Electronic Engineering from a UGC recognized University or National Institute established by Central Government or Institute established by Government of Kerala.</p> <p>(2) 3 years experience in the relevant field in a Government / Quasi Government / Public Sector Undertaking or registered Private Sector Undertaking.</p>
28	Assistant Engineer (Civil)	Direct Recruitment by PSC only.		BE / B.Tech Degree in Civil Engineering from a UGC recognized University or National Institutes established by





				<p>Central Government or Institutions established by Government of Kerala.</p> <p>2) 3 years experience in the relevant field in a Government / Quasi Government / Public Sector Undertaking or registered Private Sector Undertaking.</p>
29	System Administrator	Direct Recruitment by PSC only		<p>BE / B.Tech Degree in Electronics and Communication Engineering, Computer Science Engineering / Information Technology from UGC recognized university or National institute established by Central Government or Institutions established by Govt of Kerala.</p>





				5years experience in the field of system administration in a Government / Quasi Government / Public Sector Undertaking or registered Private Sector Under taking.
30	Civil Overseer	On Contract appointment / Deputation From State Government Department		Diploma in Civil Engineering (3 years course) / Degree (4 year) awarded by State/ Central University / Institutions or its equivalent qualification having 2 years working experience in a Government / Quasi Government / Public Sector Undertaking or registered Private Sector Under taking.
31	Electrician	On Contract appointment / Deputation from State		(1) NTC in the Trade of Electrician or its equivalent





		Government Department.		qualification. (2) 2 years working experience as Electrician in a Government / Quasi Government / Public Sector Undertaking or registered Private Sector Undertaking.
32	Plumber	On Contract appointment / Deputation from State Government Department.		(1) NTC in the Trade of Plumber or its equivalent qualification. (2) 2 years working experience as Plumber in a Government / Quasi Government / Public Sector Undertaking or registered Private Sector Undertaking.

The experience prescribed in the Recruitment Rule for various post should be acquired only after obtaining the prescribed educational qualification.





## **VII. Age Limit for Direct Recruitment**

No person shall be eligible for appointment by direct recruitment to any of the categories of posts if he/she has not completed 18 years of age and if he/she has completed 40 years of age (except for those posts for which age limit is specifically mentioned) as on the first January of the year in which applications for appointment are invited, subject to usual relaxation to SC/ST and Other Backward Communities. In no case, the maximum age limit shall exceed 50 years for direct recruitment.

Note :- Ex-servicemen and differently abled candidates are eligible for age relaxation as per the Government Orders issued from time to time in this regard.

## **VIII. Probation**

Every person appointed to any of the categories in the service of Kerala State Co-operative Bank Ltd. (by direct recruitment and by promotion) shall, from the date on which he/she joins duty be on probation for continuous period one year on duty within a continuous period of two years. However the appointing authority may extend the period of probation for another two years to enable the appointing authority to decide whether the probationer is suitable for regularization or not.

All other relevant provisions of Rule 184 of Kerala Co-operative Societies Rules are also applicable.

**IX )** Selection Committee and Performance Evaluation committee will be constituted as detailed in the Special rule to evaluate performance of employee for the appointment to the higher post.

**X)** Promotion Test – Kerala State Co-operative Bank will conduct Department promotion test with the support of out side professional agency such as Indian Institute of Banking and Finance to assess the suitability of the employees to get promotion for the higher post.

**XI)** A proper Annual confidential report in the prescribed performance will be maintained for employee above the rank of Clerk.

**XII)** Combine seniority list is prepared based the date of entry of an employee in the particular post as per the scheme of cadre Integration issued by Government .

**XIII)** The basic academic qualification prescribed for the each post shall be from UGC recognized university or National institute established by central Government or institute established by Government of Kerala.





**XIV ) Recruitment rules applicable to the employees of member societies of Kerala State Co-operative Bank Ltd.**

In appointments to Kerala State Co-operative Bank, Specific percentage vacancies as prescribed in the Special Rule shall be reserved to the employees of similar or higher categories of the member societies other than nominal or associate members, having a minimum regular service of 3 years and having the required qualifications for the notified post in Kerala State Co-operative Bank.

The above is applicable subject to the following conditions.

1. Educational qualifications will be that for direct recruitment to various posts.
2. Must have 3 years regular service in the member society affiliated to the Kerala State Co-operative Bank Ltd. Candidates selected under this category should be in the service of the member society not only on the date of application but also on the date of appointment.
3. Separate rank lists will be prepared for open candidate and for the employees of member societies.
4. If there is shortage of candidates in the ranked list of employees of affiliated Member Societies, those vacancies will be filled up from the ranked list of open candidates.

**GENERAL CONDITIONS**

The General Conditions regarding recruitment by Kerala PSC will be applicable to the recruitment to various posts in the Kerala State Co-operative Bank except sub paras 5, 8, 9, 11, 12, 13 in Para 2 and Para 7.





**Appendix II****G.O.(P)No.87/2023/Co-op dtd 24/03/2023.****Cadre Stentgh in KSCB**

<b>Sl. No.</b>	<b>Category No.</b>	<b>Name of Category</b>	<b>No of Post</b>
1	Category No. 1	Managing Director/Chief Executive Officer	1
2	Category No. 2	Executive Director	1
3	Category No. 3	Chief General Manager	3
4	Category No. 4	General Manager	12
5	Category No. 5	Deputy General Manager	50
6	Category No. 6	Assistant General Manager	40
7	Category No. 7	Senior Manager	385
8	Category No. 8	Manager	725
9	Category No. 9	Assistant Manager	800
10	Category No. 10	Accountant	700
11	Category No. 11	Clerk /cashier	1700
12	Category No. 12	Receptionist/PBX Operator	1
13	Category No. 13	Confidential assistant	17
14	Category No. 14	Office Facilitator / Clerical Attendant	200
15	Category No. 15	Chief Security Officer	1
16	Category No. 16	Driver cum attendant	80
17	Category No. 17	Lift Operator	10
18	Category No. 18	Office Attendant	600
19	Category No. 19	Full Time Contingent Staff	75
20	Category No. 20	Part Time Contingent Staff	673





<b>Special Category Posts</b>			
21	Category No 21	Principal Public Relations Officer	1
22	Category No. 22	Priority Sector officers	15
23	Category No. 23	IT Officer	1
24	Category No. 24	Project Specialist/ credit specialist	1
25	Category No. 25	Public Relations Officer	15
26	Category No. 26	Law Officer	1
27	Category No. 27	Assistant Engineer (Electrical)	1
28	Category No. 28	Assistant Engineer (Civil)	1
29	Category No. 29	System Administrator	1
30	Category No. 30	Civil Overseer	1
31	Category No. 31	Electrician	1
32	Category No. 32	Plumber	1

### Note

- Cadre strength is fixed considering the present strength in KSCB and DCB. This will be reviewed after the study by the professional agency entrusted by KSCB.
- 10% of the post in the Cadre of Senior manager will be designated as Assistant General Manager.
- 17 post of Confidential assistance is approved.
- Office Attendant and Clerical Attender will be in ratio of 3:1.
- Full Time Contingent Staff and Part Time Contingent Staff will be in the ratio of 10:1.

