RECRUITMENT NOTIFICATION

Applications are invited for appointment to the posts of *"Staff Assistants / Clerks"* for filling up of vacancies in Srikakulam DCC Bank from Local Candidates of the Srikakulam District.

Vacancies

S.No.	Category of Vacancy	No. of Vacancies
a)	Staff Assistants/Clerk	71 (25% of the posts under this category (subject to maximum of 14) (*) are earmarked to be filled up with staff working in our affiliated PACS, subject to eligibility criteria laid down)
Opening date for ON-LINE Registration and Payment of Application Fee – 17.06.**2019**.		
Closing date for ON-LINE Registration and Payment of Application Fee – 08.07.**2019.**		
Tentative date of Online test for Staff Assistants – **August 2019**		

(*) 25% worked out against vacancies arrived excluding 8 Backlog vacancies.

The full details of notification such as qualification, age, reservations of posts as per rule of reservation, age and other relaxations, online fee payment etc., and for on-line registration of applications etc. please visit our website **www.dccb-srikakulam.org** from   17.06.2019.The candidates are advised to take a printout of the complete notification and read carefully before making fee remittance and submitting the application on-line.

Sd/-D.Satyanarayana
Date: 17.06.2019   **Chief Executive Officer**

Applications are invited for appointment to the post of 'Staff Assistant / Clerks' in The Srikakulam District Cooperative Central Bank Ltd., Srikakulam

Opening Date for On-LINE Registration of application	**17.06.2019**
Closing date for ON-LINE Registration of application	**08.07.2019**
Tentative date of on-line test	**August 2019**

1. **Vacancies** :-

STAFF ASSISTANTS/Clerks:-

A) **Open Market:-**

Sl. No.	Category	Total Vacancies	Of which Women
1.	OC	23	7
2.	SC	8	3
3.	ST	4	1
4.	BC A	3	1
5.	BC B	6	3
6.	BC C	2	2
7.	BC D	4	1
8.	BC E	1	1
9.	PC	4	2
10.	EXS	2	-
	Total	57	21

B) **In-service i.e. staff working in the PACS affiliated to the DCCB, Srikakulam:**

Sl. No.	Category	Total Vacancies	Of which Women
1.	OC	9	3
2.	SC	2	0
3.	ST	1	0
4.	BC A	0	0
5.	BC B	2	1
6.	BC C	0	0
7.	BC D	0	0
8.	BC E	0	0
9.	PC	0	0
10.	EXS	0	0
	Total	14	4

25% worked out against vacancies arrived excluding 8 Backlog vacancies.

Abbreviations stand for: OC – Open Competition, SC-Scheduled Castes, ST-Scheduled Tribe, BC-Backward Class, EXS-Ex-Servicemen, PC-Physically Challenged. G- General, W-Women.

I. Reservation for BC-E group will be subject to adjudication of the litigation pending before the Hon'ble Courts and Government Orders thereon.

II 25% of the total vacancies are earmarked to be filled up with the staff working in the PACS affiliated to the The District Co-operative Central Bank Ltd., Srikakulam who full fill the eligibility criteria laid down in this notification and the vacancies as shown for other candidates in different categories may finally vary accordingly.

III **25% worked out against vacancies arrived excluding 8 Backlog vacancies.**

IV. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement. Further, the Bank reserves the right to enhance the vacancies up to 10% as per requirements at the time of final selection / appointment.

2. **Pay Scale & Emoluments:-**

The scale of pay for the post of Staff Assistant is presently Rs.11765 -570 / 5 – 14615 – 655 / 6 – 18545 – 815 / 5 – 22620 – 980 / 2 – 24580 -1145 / 5 – 30305 (24 stages) + 4 stag. Increments of Rs.1145/- each biannually after reaching maximum in the scale. At present the total starting emoluments are around Rs.20,248 /- per month, inclusive of DA & HRA at the current rates.(Pay Revision pending from 01.11.2017).Meanwhile IR @15% on Basic pay is applicable
Note: Other allowances & perquisites admissible as per the rules of the Bank.

3. **Eligibility criteria:-**

A. For Open Market Recruitments (Other than in-service candidates):

i) **Local Candidate :**

The DCC Bank has its area of operations as the District and as such all positions are within the District and suitable for Local Candidates only. Accordingly only candidates local to the Srikakulam District *(candidates having domicile of the Srikakulam district)* are eligible to apply for the posts. The Criterion reckoned in this regard is as under:

a) If he / she has studied in an educational institution(s) in "**Local Area**" above, for a period of not less than four consecutive academic years ending with the academic year in which he / she appeared or, as the case may be, first appeared for SSC or equivalent examination; or

b) Where during the whole or any part of the four consecutive academic years ending with the academic year in which he / she appeared or as the case may be, first appeared for the SSC or equivalent examination he / she has not studied in any educational institution(s), if he / she has resided in the "**Local Area**" above for a period of not less than four years immediately preceding the date of commencement of the SSC or equivalent examination in which he / she appeared or as the case may be, first appeared.

ii)   **AGE as on 31.03.2019:** Minimum **18** years – Maximum **30** years. **Subject to the following relaxations.**

Relaxation of upper age limit:

Sl. No.	Category	Age Relaxation
1.	Scheduled Caste / Scheduled Tribe candidates	5 years
2	Backward class candidates	3 years
3	Physically challenged/handicapped–General Category candidates.	10 years
4	Physically challenged/handicapped – SC/ ST Category candidates.	15 years
5	Physically challenged/handicapped – BC category candidates.	13 years
6	Ex-Servicemen / Disabled Ex-Servicemen	Actual period of service rendered in defense services + 3 years (8 years for disabled ex-serviceman belonging to SC/ST) subject to the maximum age of 50 years.

Note :-
1)   The relaxation in upper age limit is cumulative subject to the maximum age of 50 years.
2)   An ex-serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in any Public Sector Undertaking, ceases to enjoy ex-serviceman status for further employment.
3)   An Ex-Serviceman, who is discharged from service on or before **31.03.2019** is only eligible to apply.
4)   Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates will be required to submit a copy of the Community Certificate at the time of interview.

Definition: Physically Challenged // handicapped Persons (PC) – Definition of Categories of Disabilities:

a)   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.

b)   Visually Impaired: (VI) The visually impaired persons are those suffering from blindness of low vision.

Blindness: refers to a condition where a person suffers from any of the following conditions:

    (i)   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 or vision subtending an angle of 20 degree or worse.

Person with 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 or execution of a task with appropriate assistive device.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream.
- 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 compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii)   **Guidelines for Candidates with loco motor disability and cerebral palsy**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing)extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

Guidelines for 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 and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
  These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

iii)   **Education Qualification (As on 31.03.2019)**

Graduation of a recognized university

and

Knowledge of English and proficiency in local language (Telugu) is essential.

B. For Candidates in service of PACS affiliated to Srikakulam DCC Bank:

1)   **Educational Qualification: Candidates in service of PACS should possess Intermediate plus JDC or any Graduation from a recognized university as on 31.03.2019.**

2)   The **Maximum age limit** for any category of the candidates is **53 years**.

Note:-   The relaxation in upper age limit is cumulative subject to the maximum age of 53 years as of **31.03.2019.**

Minimum Service: The Candidates applying under this category should have completed a minimum of 10 years service in the PACS affiliated to the Srikakulam DCCB, as on 31.03.2019.

4. **Selection Procedure**:

The selection of the candidates shall be made on the basis of on-line test and interview. The on-line test will be conducted in English. All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for a on-line test, which will comprise the following.

a)   On-line test marks: **100 & Interview: 25 Marks: Total 125 Marks**

b)   There shall be **Negative Marking for wrong answers**.(0.25 marks will be deducted for each wrong answer)

c)   Exam question contents would be as under

No.	Subject	Questions	Marks	Version	Time
1	Test of English	30	30	ENGLISH	Composite time of 60 minutes
2	Test of Reasoning	35	35		
3	Numerical ability	35	35		
	TOTAL	**100**	**100**		

Marks obtained in the on-line test will be reckoned for merit ranking. Accordingly, candidates will be called for interview. Depending upon the number of vacancies only those candidates who rank sufficiently high in the on-line test will be called for the interview in the ratio of 1:4. Mere eligibility / pass in the test shall not vest any right for being called for interview. The detailed information regarding the on-line test **"Acquaint yourself"** which is available on the BANK's website which can be downloaded by the candidates.

Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the on-line test and interview. Candidates passing criteria only on total marks obtained.

05. On-line Test:

The on-line test will be held tentatively in the month of August 2019.

The exact date will be communicated to the candidates through call letter for the examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, as per need. The on-line test will be held in Srikakulam,Vijayanagaram and Viskhapatnam only

The examination will be conducted online in venues given in the respective call letters.

No request for change of centre/venue/date/session for Examination shall be entertained.

The Srikakulam District Cooperative Central Bank Ltd., however, reserves the right to cancel any of the Examination Centers and / or add some other Centers, at its discretion, depending upon the response, administrative feasibility, etc.

The Srikakulam District Cooperative Central Bank Ltd., 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 the Srikakulam District Cooperative Central Bank Ltd., will not be responsible for any injury or losses etc. of any nature.

Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "**Online**" examination, the Srikakulam District Cooperative Central Bank Ltd., reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, the Srikakulam District Cooperative Central Bank Ltd., reserves the right to allot any other centre to the candidate.

06. Appointment:

Candidates selected for current vacancies shall be taken into the service in the descending order of merit as per the requirement. The candidate, upon selection, would have to execute a Contract Bond, that, he would serve the Bank for a minimum period of 2 years or **in lieu of Rs.2,00,000/-payment to Bank.**

HOW TO APPLY

Applicant has to login to the following link for registration of application and for fee payment.

https://ibpsonline.ibps.in/dccbsrkapr19/

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

Candidates can apply online only and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION.

Before applying online, candidates should-

i. Scan their photograph ,signature ,left thumb impression and hand written declaration ensuring that all the above adhere to the required specifications as given under Guideline for photograph & signature scan and upload.

ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

A. Application Procedure

1. Candidates to go to the Bank website click on the option "**RECRUITMENT**" which will open a new screen.

2. To register application, choose the tab "APPLY HERE FOR NEW REGISTRATION" and enter Name, Contact details and Email-id. 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.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the FINAL SUBMIT BUTTON.

5. 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/Identity proof. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on 'Payment' Tab and proceed for payment.

12. Click on 'Submit' button.

B.   PAYMENT OF FEES
       Application Fee including Bank and other Charges (Non-Refundable):

The application fee including Bank and other charges (non refundable) is as under:

Sl. No.	Category	Fee Prescribed for (*)	
		Direct Recruitment	**In service Candidates of PACS**
1.	SC / ST / PC / EXS (application fee + intimation charges)	Rs.350/-	Rs.250/-
2.	OC/BC (application fee + intimation charges)	Rs.600/-	Rs.500/-

* Please note that the above said fee is excluding of GST @18%

Bank Transaction charges for Online Payment of application fees / intimation charges and GST charges will have to be borne by the candidate.

ONLINE MODE

1.   The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2.   The payment can be made by using Debit Cards (RuPay / Visa / Master Card / Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3.   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
4.   On successful completion of the transaction, an e-Receipt will be generated.
5.   Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6.   Candidates are required to take **a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful**.
7.   For Credit Card users: All charges 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.
8.   To ensure the security of your data, please close the browser window once your transaction is completed.

9.   There is a facility to print application form containing fee details after payment of fees.

C)   Guidelines for scanning the photograph and 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 recent passport size colour picture.

☐ The picture should be in colour, 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 200x 230 pixels (preferred).

☐ Size of file should be between 20kb-50kb.

☐ Ensure that the size of the scanned image is not more than 50 kb. 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 colors 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 Attendance Sheet and wherever necessary.

☐ The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.

☐ Dimensions 140x60 Pixels (Preferred)

☐ Size of file should be between 10kb-20kb

☐ Ensure that the size of the scanned image is not more than 20KB.

☐ Signature in **CAPITAL LETTERS** shall **NOT** be accepted.

☐ **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.

- **Left thumb impression:**
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB
- **Hand-written declaration:**
- Hand written declaration content is like ==*I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."*==
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB
- Candidates using MS Windows / MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20 kb respectively by using MS Paint or MS Office 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 / her photograph and signature.

Procedure for uploading the Photograph and Signature:

(i)   There will be two separate links for uploading photograph and signature.

(ii)   Click on the respective link "Upload Photograph / Signature".

(iii)   Browse & Select the location where the Scanned photograph / Signature file has been saved.

(iv)   Select the file by clicking on it.

(v)   Click the "Open / Upload" button.

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

Note:-

(i)   In case the face in the photograph or signature is unclear, the candidate's application may be rejected. After uploading the photograph / signature in the On-line application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his / her application and re-upload his / her photograph or signature, prior to submitting the form.

(ii)   After registering online, candidates are advised to take a print out of their system generated online application forms.

(iii)   The link for registration of application will be open on our website on the dates indicated at the top of this advertisement**.**

DOWNLOAD OF CALL LETTER

Candidates will have to visit the Srikakulam District Cooperative Central Bank Ltd., website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination Centre with (a) Call Letter for online examination with photograph affixed (b) Photo Identity Proof (as specified) in original and Xerox bearing exactly same name as in call letter 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.

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 **60 minutes**, candidates may be required to be at the venue for about 2 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar/ E-Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph 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, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card are **not** valid id proofs for this project.

Note:

1) Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification/ their original marriage certificate/ affidavit in original.

2) Candidates are advised to remain in touch with DCCB Srikakulam website for any information which may be put for further guidance.

3) Decision of the Bank 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 Online Examination without the following documents:
(a) Call Letter for online examination with photograph affixed
(b) Photo Identity Proof (as specified) in original and Xerox bearing exactly same name as in call letter

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 duration of the examination is 60 minutes candidates may be required to be at the venue for about 2 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.

General instructions:-

As the applications are to be processed by a Computerized System, it is essential that the application should be filled in properly and completely.

Before applying, the candidate should ensure that he / she fulfills the eligibility and other norms mentioned into his notification. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank shall be final on qualification and other eligibility norms.

Application once made will not be allowed to be withdrawn.

Candidates already in employment should produce 'no objection Certificate' from their employer at the time of interview, in the absence of which their candidature will not be considered.

A declaration is required to be submitted in the prescribed format by candidates seeking reservation under BC category, that he / she does not belong to the creamy layer as on 31.03.2019. The BC certificate containing the creamy layer status should have been issued during the period of 1 year prior to 31.03.2019.

Only candidate willing to serve anywhere in the District should apply.

Decision of the Bank in all matters regarding eligibility of the candidate the stages at which such scrutiny of eligibility is to be undertaken, the document to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this behalf.

Bank, may at its discretion hold re-examination wherever necessary in respect of any center / venue / specific post of venue or a candidate(s).

The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person / institution.

Any request for change of address will NOT be entertained.

Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated in the District.

Bank takes no responsibility for any certificate / remittance sent separately by candidate.

1.   The possibility of occurrence 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 movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

2.   Decision of the Srikakulam District Cooperative Central Bank Ltd., in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Srikakulam District Cooperative Central Bank Ltd., in this behalf.

3.   If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

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

5.   The Bank at its discretion may postpone the examination on administrative reasons.

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Srikakulam District Cooperative Central Bank Ltd., recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

No candidate is permitted to use calculator, Mobiles, papers or any other such instruments during the examination. The candidates will appear for the on-line examination at the allotted centers at their expenses and risks and the Bank will not be responsible for any injury / loss etc., of any nature.

Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.

Appointment of selected candidates is subjected to his / her being declared medically fit as per the recruitment of the Bank. Such appointments will be subject to the Service & Conduct Rules of the Bank.

For SC/ST/BC – District Magistrate / Addl. Distt. Magistrate / Collector / Deputy Commissioner / Addl. Dy. Commissioner /Dy. Collector / First Class stipendiary Magistrate / Sub-Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner / Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate / Revenue Officer not below the rank of Tahsildar / Sub-Divisional Officer of the area where the candidate and / or his / her family normally resides.

For Physically Challenged/Handicapped – the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central / State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing loco motor / cerebral / visual / bearing disability as the case may be.

For local candidate – Bonafide study certificate from the Educational Institution/s.
OR
Residential Certificate issued by MRO / Competent Revenue Authorities, as the case may be.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT / USE OF UNFAIR MEANS.

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 on-line application form. At the time of on-line examination / interview 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 / interview 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 hall or taking away the question booklet (or any part thereof) / answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his / her candidature for selection 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 / interview hall, such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:

(i)   To be disqualified from the examination for which he / she is a candidate.

(ii)   To be debarred either permanently or for a specified period from any examination or recruitment conducted by The Srikakulam District Cooperative Central Bank Ltd., Srikakulam.

(iii)   For termination of service, if he / she has already joined the Bank.

The Bank would be analyzing the responses of a candidate with other candidates to detect patterns of similarity. If, as per the laid down procedure, it is suspected that the responses have been shared and scores obtained are not genuine / valid, the Bank reserves the right to cancel his / her candidature.

Process for Arriving at

The Scores of Online Examination are obtained by adopting the following procedure:

(i)   Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

(ii)   The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii)   Test wise scores are reported with decimal.

Sd/-D.SATYANARAYANA
CHIEF EXECUTIVE OFFICER

Place: Srikakulam
Date: 17.06.2019.