

**THE BIHAR STATE CO-OPERATIVE BANK LTD.,  
ASHOK RAJ PATH, PATNA – 800 004.**

Advertisement No.

**778**

Date **20-06-2025**

The BSCB has been authorized as Nodal agency by the Registrar Cooperative Societies, Bihar, Patna, vide order no 5196 dt 14-11-2013 under section 44AV (D) of chapter VI-D of Bihar Co-operative societies (Amendment) 2008 to facilitate direct recruitment for itself and District Central Co-operative Banks in Bihar.

**Online Registration of Application** : **21.06.2025 to 10.07.2025**

**Payment of Fees online** : **21.06.2025 to 10.07.2025**

**Online Examination Dates** : **-----**

Applications from Indian citizens are invited for the posts of Customer Service Executive/ Assistant (Multipurpose) of The Bihar State Cooperative Bank Ltd. and District Central Co-operative Banks of Bihar as under: -

<b>Name of the Institution</b>	<b>Roaster Points</b>								<b>Pay Scale</b>
	<b>Gen</b>	<b>EWS</b>	<b>SC</b>	<b>ST</b>	<b>MBC</b>	<b>BC</b>	<b>WBC</b>	<b>Total</b>	
1. Bihar State Co-op. Bank Ltd. (BSCB)	23	6	9	1	10	6	2	57	24050-64480
2. Ara Central Co-Op. Bank Ltd	12	3	5	0	6	3	1	30	17900-47920
3. Aurangabad Central Co-Op. Bank Ltd.	1	2	4	0	6	4	1	18	7200-19300
4. Begusarai Central Co-Op. Bank Ltd.	6	0	1	0	1	2	0	10	17900-47920
5. Bhagalpur Central Co-Op. Bank Ltd.	14	2	4	1	5	2	1	29	17900-47920
6. Gopalganj Central Co-Op. Bank Ltd.	8	2	3	0	3	2	2	20	17900-47920
7. Munger-Jamui Central Co-Op. Bank Ltd.	12	2	2	1	4	3	1	25	7200-19300
8. Nalanda Central Co-Op. Bank Ltd.	4	0	0	0	1	1	0	6	17900-47920
9. Nawada Central Co-Op. Bank Ltd.	6	1	3	0	2	2	0	14	11765-31540
10. Pataliputra Central Co-Op. Bank Ltd.	5	1	1	0	1	1	1	10	17900-47920
11. Supaul Central Co-Op. Bank Ltd.	3	0	0	0	1	1	0	5	7200-19300

12. Sasaram-Bhabhua Co-Op. Bank Ltd.	10	5	5	1	3	4	0	28	17900-47920
13. Vaishali Central Co-Op. Bank Ltd.	2	0	1	0	1	1	0	5	17900-47920

**Disclaimer:** The Reservation related details shown in above table for the said vacancies are as per the information provided by the respective bank and the respective bank's management is solely responsible for it.

**Note:**

- Reservation for PWD is horizontal and within the overall vacancies for the post.
- The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- Allotment of Bank will be on the basis of merit and preferences given by the candidate for various banks, provided the vacancy for that particular category in which a candidate qualifies, exists in the preferred Bank(s). For example, if a candidate gives First Preference to a Bank where there is no Vacancy, he/she will be considered for next lower preference, where he/she has applied. Candidates shall indicate their preferences for the posts of Assistant (Multipurpose) for all the aforesaid banks. Any application for change in the preferences indicated in the online form shall not be considered.

**Eligibility and Manner of Application:**

**1. Educational Qualification (As on 01.06.2025):**

Graduate or Equivalent from any UGC recognized university of India.

Knowledge of Computer is essential with a Basic Diploma in Computer Application (DCA).

Note: The date of passing the eligibility examination will be the date appearing on the mark sheet/Provisional certificate only or the date on which the result was posted on the website of the university/institution.

**2. Age (As on 01.06.2025):**

Minimum Age: 18 years; Maximum Age: 33 years (As on 01.06.2025). Candidates born not earlier than 02.06.1992 and not later than 01.06.2007 (both days inclusive) are only eligible to apply. Relaxation in age shall be given to the following:

- SC/ST candidates shall get relaxation of 5 years.
- MBC/WBC/BC get relaxation of 3 years.
- Age relaxation of 10 years (15 years for SC/ST and 13 years for MBC/BC/WBC candidates) in upper age limit shall be allowed to Persons with disabilities. She /He will have to produce necessary certificates from competent authority in this respect.
- There is no reservation for Ex-Serviceman so there is no relaxation in age and/or fee for them for any purposes.

**3. Reservation:**

- Reservation will be given in terms of reservation rules/ regulations as per Govt. of Bihar.
- The benefit of reservation is given only to the permanent domiciles of Bihar. The Candidate who claims for BC/ MBC/WBC reservation benefit will have to submit the Caste Certificate issued by the Competent Authority of his/her home district in the prescribed Performa of Govt. of Bihar **issued before not more than a year**. The Candidates belonging to SC/ST are required to submit caste certificate issued by the competent authority of his/her home district in the prescribed Performa of Govt. of Bihar.
- The Candidate who claims for reservation against relatives of Freedom Fighter as per Govt. of Bihar Resolution, will have to submit the Certificate issued by the Competent Authority in the prescribed Performa of Govt. of Bihar.

- d) The Candidate who claims for reservation under PWD category will have to follow all terms and condition get forth by Govt. of Bihar.

Note: Only those persons with benchmark disabilities would be eligible for reservation. “Benchmark disability” means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority.

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. No relaxation/ reservation will be applicable to the candidate having temporary disability.

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed by the Govt. of Bihar time-to-time and as per actual vacancies.

- e) If a Candidate does not produce valid certificate of Caste/ relatives of Freedom Fighter/ Divyang persons (as applicable), in original at the time of document's verification, his/ her claim for such reservation benefit will be forfeited.
- f) There is no reservation for Ex-service man-so there is no relaxation in age and/or fee for them for any purposes.
- g) The number of vacancies including reserved vacancies mentioned above are provisional and may vary according to the actual requirement of the Bank.
- h) Reservation for PWD is horizontal and within the overall vacancies for the post.
- i) EWS - Reservation for Economically Weaker section in recruitment is 10% according to Letter No. 2622 dated 26-02-2019 of Department of General Administration, Bihar.

The appointment is provisional and is subject to the Income & Asset certificate being verified through Proper channels. Benefit of reservation under EWSs category can be availed upon production of an income and Asset certificate” issued by Competent Authority on the prescribed format. The EWS candidate should note that in case they are not in possession of “Income and Asset Certificate” as per the guidelines of on or before the closure of online application date, such EWS candidate should apply under “General (GEN) “category only.

#### 4. Pattern of online examination (subject wise) is as follows:

##### Pattern of Online Preliminary Examination

Sr. No.	Name of the tests	No. of Questions	Maximum Marks	Duration	Medium of Exam
1	English Language	30	30	20 Minutes	English
2	Reasoning	35	35	20 Minutes	English and Hindi
3	Quantitative Aptitude	35	35	20 Minutes	English and Hindi
	Total	100	100	60 Minutes	

##### Pattern of Online Main Examination

Sr. No.	Name of the tests	No. of Questions	Maximum Marks	Duration	Medium of Exam
1	Reasoning	40	40	30 Minutes	English and Hindi
2	Computer Knowledge	40	40	20 Minutes	English and Hindi
3	General Awareness	40	40	20 Minutes	English and Hindi
4	(a) English Language	40	40	20 Minutes	English
	(b) Hindi Language				Hindi
5	Quantitative Aptitude	40	40	30 Minutes	English and Hindi
	Total	200	200	120 Minutes	

\*Candidates can opt either 4(a) or 4(b)

Each correct answer will be awarded with one mark and for every wrong answer, 0.25 marks shall be deducted. The question paper shall be objective type with multiple choice.

5. Examination Fee: -      Rs. 800 /- (Eight Hundred Only) For SC/ST/PHD  
                                    Rs. 1000 /-(One Thousand Only)-For Gen./ OBC and others.
- Payment of Examination fee can be made through online gateway incorporated in the online application form. Payment of fees through any other mode will not be accepted. Once the fee is paid, it would not be refunded.
6. Interested candidates should register themselves on BSCB website **biharscb.co.in** and they must deposit required online examination fee via online payment gateway. Other instructions regarding filing of application form and examination fee payment are available in the application form at BSCB website **biharscb.co.in**. **All candidates are compulsorily required to furnish mobile no. and E-mail ID in online form which is mandatory. Application could be submitted from 21.06.2025 To 10.07.2025.**
7. No call letter will be posted/sent at the address of applicants. Call letters can be downloaded from BSCB website **biharscb.co.in**. Online examination will be conducted tentatively in the Month of July/Aug. on various dates and at various examination centers for which candidates will be informed later through official website **biharscb.co.in**.
8. BSCB reserves the right to cancel this recruitment process, fully or partially, at any stage at its discretion.
9. In case of any dispute relating to the recruitment will be under the jurisdiction of Patna High Court only.

Managing Director  
The Bihar State Co-Operative Bank Ltd.  
Patna-4

## **I. DOWNLOAD OF CALL LETTER**

Candidates will have to visit **biharscb.co.in** 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 (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (III) below and specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

**II. CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for 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 2 hours, 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.

## **III. IDENTITY VERIFICATION**

In the examination hall as well as at the time of documents verifications , 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/ Permanent Driving Licence/ 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 card/ 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 and Learner's Driving License are not valid id proof.**

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination without which they will not be allowed to take up the examination. 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.

### **Centre Clauses :**

The online examination shall be conducted at various centers. The candidate shall indicate his/her preference for one centre in the application form from the following:-

Bihar	Ara
Bihar	Bhagalpur
Bihar	Darbhanga
Bihar	Gaya

Bihar	Muzaffarpur
Bihar	Patna
Bihar	Purnea

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. BSCB, 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.
4. BSCB also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and BSCB will not be responsible for any injury or losses etc. of any nature.
6. Choice of Centre once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular Centre for "Online" examination, BSCB reserves the right to allot any other adjunct Centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a Centre, BSCB reserves the right to allot any other Centre to the candidate.

#### **IV. Guidelines For Persons With Disabilities Using A Scribe**

- i. 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. 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 compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
  - Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature
  - 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.
  - During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

- ii. Guidelines for Candidates with locomotor disability and cerebral palsy  
A compensatory time of twenty minutes per hour or otherwise advised 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).
- iii. 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.  
The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.  
These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

## **V. Other Clauses**

- 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 BSCB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the BSCB 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. BSCB 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 BSCB in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BSCB reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- 5. 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 BSCB 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.
- 6. Process for Arriving at Scores

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 and scores on total is reported with decimal point up to two digits.

Note: Cutoffs are applied in two stages:

- i. on scores in individual tests
- ii. on Total Score

## VI. How To Apply

### Detailed Guidelines/Procedures For

- A. Application Registration**
- B. Payment Of Fees**
- C. Document Scan And Upload**

**Candidates can apply online only from 21.06.2025 to 10.07.2025 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 (4.5cm x 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –

***"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."***
- (v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/intimation charges
- (vii) 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.

#### ➤ **Application Fees/ Intimation Charges (Non-Refundable) Payment Of Fee Online: 21.06.2025 To 10.07.2025**

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

#### **A. Application Registration**

1. Candidates to go to the **biharscb.co.in** website. Click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click 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 COMPLETE REGISTRATION 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 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' 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**

• **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/MasterCard/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 containing fee details. **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 facility to print application form containing fee details after payment of fees.**

**C. Guidelines for scanning and Upload of Documents**

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

### **Photograph Image: (4.5cm × 3.5cm)**

- 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.

### **Photograph Capture**

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

### **Do's and Don'ts of Photo Capture**

- Dos:
- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.
- Don'ts
- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo taken in dark/ improper background.

### **Signature, left thumb impression and hand-written declaration Image:**

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - 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
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - 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
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

#### **Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, 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 documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

#### **Procedure for Uploading the documents:**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Online Application of the candidates will not be registered unless they upload their Photograph, signature, left thumb impression and hand written declaration as specified.**

Note:

1. In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
2. After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
3. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
6. Candidates should ensure that the signature uploaded is clearly visible
7. After registering online candidates are advised to take a printout of their system generated online application forms.

## **VII. Biometric Data – Capturing and Verification :**

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) /IRIS Scan and the photograph of the candidates will be captured / verified on the following occasions –

- Before the start of the online examination
- At the end of online examination before leaving the exam hall / lab
- At the time of Document Verification
- At the time of joining the Bank for selected candidates

Decision of the Biometric data / IRIS scan data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric / IRIS Scan data capturing / verification on any of the above-mentioned occasions may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process:

- If fingers are coated (stamped ink/mehndi/coloured etc), ensure to thoroughly wash them so that coating is completely removed before the exam / DV/ joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc. may be captured.

### **VIII. 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 online application. At the time of 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 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/ interview hall,
- vii. 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 bank
  - c. for termination of service, if he/ she has already joined the Bank, before receipt of any such report against the concerned candidate, with appropriate legal action.

### **IX. General Instructions:**

1. The candidates must read the rules and regulations carefully.
2. Incomplete application form shall not be accepted.
3. Since the application is online, the information submitted by the candidates shall be presumed to be right for entrance in the exam, but subsequently, if the candidate is selected, he/she shall be considered for appointment when he/she submits all the required original documents to the concerned office.
4. If, at any time, it comes to the notice that the candidate did not possess the required qualifications at the time of filling the application form, his/her application shall be cancelled at any stage of the selection process even though he/she may have been selected.
5. Merely indicating in the application form any special Class (SC/St/BC/MBC/WBC) while he/she does not belong to that class shall not entitle the candidate for employment and any wrong information shall be treated as misconduct and his/her application can be cancelled at any stage of detection of the false information.
6. Before joining as probationers, the selected candidates have to fulfill all the necessary formalities fixed by the bank and shall execute a Two/ Three years' service bond with the concerned bank as per there policy.
7. Service Conditions regarding Probation, remuneration etc.: As Per Policy of concerned Bank (BSCB/ DCCB)

8. For appointment, the selected candidates before joining duty shall complete the necessary formalities decided by the bank which includes the candidate's medical test, police verification, personal guarantee and financial fidelity as decided by the bank concerned.
9. Since the application is being sought online and no other documents have been sought at the time of application, the candidate has to ensure that they possess all the qualifications for the post applied for. The candidate shall appear in the exam at his/her own responsibility, merely appearing in the examination does not entail right of selection.
10. Fees once paid shall not be refunded.
11. Candidate shall not be allowed to appear in the online examination without the call letter and stipulated documents mentioned on it.
12. The name of the candidate or his/her father/husband and the Date of Birth shall be indicated in the application form as it appears in the 10th Class mark sheet/certificate as well as on the valid Identity Card. Any change/alteration found will subject to cancellation of the candidature at any stage.

Managing Director