



Institute of Banking Personnel Selection  
Email: [ibpsr@ibps.in](mailto:ibpsr@ibps.in) Website: [www.ibps.in](http://www.ibps.in)

**COMMON WRITTEN EXAMINATION [CWE] for  
recruitment of Officers (Scale-I, II & III) and Office Assistants  
(Multipurpose) in Regional Rural Banks (RRBs)**

The next Common Written Examination for RRBs (RRBs- CWE-II) for recruitment of Group-“A”-Officers (Scale-I, II & III) and Group-“B”-Office Assistants (Multipurpose) will be conducted online by the Institute of Banking Personnel Selection (IBPS) tentatively in September/ October 2013.

This system of Common Examination for recruitment of Officers and Office Assistants (Multipurpose) has been approved by the Government of India, notified by NABARD and has the mandate of each of the RRBs.

IBPS, an autonomous body registered under Societies Registration Act 1860 and a Public Trust under Bombay Public Trust Act 1950, has been authorised to conduct the Common Written Examination, and the participating RRBs are as under.

**A. PARTICIPATING RRBs (as on 07.05.2013)**

Sr. No.	Name of the RRB	Head Office	State
1	Allahabad UP Gramin Bank	Banda	Uttar Pradesh
2	Andhra Pradesh Grameena Vikas Bank	Warangal	Andhra Pradesh
3	Andhra Pragathi Grameena Bank	Kadapa	Andhra Pradesh
4	Arunachal Pradesh Rural Bank	Naharlagun	Arunachal Pradesh
5	Assam Gramin Vikash Bank	Guwahati	Assam
6	Bangiya Gramin Vikash Bank	Murshidabad	West Bengal
7	Baroda Gujarat Gramin Bank	Bharuch	Gujarat
8	Baroda Rajasthan Kshetriya Gramin Bank	Ajmer	Rajasthan
9	Baroda UP Gramin Bank	Raibareilly	Uttar Pradesh
10	Bihar Gramin Bank	Begusarai	Bihar
11	Central Madhya Pradesh Gramin Bank	Chhindwara	Madhya Pradesh
12	Chaitanya Godavari Grameena Bank	Guntur	Andhra Pradesh
13	Chhattisgarh Gramin Bank	Raipur	Chhattisgarh
14	Deccan Grameena Bank	Hyderabad	Andhra Pradesh
15	Dena Gujarat Gramin Bank	Gandhinagar	Gujarat
16	Durg Rajnandgaon Gramin Bank	Rajnandgaon	Chhattisgarh
17	Ellaquai Dehati Bank	Srinagar	Jammu & Kashmir
18	Gramin Bank of Aryavart	Lucknow	Uttar Pradesh
19	Gurgaon Gramin Bank	Gurgaon	Haryana
20	Haryana Gramin Bank	Rohtak	Haryana
21	Himachal Pradesh Gramin Bank	Mandi	Himachal Pradesh
22	J & K Grameen Bank	Jammu	Jammu & Kashmir
23	Jharkhand Gramin Bank	Ranchi	Jharkhand

24	Karnataka Vikas Grameen Bank	Dharwad	Karnataka
25	Kashi Gomti Samyut Gramin Bank	Varanasi	Uttar Pradesh
26	Kaveri Grameena Bank	Mysore	Karnataka
27	Krishna Grameena Bank	Gulbarga	Karnataka
28	Langpi Dehangi Rural Bank	Diphu	Assam
29	Madhya Bihar Gramin Bank	Patna	Bihar
30	Madhyanchal Gramin Bank	Sagar	Madhya Pradesh
31	Maharashtra Gramin Bank	Nanded	Maharashtra
32	Malwa Gramin Bank	Sangrur	Punjab
33	Manipur Rural Bank	Imphal	Manipur
34	Marudhara Gramin Bank	Jodhpur	Rajasthan
35	Meghalaya Rural Bank	Shillong	Meghalaya
36	Mewar Anchalik Gramin Bank	Udaipur	Rajasthan
37	Mizoram Rural Bank	Aizawl	Mizoram
38	Nagaland Rural Bank	Kohima	Nagaland
39	Narmada Jhabua Gramin Bank	Indore	Madhya Pradesh
40	North Malabar Gramin Bank	Kannur	Kerala
41	Odisha Gramya Bank	Bhubaneswar	Odisha
42	Pallavan Grama Bank	Salem	Tamil Nadu
43	Pandyan Grama Bank	Virudhunagar	Tamil Nadu
44	Paschim Banga Gramin Bank	Howrah	West Bengal
45	Pragathi Gramin Bank	Bellary	Karnataka
46	Prathma Bank	Moradabad	Uttar Pradesh
47	Puduvai Bharthiar Grama Bank	Puducherry	Puducherry
48	Punjab Gramin Bank	Kapurthala	Punjab
49	Purvanchal Bank	Gorakhpur	Uttar Pradesh
50	Saptagiri Grameena Bank	Chittor	Andhra Pradesh
51	Sarva UP Gramin Bank	Meerut	Uttar Pradesh
52	Saurashtra Gramin Bank	Rajkot	Gujarat
53	South Malabar Gramin Bank	Mallapuram	Kerala
54	Surguja Kshetriya Gramin Bank	Ambikapur	Chhattisgarh
55	Sutlej Gramin Bank	Bhatinda	Punjab
56	Tripura Gramin Bank	Agartala	Tripura
57	Utkal Grameen Bank	Bolangir	Odisha
58	Uttar Banga Kshetriya Gramin Bank	Coochbehar	West Bengal
59	Uttar Bihar Gramin Bank	Muzaffarpur	Bihar
60	Uttarakhand Gramin Bank	Dehradun	Uttarakhand
61	Vananchal Gramin Bank	Dumka	Jharkhand
62	Vidarbha Konkan Gramin Bank	Nagpur	Maharashtra

As per the procedure for recruitment, individuals who aspire to join any of the above Regional Rural Banks either as an Officer (Scale-I, II & III) or as an Office Assistant (Multipurpose) will necessarily be required to qualify through the CWE. **Prospective candidates who wish to appear**

**for the CWE will have to apply to IBPS after carefully reading the advertisement as regards eligibility criteria, online registration process, payment of prescribed application fee/ intimation charges, pattern of examination, issuance of call letters and CWE scores.**

Scores of RRBs-CWE-II may also be used by co-op banks and other organizations for their recruitment.

Candidates who had appeared for the CWE will be able to check their status on IBPS website [www.ibps.in](http://www.ibps.in) after the examination. Scores of candidates who secure minimum qualifying marks and above in each test and on total weighted standard scores, if any, will be displayed on IBPS website.

Successful candidates in the CWE who meet with the stipulated eligibility criteria will then be required to apply to any RRB as and when that individual RRB issues advertisement for interviews.

**It should be noted that IBPS is a test conducting agency. The ultimate recruitment will be done by each participating RRB who will independently issue a separate recruitment notification, specifying vacancies and stipulating the eligibility criteria, as desired by respective RRBs. IBPS does not give any guarantee of any recruitment. Recruitment is subject to vacancies of individual RRBs, where IBPS has no role to play.**

Candidates can register quoting their registration no., roll no., password etc. Each Regional Rural Bank will then individually shortlist candidates and carry out their own selection processes i.e. Interviews etc. for final selection.

**A candidate can apply for the Post of Office Assistant (Multipurpose) and can also apply for the Post of Officer. However a candidate can apply for only one post in officer's cadre i.e. for Officer Scale-I or Scale-II or Scale-III.**

**Candidates have to apply separately and pay fees separately for each post applied for.**

## **B. ELIGIBILITY CRITERIA (as on 01-07-2013)**

Prospective Candidates should ensure that they fulfill the specified eligibility criteria before applying for the Common Written Examination (CWE):

**However it should be noted that the eligibility criteria specified is the basic criteria for applying to various Regional Rural Banks. However merely applying for and qualifying in CWE does not imply that a candidate will necessarily be eligible for employment in all or any particular Regional Rural Bank as each Bank will stipulate its own eligibility/ qualifying criteria, followed by Interviews etc.**

### **I Nationality / Citizenship:**

A candidate must be either -

- (i) a Citizen of India or
- (ii) a subject of Nepal or
- (iii) a subject of Bhutan or
- (iv) a Tibetan Refugee who came over to India before 1<sup>st</sup> January 1962 with the intention of permanently settling in India or
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India,

provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

## II Age (As on 01-07-2013)

**For Officer Scale- III**- Above 21 years - Below 40 years i.e. candidates should not have been born earlier than 03.07.1973 and later than 30.06.1992 (both dates inclusive)

**For Officer Scale- II**- Above 21 years - Below 32 years i.e. candidates should not have been born earlier than 03.07.1981 and later than 30.06.1992 (both dates inclusive)

**For Officer Scale- I**- Above 18 years - Below 28 years i.e. candidates should not have been born earlier than 03.07.1985 and later than 30.06.1995 (both dates inclusive)

**For Office Assistant (Multipurpose)** - Between 18 years and 28 years i.e. candidates should have not been born earlier than 02.07.1985 and later than 01.07.1995 (both dates inclusive)

### The maximum age limit specified is applicable to General Category candidates.

Sr. No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons With Disability	10 years
4 a.	Ex-Servicemen/ Disabled Ex-Servicemen	<b>(for the post of Office Assistants)</b> actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years
4 b.	In the case of Ex- servicemen commissioned officers, including ECOs/ SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within the next one year from the last date for receipt of application) other than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, subject to ceiling as per Government guidelines	<b>(for the post of Officers)</b>  5 years
5	Widows, Divorced women and women legally separated from their husbands who have not remarried	<b>(only for the post of Office Assistants)</b> 9 years
6	Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
7	Persons affected by 1984 riots	5 years

**NOTE:**

- (i) **The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above at Sr. Nos. 3 to 7 in the above Table.**
- (ii) The maximum age limit specified is applicable to General Category candidates.
- (iii) **Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview conducted by a particular RRB, if called by the RRB.**

Caste / Category Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ PWD category candidates.

In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.

Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form.

- (iv) Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C' / 'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs.
- (v) An ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-Servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose for further employment on the civil side ceases.
- (vi) The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-servicemen' may apply for re-employment **one year** before the completion of the specified term of engagement (from the last date of application) and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

**III Definition of Persons With Disabilities**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt.

Accordingly, candidates with the following disabilities are eligible to apply. Candidates claiming such benefits should produce certificate in original in support of their claim at the time of **Interview. Persons With Disabilities will have to work in Branches/ Offices as identified by the respective RRB.**

**Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely (1) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses. (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with appropriate assistive device.

### **Deaf & Hearing Impaired (HI)**

The deaf are those persons in whom the sense of hearing is non- functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear; understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

### **Orthopaedically Challenged (OC)**

Only those Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L) –

(a) Impaired reach;

(b) weakness of grip;

(c) ataxia

OL - One leg affected (R and or L)

MW - Muscular weakness and limited physical endurance

### **Guidelines for Persons With Disabilities using a Scribe**

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his own scribe at his/her own cost.
- The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

### **Guidelines for candidates**

#### **(i) with locomotor disability and cerebral palsy**

An extra time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), although no scribe shall be permitted to such candidates.

#### **(ii) Visually Impaired candidates**

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

**IV DEFINITION OF EX-SERVICEMEN (EXSM)**  
**(Applicable for the post of Office Assistant (Multipurpose))**

- i. **Ex-Servicemen (EXSM):** Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.
- ii. **Disabled Ex-Servicemen(DISXS):** Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as Disabled Ex-Servicemen (DISXS).
- iii. **Dependents of Servicemen Killed In Action (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to military service (a) war (b) war like operations or Border skirmishes either with Pakistan on cease fire line or any other country (c) fighting against armed hostiles in a counter insurgency environment viz: Nagaland, Mizoram, etc. (d) serving with peace keeping mission abroad (e) laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) frost bite during actual operations or during the period specified by the Government (g) dealing with agitating para-military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.  
 The relaxation in upper age limit and in educational qualifications is not available to Dependents of Servicemen killed in action.

Note: The Territorial Army Personnel will be treated as ex-servicemen w.e.f. 15.11.1986.

**Important: - Govt. Guidelines regarding Definitions, relaxation etc. are subject to change from time to time.**

**C. ELIGIBILITY CRITERIA**

**I. EDUCATIONAL QUALIFICATIONS & EXPERIENCE (as on 01-07-2013)**

<b>Post</b>	<b>Educational Qualification</b>	<b>Experience</b>
<b>Office Assistant (Multipurpose)</b>	Degree in any discipline from a recognized University or its equivalent (a) Essential: Proficiency in local language * (b) Desirable: Knowledge of Computer skills.	----
<b>Officer Scale-I</b>	i. Degree in any discipline from a recognized University or its equivalent Preference will be given to the candidates having degree in Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy; ii. Proficiency in local language * iii Computer knowledge or awareness will be an added qualification.	----

<b>Officer Scale-II</b> General Banking Officer	Degree in any discipline from a recognized University or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having degree in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Cooperation, Information Technology, Management, Law, Economics and Accountancy.	Two years as an officer in a Bank or Financial Institution.
<b>Officer Scale-II</b> Specialist Officers	<u>Information Technology Officer</u> Degree from a recognised University in Electronics / Communication / Computer Science / Information Technology or its equivalent with a minimum of 50% marks in aggregate. <u>Desirable:</u> Certificate in ASP, PHP, C++, Java, VB, VC, OCP etc.	One year
	<u>Chartered Accountant</u> Certified Associateship (CA) from Institute of Chartered Accountants of India	One Year
	<u>Law Officer</u> Degree from a recognised University in Law or its equivalent with a minimum of 50% marks in aggregate.	Two years as an advocate or should have worked as Law Officer in Banks or Financial Institutions for a period not less than two years
	<u>Treasury Manager</u> Certified Associateship (CA) from Institute of Chartered Accountants of India or MBA in Finance from a recognized university/ institution	One Year
	<u>Marketing Officer</u> MBA in Marketing from a recognized university	One Year
	<u>Agricultural Officer</u> Degree in Agriculture/ Horticulture/ Dairy/ Animal Husbandry/ Forestry/ Veterinary Science/ Agricultural Engineering/ Pisciculture from a recognized university or its equivalent with a minimum of 50% marks in aggregate	Two Years
<b>Officer Scale-III</b>	Degree in any discipline from a recognized University or its equivalent with a minimum of 50% marks in aggregate. Preference will be given to the candidates having Degree/ Diploma in Banking, Finance, Marketing, Agriculture, Horticulture, Forestry, Animal Husbandry, Veterinary Science, Agricultural Engineering, Pisciculture, Agricultural Marketing and Co-operation, Information Technology, Management, Law, Economics and Accountancy.	Minimum 5 years experience as an Officer in a Bank or Financial Institutions

**Note:** All educational qualifications should be from a recognised university/ Board

- II. Language Proficiency \*** - The candidates for Officer Scale I and Office Assistants – (Multipurpose) are required to possess proficiency in the local language of the State / UT for which vacancies he / she wishes to apply, to be eligible as per the notification of the concerned RRB as may be specified by the Board of the RRB. (The condition does not apply for the posts of Officer Scale II and III) For ensuring proficiency in local language, the candidate should have passed 10th standard exam with local language as a subject.

**D. APPLICATION FEE/ INTIMATION CHARGES-**

Application Fees/ Intimation Charges (Payable from **04-07-2013 to 25-07-2013** (Online payment) and **06-07-2013 to 30-07-2013** (Offline payment) (both dates inclusive)

**Officer (Scale I, II & III)**

- Rs. 100/- for SC/ST/PWD candidates.
- Rs. 600/- for all others

**Office Assistant (Multipurpose)**

- Rs. 100/- for SC/ST/PWD/EXSM candidates.
- Rs. 600/- for all others

Bank Transaction charges for Offline/ Online Payment of fees/ intimation charges will have to be borne by the candidate

**E. ONLINE EXAMINATION STRUCTURE-**

**I: Group: I For 'A & B' category States (under Official Languages Act)**

**Office Assistant (Multipurpose)**

Sr. No.	Name of Tests	Medium of Exam	No. of Questions	Max. Marks	Total Time
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours and 30 minutes
2	Numerical Ability	Hindi/English	40	50	
3	General Awareness	Hindi/English	40	40	
4 a•	English Language	English	40	40	
4 b•	Hindi Language	Hindi	40	40	
5	Computer Knowledge	Hindi/English	40	20	
	Total :::::		200	200	

**Officer Scale-I**

Sr. No.	Name of Tests	Medium of Exam	No. of Questions	Max. Marks	Total Time
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours and 30 minutes
2	Quantitative Aptitude	Hindi/English	40	50	
3	General Awareness	Hindi/English	40	40	
4 a•	English Language	English	40	40	
4 b•	Hindi Language	Hindi	40	40	
5	Computer Knowledge	Hindi/English	40	20	
	Total :::::		200	200	

**Officer Scale-II (General Banking Officer)**

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	Hindi/English	40	50	Composite Time
2	Quantitative Aptitude & Data Interpretation	Hindi/English	40	50	

3	Financial Awareness	Hindi/English	40	40	of 2 hours and 30 minutes
4a•	English Language	English	40	40	
4b•	Hindi Language	Hindi	40	40	
5	Computer Knowledge	Hindi/English	40	20	
	TOTAL::::		200	200	

**Officer Scale-II (Specialist Cadre)**

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	Hindi/English	40	40	Composite Time of 3 hours
2	Quantitative Aptitude & Data Interpretation	Hindi/English	40	40	
3	Financial Awareness	Hindi/English	40	40	
4a•	English Language	English	40	20	
4b•	Hindi Language	Hindi	40	20	
5	Computer Knowledge	Hindi/English	40	20	
6	Professional Knowledge	Hindi/English	40	40	
	TOTAL::::		240	200	

**Officer Scale- III**

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	Hindi/English	40	50	Composite Time of 2 hours and 30 minutes
2	Quantitative Aptitude & Data Interpretation	Hindi/English	40	50	
3	Financial Awareness	Hindi/English	40	40	
4a•	English Language	English	40	40	
4b•	Hindi Language	Hindi	40	40	
5	Computer Knowledge	Hindi/English	40	20	
	TOTAL::::		200	200	

- Candidates can opt either 4 a or 4 b.

**II: Group: II For 'C' category States (under Official Languages Act)**

**Office Assistant (Multipurpose)**

Sr. No.	Name of Tests	Medium of Exam	No. of Qs.	Max. Marks	Total Time
1	Reasoning	English	40	50	Composite Time of 2 hours and 30 minutes
2	Numerical Ability	English	40	50	
3	General Awareness	English	40	40	
4	English Language	English	40	40	
5	Computer Knowledge	English	40	20	
	Total :::::		200	200	

**Officer Scale-I**

Sr. No.	Name of Tests	Medium of Exam	No. of Qs.	Max. Marks	Total Time
---------	---------------	----------------	------------	------------	------------

1	Reasoning	English	40	50	Composite Time of 2 hours and 30 minutes
2	Quantitative Aptitude	English	40	50	
3	General Awareness	English	40	40	
4	English Language	English	40	40	
5	Computer Knowledge	English	40	20	
	Total :::::		200	200	

**Officer Scale-II (General Banking Officer)**

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	English	40	50	Composite Time of 2 hours and 30 minutes
2	Quantitative Aptitude & Data Interpretation	English	40	50	
3	Financial Awareness	English	40	40	
4	English Language	English	40	40	
5	Computer Knowledge	English	40	20	
	TOTAL::::		200	200	

**Officer Scale-II (Specialist Cadre)**

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	English	40	40	Composite Time of 3 hours
2	Quantitative Aptitude & Data Interpretation	English	40	40	
3	Financial Awareness	English	40	40	
4	English Language	English	40	20	
5	Computer Knowledge	English	40	20	
6	Professional Knowledge	English	40	40	
	TOTAL::::		240	200	

**Officer Scale- III**

Sr. No.	Name of the Tests	Medium of Exam	No. of Qs.	Max. Marks	Time
1	Reasoning	English	40	50	Composite Time of 2 hours and 30 minutes
2	Quantitative Aptitude & Data Interpretation	English	40	50	
3	Financial Awareness	English	40	40	
4	English Language	English	40	40	
5	Computer Knowledge	English	40	20	
	TOTAL::::		200	200	

1. There will be a common paper for both Generalist and Specialist cadres for the Post of Officer Scale-I.
2. (a) **Group I : For States as categorised as “A” and “B” under Official Languages Act** , candidate may answer questions either from English language test or Hindi language test.

(b) **Group II:: For States as categorised as “C” under Official Languages Act,** candidate to appear for English language test.

<b>Region</b>	<b>States/ Union Territories falling in the Region</b>
<b>A</b>	<b>Bihar, Chhattisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Rajasthan, Uttar Pradesh, Uttarakhand States and Andaman &amp; Nicobar Islands, National Capital Territory of Delhi Union Territories</b>
<b>B</b>	<b>Gujarat, Maharashtra and Punjab States and Chandigarh Union Territory</b>
<b>C</b>	<b>All other States and Union Territories not included in the A and B Regions</b>

**Other detailed information regarding the online examination will be given in an Information Handout, on IBPS website which will be made available for the candidates to download along with the call letter.**

#### **F. PENALTY FOR WRONG ANSWERS**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

#### **G. STANDARDIZED SCORES**

- (i) The corrected scores obtained by each of the candidates in different sessions (if held) will first be normalized using equipercentile method.
- (ii) Normalized scores may subsequently be standardized by linear conversion method.
- (iii) If the standard score obtained is in fraction, the marks obtained will be rounded off to the nearest integer, i.e. if fraction is 0.50 or more, it will be rounded off to next higher integer.

#### **H. CUTOFF SCORE**

Each candidate will have to secure a minimum standard score in each of the tests and also on the Total Weighted Standard Score. The cut-off points to qualify in each of the tests will be decided based on the average (Average –  $\frac{1}{4}$  Standard Deviation for General category candidates and Average –  $\frac{3}{4}$  Standard Deviation for Reserved Category candidates).

#### **I. CWE SCORE**

The candidates' scores will be made available on IBPS website and candidates may view the same using their credentials like registration no., roll no., password etc.

#### **J. VALIDITY OF CWE SCORES**

Score issued by IBPS will be valid for one year from the date of display of the Score on IBPS's website and will be considered for recruitment exercises during that period.

## **K. EXAMINATION CENTERS**

- The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres is available in Annexure I.
- IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.
- As far as possible candidates will be allotted to a centre of his/her choice however IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.
- No request for change of centre for Examination shall be entertained.

## **L. PRE-EXAMINATION TRAINING (PET)- (To be arranged by the RRBs)**

It is proposed to impart Pre-Examination Training to a limited number of candidates belonging to Scheduled Caste/ Scheduled Tribes/ Minority Communities/ Ex-Servicemen/ Persons With Disabilities for the Post of Office Assistant (Multipurpose) and Scheduled Caste/ Scheduled Tribes/ Minority Communities for the Post of Officer Scale-I at some centers viz. Banda, Warangal, Kadapa, Naharlagun, Lucknow, Guwahati, Murshidabad, Bharuch, Ajmer, Raibareilly, Begusarai, Chhindwara, Guntur, Raipur, Hyderabad, Gandhinagar, Rajnandgaon, Srinagar, Gurgaon, Rohtak, Mandi, Jammu, Ranchi, Dharwad, Varanasi, Mysore, Gulbarga, Diphu, Patna, Sagar, Nanded, Sangrur, Imphal, Jodhpur, Shillong, Udaipur, Aizawl, Kohima, Indore, Kannur, Bhubaneswar, Salem, Virudhunagar, Howrah, Bellary, Moradabad, Puducherry, Kapurthala, Gorakhpur, Chittor, Meerut, Rajkot, Mallapuram, Ambikapur, Bhatinda, Agartala, Bolangir, Coochbehar, Muzaffarpur, Dehradun, Dumka and Nagpur.

All eligible candidates who wish to avail of Pre-Examination Training should fill in the relevant column in the ON-LINE APPLICATION. All expenses regarding traveling, boarding, lodging etc. will have to be borne by the Candidate for attending the pre-examination training programme at the designated Centers. IBPS, however, reserves the right to cancel any of the Pre- Examination Training Centers and/ or add some other Centers and/ or make alternate arrangements, depending upon the response, administrative feasibility, etc.

**By merely attending the Pre-Examination Training no candidate acquires any right to be selected in any of the Regional Rural Banks mentioned.**

## **M. HOW TO APPLY**

**A candidate can apply for the Post of Office Assistant (Multipurpose) and can also apply for the Post of Officer. However a candidate can apply for only one post in officer's cadre i.e. for Officer Scale-I or Scale-II or Scale-III.**

Candidates have to apply separately and pay fees separately for each post.

Candidates can apply online only from **04-07-2013 to 25-07-2013** and no other mode of application will be accepted.

### **Pre-Requisites for Applying Online**

Before applying online, candidates should—

- (i) scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Annexure II to this Advertisement.
- (ii) Keep the necessary details/documents ready if desired to make **Online Payment** of the requisite application fee/ intimation charges (In case of **Offline Payment** i.e. CBS candidates have to apply online, obtain a fee payment challan and then remit the necessary application fees/ intimation charges).
- (iii) have a valid personal email ID, which should be kept active till the declaration of results of this round of CWE. IBPS may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Application Fees/ Intimation Charges (Payable from **04-07-2013 to 25-07-2013** (Online payment) and **06-07-2013 to 30-07-2013** (Offline payment) (both dates inclusive)

**Officer (Scale I, II & III)**

- Rs. 100/- for SC/ST/PWD candidates.
- Rs. 600/- for all others

**Office Assistant (Multipurpose)**

- Rs. 100/- for SC/ST/PWD/EXSM candidates.
- Rs. 600/- for all others

Bank Transaction charges for Offline/ Online Payment of fees/ intimation charges will have to be borne by the candidate

**Procedure for applying online**

- (1) Candidates are first required to go to the IBPS's website [www.ibps.in](http://www.ibps.in) and click on the Home Page to open the link "Common Written Examination for RRBs" and then click on the appropriate option "CLICK HERE TO APPLY ONLINE FOR CWE- RRBs-OFFICERS (Scale-I, II and III) September 2013" or "CLICK HERE TO APPLY ONLINE FOR CWE- RRBs- OFFICE ASSISTANTS (Multipurpose) September/October 2013" to open up the On-Line Application Form.
- (2) Candidates will have to enter their basic details and upload the photograph and signature in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure II).

**Mode of Payment**

Candidates have the option of making the payment of requisite fees/ intimation charges either through the ONLINE mode or the OFFLINE mode:

**(1) Payment of fees/ intimation charges via the ONLINE MODE**

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (iv) In case candidates wish to pay fees/ intimation charges through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- (vi) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then **revisit the 'Apply Online'** link and fill in their application details again.
- (vii) On successful completion of the transaction, **an e-receipt** will be generated.
- (viii) Candidates are required **to take a printout of the e-receipt.**

Note:

- o After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT** press Back or Refresh button in order to avoid double charge
- o For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- o To ensure the security of your data, please close the browser window once your transaction is completed.

(2) **Payment of fees/ intimation charges via OFFLINE MODE (at counters of specified Bank branches):**

Payment of fee/ intimation charges through the offline mode can be made through the CBS branches of any one of the following 7 Public Sector Banks- Bank of Baroda, Bank of India, Bank of Maharashtra, Central Bank of India, Indian Overseas Bank, Punjab National Bank, United Bank of India

Candidates should fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled in completely, candidate should submit the data. Candidates should take a printout of the system generated fee payment challan immediately. No change/edit will be allowed after submission.

**The registration at this stage is provisional.**

**Fee Payment:** Fee payment will be accepted at the CBS branches of the banks listed above from 2nd working day after registration and can be made within three working days. System generated fee payment challan will be used for depositing fee. (For example: If one has registered on **06-07-2013** then he/she will be able to deposit the fee from **09-07-2013** to **11-07-2013** considering **07-07-2013** is a non- working day). Once fee has been paid, the registration process is completed.

Candidate will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees/ intimation charges. Please ensure to furnish correct Mobile number / e-mail address to receive the registration confirmation.

**Note- - There is also a provision to reprint the submitted application containing fee details, three days after fee payment.**

After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form **three days after fee payment**, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBPS/ Banks.

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/ modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IBPS will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.**

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

**An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.**

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the IBPS website on account of heavy load on internet/website jam.

IBPS does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the IBPS.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

## **N. GENERAL INSTRUCTIONS**

- 1) **Candidates have to submit the online examination call letter and a photocopy of photo-identity proof at the time of online examination.**
- 2) **Candidates are advised to apply for only one post i.e. Scale-I, II and III in Officers' cadre. The applications of candidates applying for more than one post in Officers' cadre will be summarily rejected.**
- 3) Before applying for the CWE for Officers and Office Assistant (Multipurpose) posts in the Regional Rural Banks, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore to carefully read this advertisement and follow all the instructions given for submitting online application.
- 4) IBPS would be free to reject any application, at any stage of the process, if the candidate is found ineligible as per the stipulated eligibility criteria. Decision of the IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Online Examination etc. and any other matter relating to the CWE will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the IBPS in this behalf.
- 5) The decision of IBPS in clarification of any of the issues arising out of this advertisement is Final and binding and IBPS also reserves the right to cancel/ modify/ add any of the criteria/ course curriculum, test structure etc. with or without notice to the candidates.
- 6) **For a particular Post, not more than one application should be submitted by any candidate. Multiple Applications/Registrations will be summarily rejected and the application fee forfeited.**
- 7) Online applications once registered will not be allowed to be withdrawn and/or the application fee, intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- 8) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- 9) Canvassing in any form will be a disqualification.
- 10) In case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment in a Bank, his/her services are liable to be terminated.
- 11) Any request for change of address will not be entertained.
- 12) In case any dispute arises on account of interpretation of version other than English, English version available on IBPS website will prevail.
- 13) A Candidate's admission to the examination is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/ her candidature has been finally cleared by the IBPS.
- 14) Candidates should ensure that the photographs and signatures appended by them in all the places viz. uploaded in online application, call letter, attendance sheet etc. and in all correspondences with the IBPS/ Bank in future should be identical and there should be no variation of any kind.
- 15) The possibility for occurrences of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include the conduct of another examination if considered necessary.

- 16) Please note that any request regarding change in date, centre, venue etc. of examination will not be entertained. However IBPS reserves the right to change the date/ venue/ time/ centre etc. of examination or hold supplementary examination for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

**O. Use of Mobile Phones, pagers, calculator or any such devices:**

- (a) **Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.**
- (b) **Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.**
- (c) **Candidates are not permitted to use or have in possession of calculators in examination premises.**

**P. Action Against Candidates Found Guilty of Misconduct**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  - (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by IBPS
  - (c) for termination of service, if he/ she has already joined the Bank.

**Important:**

**IBPS would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.**

**Q. CALL LETTERS FOR ONLINE EXAMINATION**

The dates for the Online Examination for the post of Officers have been tentatively fixed on 21-09-2013/ 22-09-2013 and the dates for the Online Examination for the post of Office Assistant (Multipurpose) have been tentatively fixed on 28-09-2013/ 29-09-2013/ 05-10-2013/ 06-10-2013. However, the date and time of Examination shall be intimated in the Call Letter along with the Center/Venue address.

An eligible candidate should download their call letter from the IBPS's website [www.ibps.in](http://www.ibps.in) by entering his / her details i.e. Registration Number and Password/Date of Birth as per following schedule.

**For Officer Scale-I, II & III**  
**For Office Assistant**

**after 10.09.2013**  
**after 17.09.2013**

The Information Handout for each post will also be available on IBPS website and candidates may download the same. No hard copy of the call letter/ Information Handout will be sent by post/ courier.

**Candidates have to bring their online examination call letter along with their photo identity proof in original as well as a photocopy while attending the online examination and will have to submit the online examination call letter and photocopy of photo-identity proof in the examination hall.**

### **Identity Verification**

In the examination hall, the call letter along with a photocopy of the candidate's photo identity such as PAN Card/ Passport/ Driver's Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter and in the Attendance List. **If identity of the candidate is in doubt the candidate will not be allowed to appear for the Online Examination.**

### **Note:**

1. Candidates have to submit photocopy of the photo identity proof along with Examination Call Letter while attending the online examination, without which they will not be allowed to take up the examination.
2. This advertisement is also available on official IBPS website.
3. Candidates are advised to remain in touch with IBPS's website for any information which may be put for further guidance.
4. Decision of the IBPS in respect of all matters pertaining to this examination would be final and binding on all candidates.

**Please note that candidates will not be permitted to appear for the Common Written Examination without the following documents:**

- (1) Call Letter for online Examination**
- (2) Photo-identity proof (as specified) in original and**
- (3) Photocopy of photo-identity proof as mentioned in (2) above**

**Candidates reporting late i.e. after the reporting time specified on the call letter for Online Examination will not be permitted to take the examination.**

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 150 minutes/ 180 minutes candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

**Candidates are advised to regularly keep in touch with the authorised IBPS website [www.ibps.in](http://www.ibps.in) for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.**

<b>Tentative Schedule of Activities</b>	
<b>Start date for Online Registration</b>	<b>04.07.2013</b>
<b>Online Payment of Application Fees</b>	<b>04.07.2013 to 25.07.2013</b>
<b>Offline Payment of Application Fees</b>	<b>06.07.2013 to 30.07.2013</b>
<b>Last date for Online Registration</b>	<b>25.07.2013</b>
<b>Tentative Date for- Online Examination for Officers</b>	<b>21.09.2013/ 22.09.2013</b>
<b>Tentative Date for- Online Examination for Office Assistant (Multipurpose)</b>	<b>28.09.2013/ 29.09.2013/ 05.10.2013/ 06.10.2013</b>
<b>Tentative Date for declaration of Results</b>	<b>05.11.2013</b>

**Mumbai  
Date: - 01-07-2013**

**Director (IBPS)**

**EXAMINATION CENTERS (Tentative List)**

The examination may be held at the following centers and the address of the venue will be advised in the call letters. IBPS, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. As far as practicable, candidates will be allotted to a centre of his/her choice however IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

<b>Sr. No.</b>	<b>State</b>	<b>Exam Center</b>
<b>1</b>	<b>Andhra Pradesh</b>	Guntur Eluru Rajamundry Chittoor Tirupati Vijaywada Hyderabad Karimnagar Nizamabad Srikakulam Vizianagaram Visakhapatnam Warangal Khammam Mahabubnagar Anantapur Kadapa Kurnool Nellore Ongole
<b>2</b>	<b>Arunachal Pradesh</b>	Itanagar Naharlagun
<b>3</b>	<b>Assam</b>	Diphu Dibrugarh Guwahati Kokrajhar Jorhat Silchar Tezpur
<b>4</b>	<b>Bihar</b>	Chapra Darbhanga Purnea Siwan Muzaffarpur Samastipur Patna Bhagalpur
<b>5</b>	<b>Chhattisgarh</b>	Ambikapur Durg Rajnandgaon Bilaspur Raigarh Raipur

<b>6</b>	<b>Gujarat</b>	Godhra Bharuch Gandhinagar Himatnagar Patan Jamnagar Rajkot Surendranagar Bhavnagar
<b>7</b>	<b>Haryana</b>	Ambala Hissar Rohtak Gurgaon Panipat Karnal Kurukshetra
<b>8</b>	<b>Himachal Pradesh</b>	Mandi Dharamshala Shimla Shoghi
<b>9</b>	<b>Jammu &amp; Kashmir</b>	Jammu Srinagar Baramulla
<b>10</b>	<b>Jharkhand</b>	Dhanbad Jamsshedpur Ranchi Bokaro
<b>11</b>	<b>Karnataka</b>	Bellary Davanagere Kolar Shimoga Chikmagalur Bidar Mysore Belgaum Bijapur Dharwad Mandya Mangalore Hubli Udipi
<b>12</b>	<b>Kerala</b>	Kozhikode Thrissur Thirivananthapuram Kollam Kottayam Ernakulam Kannur
<b>13</b>	<b>Madhya Pradesh</b>	Satna Indore Ujjain Chhindwara Gwalior

		Ratlam Shahdol Vidisha Bhopal Sagar Guna Jabalpur Rewa
<b>14</b>	<b>Maharashtra</b>	Nanded Aurangabad Thane Solapur Ratnagiri Chandrapur Nagpur Akola Buldana Amravati Kolhapur Nasik Pune
<b>15</b>	<b>Manipur</b>	Imphal
<b>16</b>	<b>Meghalaya</b>	Shillong
<b>17</b>	<b>Mizoram</b>	Aizawl
<b>18</b>	<b>Nagaland</b>	Kohima
<b>19</b>	<b>Odisha</b>	Behrampur Keonjhar Baripada Bhubaneshwar Sambalpur Bolangir Jeypore Balasore Cuttack
<b>20</b>	<b>Puducherry</b>	Puducherry
<b>21</b>	<b>Punjab</b>	Bhatinda Sangrur Patiala Barnala Jalandar Amritsar Ludhiana Chandigarh
<b>22</b>	<b>Rajasthan</b>	Ajmer Bhilwara Sawaimadhopur Udaipur Kota Jhalawar Bikaner Jaipur Jodhpur Alwar Sikar

		Jhunjhunu Bharatpur
<b>23</b>	<b>Tamil Nadu</b>	Coimbatore Cuddalore Salem Vellore Madurai Tiunelveli Virudunagar Trichy Villupuram
<b>24</b>	<b>Tripura</b>	Agartala
<b>25</b>	<b>Uttar Pradesh</b>	Banda Sitapur Raebarelli Faizabad Aligarh Agra Ghaziabad Allahabad Meerut Lucknow Jhansi Bareilly Gorakhpur Moradabad Varanasi
<b>26</b>	<b>Uttarakhand</b>	Dehradun Haldwani
<b>27</b>	<b>West Bengal</b>	Siliguri Kolkata Krishnagar Behrampore Malda Bardhaman Durgapur Asansol

**Guidelines for scanning and Upload of Photograph & Signature**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

**Photograph Image:**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb

**Scanning the photograph & signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

**Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link “Upload Photograph / Signature”
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’ button

**Your Online Application will not be registered unless you upload your photograph and signature as specified.**

**Note:**

- (1) In case the face in the photograph or signature is unclear the candidate’s application may be rejected.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.
- (3) In case the photograph or signature is unclear, the candidate may edit his/ her application and re-upload his/ her photograph or signature.