

No. KSCB/HR/KPSC/APPT-OA/5935 /2026-27

09-09-2026

Registered with A/D

Memorandum

Sub:- Provisional appointment as Office Attendant - Part I (General Category) in the service of the Bank in the scale of pay of Rs. 25775-820/5-29875-930/5-34525-1050/5-39775-1190/5-45725-1370/5-52575-1540/5-60275 -1760/5-69075 (35) - reg.

Ref:- Advice Letter Nos. RIF 2/17/2025-KPSC dated 03.08.2026 from the Secretary, Kerala Public Service Commission, Pattom, Thiruvananthapuram.

With reference to the above, it is informed that you are advised by the Kerala Public Service Commission, Pattom, Thiruvananthapuram for appointment as Office Attendant - Part I (General Category) in the service of the Bank in the scale of pay of Rs. 25775-820/5-29875-930/5-34525-1050/5-39775-1190/5-45725-1370/5-52575-1540/5-60275-1760/5-69075 (35) subject to the terms and conditions prescribed by the Kerala Public Service Commission. Recruitment cum Feeder Category Rules of the Bank, Staff Regulations of the Bank, other relevant rules prescribed in the Kerala Co-operative Societies Act and Rules 1969. Accordingly, the Kerala State Co-operative Bank is pleased to appoint you in the post of Office Attendant subject to the following terms and conditions.

1. The appointment is subject to the provisions of Kerala State Co-operative Bank's Recruitment Rule, Bank's staff regulation, Bye-law and Kerala Co-operative Societies Act and Rules 1969
2. The appointment is made on a provisional basis in the category of Office Attendant with conditions laid down in the Kerala Co-operative Societies Act and Rules 1969, and the service conditions stipulated in G.O (MS) 75/86/Co-op dated 30.09.1986 and subsequent amendments made from time to time and applicable to the employees of the Bank.
3. The Provisional appointment is subject to the final judgement of various writ petitions/ writ appeals including WP(C) No. 646/2025, (WP(C) No. 18931/2024), WP(C) No. 26383/2025, WP(C) No. 26805/2025, WP(C) No. 27256/2025, WP(C) No. 31324/2025, WP(C) No. 31522/2025, WP(C) WP(C) No. 32061/2025, WP(C) No. 32082/2025, WP(C) No. 32191/2025, WP(C) No. 47385/2025 and other writ petitions relating to the appointment of Office Attendant through KPSC, pending before the Hon'ble High Court of Kerala and other forums, if any.
4. The appointment will be made regular if your character and antecedents are found satisfactory. If the same are found to be adverse, the provisional appointment will be cancelled and the advice for appointment by the Kerala Public Service Commission will also be cancelled without further notice.



5. The advice and appointment of the Candidate is subject to Rule 3 (C) of the General rule of the Kerala State and Subordinate Services Rules, 1958.
6. At the time of joining duty you should produce the following documents in original.
 - a) Certificate to prove date of birth, address, qualification and community.
 - b) Physical fitness certificate issued by a Medical Officer not below the rank of a civil surgeon in the prescribed format.
 - c) Conduct Certificates recently obtained from two respectable persons of the locality of which one should be from a Gazetted Officer.
 - d) Relieving order issued by the concerned Organization/other offices.
 - e) Five copies of latest passport size photographs of which 2 copies should be attested across by two separate Gazetted Officers in separate sheets.
 - f) Non creamy layer Certificate Issued by the competent authority should be submitted in the case of candidates belongs to backward classes. In the case of candidates whose community is also noted in the advice list, the same may be verified with prescribed Community Certificates.
 - g) Should produce original and three photo copies of PAN & AADHAR.
 - h) Should produce original and photo copy of PSC Advice.
 - i) Besides the above you should also bring a service register to record your service particulars and to be kept under the custody of the Bank. You should also bring one set of copies of attested certificates to prove age, address and qualification along with originals.
7. You will be on probation from the date on which you joins for duty and probationary period will be for a total period of one year on duty within a continuous period of two years. The confirmation/Increment/promotion will be granted only on satisfactory completion of service as stated above and on achieving targets as contemplated in the clause 15 of this offer letter. If not, the probation will be extended by a period up to one year.
8. You should bring a stamp paper worth Rs. 200/- (1st party- Candidate and 2nd party- The General Manager, HR Department, Kerala State Co-operative Bank, Head Office, Thiruvananthapuram) to execute a bond to serve the Bank for a period not less than five years. Violation of agreement attracts penalty fixed by the Bank.
9. At the time of joining duty you should furnish Cash Security Deposit of Rs.10,000/- (Rupees Ten Thousand only) which will be refunded only at the time of retirement from the service of the Bank/ resignation from the service of the Bank /termination from the service of the Bank as the case may be.
10. You will be bound by the Staff Regulations of the Bank and/or the rules notified by the State Government/Registrar of Co-operative Societies in accordance with Section 80 of the Kerala Co-operative Societies Act 1969, as the case may be.
11. You are liable to be transferred to any of the offices of the Bank within the State of Kerala.
12. You are advised to report for joining duty at the Head Office of the Bank at Thiruvananthapuram on or before **24.09.2026**.



13. You should furnish a declaration in the prescribed proforma in terms of G.O (P) No.77/2024/Home dated 05.11.2024 a copy of which is enclosed herewith.
14. You are bound by the provisions of State and District Co-operative Banks Self Financing Pension Scheme, 2005 under Kerala State Co-operative Employees Pension Board which is implemented for the employees of State Co-operative Bank announced by the Government of Kerala.
15. You are advised to canvas Rs. 10,00,000/- as fixed deposit and 100 numbers CASA (SB/CA) accounts during the first year of service for considering confirmation/ promotion/increment etc.
16. You will maintain utmost secrecy regarding the Bank's affairs and in respect of all transactions and affairs of its constituents and their accounts and shall in no case divulge any information which comes to your knowledge or has been prepared or collected in course of your duties unless duly authorized to do so by the Bank.

If the above terms and conditions are acceptable, you may return the duplicate copy of this letter duly signed in token of acceptance of the above terms & conditions either within **15 days of receipt of this memorandum or before 24.09.2026** failing which the order of appointment will stands cancelled.

Yours faithfully,



Chief General Manager

To
Bhavya Krishnan K.G,
Divya Bhavan,
Bhagavathipuram,
Kuthirakalam P.O.,
Thiruvananthapuram -695543

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