

OFFICE OF THE PUSTAPUR SERVICE CO-OPERATIVE SOCIETY LTD, PUSTAPUR

No : 02

Date : 19.08.2024

One post of Secretary of PUSTAPUR PACS is to be filled up by way of Direct Recruitment.

Eligibility & Education qualification: The candidate having minimum qualification of Graduation from any recognized university with computer proficiency shall be eligible for the post of Secretary of PACS. Preference shall be given to the candidates having Higher Diploma in Cooperative Management / MA / MSc / M. Com. / MCA/ MBA/ LLM/ BBA/ BCA/ Diploma in computer application from a recognized university.

The candidates must belong to the area of operation of the PUSTAPUR PACS provided that if suitable candidates are not available within the area of operation, candidates belong to the Panchayat Samiti to which the area of operation of the PACS belongs shall be considered & in the event of non-availability of suitable candidates even in the area of operation of the Panchayat Samiti, then the candidates belong to the District in which the area of operation of PACS resides shall be considered for the purpose.

Age: The age of the candidates should not be less than 21 years or more than 38 years as on the 1st day of April of the Calendar year in which recruitment is made. The upper age limit shall be 43 years in respect of person belongs to Woman/SC/ST/OBC including SEBC, Ex- Serviceman. The upper age limit shall be 45 years in respect of persons employed in any cooperative Societies.

Application form can be obtained in person from office of the PUSTAPUR PACS on payment of Rs. 200/- from date 20.08.24 to date 03.09.24 during 11.00 A.M. to 2.00 P.M. (Except Holiday). The duly filled application along with required documents & receipt in support of deposit of requisite fees should be sent to the Secretary of PUSTAPUR PACS from date 20.08.24 to date 03.09.24 (Except Holiday) during 11.00 A.M. to 5.00 P.M. through speed post only.

The application received beyond date line will not be entertained.

Required Documents:- 1. Attested copy of Certificate of HSC/ +2/ +3/ Graduation/ other qualification. 2. Attested copy of mark sheet of HSC/ +2/ +3/ Graduation/ other qualification. 3. Residential Certificate. 4. Attested copy of Caste Certificate. 5. Certificate to the effect of exemption/ Ex-service man/ Employees of other cooperative societies. 6. 2 nos. of passport Size Photograph. 7. Character certification from two gazetted officers who happens not to be relative of the candidates. 8. Computer proficiency Certificate from a recognized institution.

N.B.:- (i) No written test or viva voce will be conducted. Selection will be made purely on carrier basis starting from HSC and onwards. (ii) Candidates can obtain information from the correspondence Society. (iii) The Management of Society reserves all the rights to amend/ alter/cancel the recruitment process at any time without assigning any reason thereof. (iv) The post is purely temporary and can be terminated at any time without assigning any reason thereof. (v) The candidate on selection has to furnish security & surety deposit according to such standard and such form as may be prescribed in the guideline of Registrar of CS (O), Bhubaneswar vide letter no. XX 64/2016 23217 dated- 19.12.16.

By Order of President

Sd/- Secretary, Pustapur SCS, Khallikote Block (Ganjam)