

No. E.M(3)32431/2011

Office of the Registrar of Co-operative Societies,
Thiruvananthapuram, Dated: 09/11/2011

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CIRCULAR No. 79/2011

Sub:- Co-operation – Recruitment for appointment of employees in Co-operative institutions – procedure – codification of Circular instructions.

- Ref:-
1. Circular No. 52/80 dated: 22.07.80 of the Registrar of Co-operative Societies.
 2. Circular No. 28/86 dated: 06.07.86 of the Registrar of Co-operative Societies.
 3. Circular No. 66/89 dated: 29.11.89 of the Registrar of Co-operative Societies.
 4. Circular No. 6/91 dated: 15.02.91 of the Registrar of Co-operative Societies.
 5. Government letter No. 3015/B1/90/Co-op. dated: 19.06.1990
 6. Government letter No. 9346/B1/90/Co-op. dated: 20.09.1990
 7. Government Letter No. 2496/B1/90/Co-op. dated: 17.04.1991
 8. Circular No. 18/91 dated: 07.06.1991 of the Registrar of Co-operative Societies.

In the circulars 1 to 4 and 8 referred to above, instructions regarding the procedure to be followed for appointments in the co-operative institutions had been issued. This was done with a view to check and avoid any possible malpractices in the recruitments and also to ensure recruitment of right persons in conformity with the conditions stipulated in the Kerala Co-operative Societies Rules.

It is proposed to codify the specific instructions or guidelines so far issued from this office from time to time so that, by and large, the societies can follow them scrupulously and the departmental officers can periodically review whether the societies are complying with those instructions.

Accordingly, the guidelines already issued regarding the procedure to be followed while making appointments in the co-operative institutions, vide circulars cited above, are codified and given below:

1. All appointments in co-operative institutions should strictly be in accordance with the provisions of Kerala Co-operative Societies Rules.

2. Prior permission should be obtained by the institution concerned from Registrar before creating any post over and above the posts prescribed under Appendix III of Kerala Co-operative Societies Rules.
3. No appointment on daily wages shall be made under any circumstances.
4. The following procedure shall be strictly followed while making direct recruitments for appointment of employees.
 - (a) Applications for the posts shall be invited through Advertisement in leading dailies having wide circulation in the area.
 - (b) Selection shall be made only after conducting written test and interview, allotting 100 marks for written test and 20 marks for interview.
 - (c) The written test shall be conducted by an outside agency having expertise or knowledge or experience in the field of co-operation, which may also include individuals.
 - (d) False numbers should be assigned to the answer scripts.
 - (e) The conditions with regard to age-limit, qualifications, mode of appointment etc., as laid down in the rules framed under section 80 viz., rules 183, 186, 187 of the Kerala Co-operative Societies Rules shall be strictly followed.
 - (f) Ten percent of the vacancies should be reserved for candidates belonging to scheduled castes/tribes.
5. The following procedure shall be followed for appointments through promotion.
 - (a) Appointments to higher categories of service in a society shall ordinarily be made by promotion.
 - (b) Only in the absence of qualified and suitable candidate to be promoted, the society shall resort to direct recruitment to higher categories of posts, provided that if the approved service regulations provide for direct recruitment even for higher categories, the same shall be made subject to the rules.
 - (c) Promotions to the higher categories of posts shall be made from among the eligible employees on the basis of seniority in accordance with the approved feeder category sub-rules framed under Rule 185 (i).

- (d) The feeder category for the purpose of promotion of employees shall be prescribed by the society by framing suitable subsidiary regulations with the approval of Registrar of Co-operative Societies.
- (e) The conditions with regard to qualifications as laid down in rule 186 of the Kerala Co-operative Societies Rules should be observed, or relaxation with the prior approval of Registrar as provided under Rule 185 (8) should be obtained before appointment.

Sd/-

Dr. S. REVEENDRAN. I.A.S
REGISTRAR OF CO-OPERATIVE SOCIETIES

To

1. All Joint Registrar (General)
2. All Joint Directors (Audit)
3. All Assistant Registrars (General), through Joint Registrar (General)
4. All Assistant Directors (Audit), through Joint Director (General)
5. Registrar's Table
6. All Sections in this office
7. Stock file/Spares.

Forwarded by order

Assistant Registrar (E.M)