

**THE INCOME TAX DEPARTMENT CO-OPERATIVE BANK LTD.,  
MUMBAI  
Requires**

<b>EXECUTIVE OFFICER - THREE POST</b>	
(A)	<p><b><u>Academic Qualification:</u></b>            1. Graduate from any faculty with minimum 50% marks.            2. Preference will be given to the candidate having qualification of CAIIB &amp; GDCA or equivalent.            3. Candidate should have qualified MS-CIT Course exam</p>
(B)	<p><b><u>Experience:</u></b>            Minimum 3 years of service as “OFFICER” in any Bank, preferably in Co-operative Bank.</p>
(C)	<p>Candidates should be able to read, write and speak Marathi with fluency.</p>
(D)	<p><b><u>Age Limit:</u></b>            1. <b>Not more than 35 years. As on 31/03/2023 (Minimum 21 Years)</b></p>
(E)	<p><b><u>Fees: -</u></b>            Rs.1000/- inclusive of GST. The fees may be paid online through Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets. NEFT : Bank Name : IDBI Bank, Account No: 100102000072548 IFSC : IBKL0000100 . The Fess will be non- refundable.</p> <p><b>Examination Centre :- Mumbai / Navi Mumbai/ Thane/ MMR</b></p>
(F)	<p><b><u>Salary:- As per agreement . Gross Monthly Emoluments will be approximately Rs.35,000/-</u></b></p>
(G)	<p>Selection procedure: Objective type written examination and personal interview. Advantage of 5 marks in written examination will be given to the ward of member as on 28-03-2023 of this bank.</p>
(H)	<p><b><u>How to apply:</u></b>            Application to be submitted in the prescribed format available on website (<a href="http://www.incometaxbank.co.in">www.incometaxbank.co.in</a>) on or before 28.03.2023 along with all related documents /fees.</p> <p><b>Application to be submitted by clicking on the below mention link</b></p> <p><a href="https://ibpsonline.ibps.in/itcbmrnov22/">https://ibpsonline.ibps.in/itcbmrnov22/</a></p>

Sr. No.	Name of the Test	No. of Qs.	Maximum Marks	Version	Time
1	Reasoning Ability and Computer Aptitude	40	40	Only English	30 Minutes
2	English Language	30	30		15 Minutes
3	Marathi Language	30	30		15 Minutes
4	Computer Knowledge	40	40		25 Minutes
5	General Awareness (with special reference to Banking Industry)	20	20		25 Minutes
6	Quantitative Aptitude	40	40		30 Minutes
	<b>TOTAL</b>	<b>200</b>	<b>200</b>		<b>140 Minutes</b>

**CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to appear 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 20 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.

### **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/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letter head along with photograph / Photo identity proof issued by a People's Representative on official letter head 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 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.

### **CENTRE CLAUSES :**

1. The examination will be conducted online on venue given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. **The Income Tax Department Cooperative Bank Ltd**, 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. **The Income Tax Department Cooperative Bank Ltd** 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 **The Income Tax Department Cooperative Bank Ltd** 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. –

If sufficient number of candidates does not opt for a particular centre for "Online" examination, **The Income Tax Department Cooperative 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 Income Tax Department Cooperative Bank Ltd** reserves the right to allot any other centre to the candidate.

### 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 **The Income Tax Department Cooperative 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 **The Income Tax Department Cooperative 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 Income Tax Department Cooperative 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 Income Tax Department Cooperative Bank Ltd** in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, **The Income Tax Department Cooperative Bank Ltd** 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 **The Income Tax Department Cooperative 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.
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. **Advantage of 5 marks in written Examination will be given to the ward of Member as on 28-03-2023 of this Bank**

(iii) Testwise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

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

## **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 13.03.2023 to 28.03.2023 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 × 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 13.03.2023 TO 28.03.2023**

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 **The Income Tax Department Cooperative Bank Ltd** website – [www.incometaxbank.co.in](http://www.incometaxbank.co.in) 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 online 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.

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. 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.

Your Online Application will not be registered unless you upload your 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.

### **Procedure for uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link “Upload left thumb impression / hand written declaration”
- Browse and Select the location where the Scanned left thumb impression / hand written declaration 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 Left thumb impression and hand written declaration as specified.
- 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.

### **Note:**

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate’s application may be rejected.
- (2) After uploading the 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 left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

### **.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, 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

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<b>CLERK - EIGHT POST</b>	
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(B)	Candidates should be able to read, write and speak Marathi with fluency.
(C)	<b><u>Age Limit:</u></b> 1. <b>Not more than 30 years as on 31/03/2023. (Minimum 21 Years )</b>
(D)	<b><u>Fees: -</u></b> Rs.800/- inclusive of GST. <b>The fees may be</b> paid online through Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets. NEFT : Bank Name : IDBI Bank, Account No: 100102000072548 IFSC : IBKL0000100 . The Fess will be non- refundable.  <b>Examination Centre :- Mumbai / Navi Mumbai/ Thane/ MMR</b>
(F)	<b><u>Salary:- As per agreement . Gross Monthly Emoluments will be approximately Rs.21,000/-</u></b>
(G)	Selection procedure: Objective type written examination. Advantage of 5 marks in written examination will be given to the ward of member as on 28-03-2023 of this bank.
(H)	<b><u>How to apply:</u></b> Application format available on website ( <a href="http://www.incometaxcoopbank.co.in">www.incometaxcoopbank.co.in</a> ) on or before 28/03/2023. Copies of all related documents to be enclosed with the applications along with prescribed fees.  <b>Application to be submitted by clicking on the below mention link</b>  <a href="https://ibpsonline.ibps.in/itcbmrnov22/">https://ibpsonline.ibps.in/itcbmrnov22/</a>

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**CERTAIN CLAUSES TO BE INCLUDED IN THE ADVERTISEMENT**

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Before applying online, candidates should-

- (viii) **Scan their :**
  - **Photograph (4.5cm × 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.**
- (ix) **Signature in CAPITAL LETTERS will NOT be accepted.**
- (x) **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.)
- (xi) **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.”***
- (xii) **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.)

- (xiii) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges**
- (xiv) **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 13.03.2023 TO 28.03.2023**

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

#### **D. Application Registration**

1. Candidates to go to the **The Income Tax Department Cooperative Bank Ltd** website – [www.incometaxbank.co.in](http://www.incometaxbank.co.in) 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.

#### **E. 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 online 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.**

#### **F. 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.

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. 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.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

- (8) 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.
- (9) 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.
- (10) 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.
- (11) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (12) 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.
- (13) Candidates should ensure that the signature uploaded is clearly visible
- (14) After registering online candidates are advised to take a printout of their system generated online application forms.

#### **Procedure for uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration 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 Left thumb impression and hand written declaration as specified.
- 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.

#### **Note:**

- (4) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (5) After uploading the 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 left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (6) After registering online candidates are advised to take a printout of their system generated online application forms.

#### **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, 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 either permanently or for a specified period from any examination conducted by bank

