



Jogindra Central Cooperative Bank Ltd; Head Office: Rajgarh Road Solan H.P.
Recruitment Notice

Detailed Instructions for Recruitment-2021

RECRUITMENT FOR 22 POSTS OF EXECUTIVE ASSISTANTS, STENO TYPIST AND LEGAL ASSISTANT IN THE BANK.

Jogindra Central Cooperative Bank Ltd. Head Office, Solan invites ONLINE applications from eligible candidates for the recruitment to the posts of EXECUTIVE ASSISTANTS, STENO-TYPIST and LEGAL ASSISTANT in the Bank on CONTRACT BASIS. The desirous candidates should read detailed Instructions for Recruitment on Bank's website www.jccb.co.in. The last date for applying for these posts is 17-08-2021. Applications can be filled ONLINE in Recruitment Link on the website between 20-07-2021 to 17-08-2021 along with payment of requisite fee.

Applications received by any other mode or after the due date will not be accepted.

Online applications are invited from the eligible candidates for 22 posts of EXECUTIVE ASSISTANTS, STENO-TYPIST and LEGAL ASSISTANT as per the following schedule of activities:-

Activity	Date	
Opening date of submission of online application.	20-07-2021	
Last date of submission of online application.	17-08-2021	
Amount of Application Fee.	CATEGORY	FEE (non refundable)
	GENERAL/ OBC/ EX-SERVICEMEN/ PHYSICALLY HANDICAPPED	Rs.1000/-
	SC/ST/ IRDP/ BPL/ANTODAYA /EWS CATEGORY	Rs.800/-
	FEMALE CANDIDATES OF ALL CATEGORIES	Rs.800/-
Date of downloading of Call Letters.	Around 7 days before examination date	
Date of online Examination.	Proposed in the month of August, 2021. Exact date will be decided by the Bank keeping in view the prevailing situation. The candidates will be informed accordingly on Bank's website so that they can download their call letters.	
Date of declaration of result for Online Examination.	Around 15 days after the conduct of the examination.	

****Please note that fee once remitted is non-refundable.**

The category-wise breakup of the vacancies to be filled up is as under:

Category of Post	Gen./UR	SC	ST	OBC	EWS	Ex-SM (UR)	PH (UR)	Total No. of posts *
A). Executive Assistants	2	4	2	1	2	1	1	13
B(i) Executive Assistant (PACS Quota i.e. quota reserved for Trained Secretaries of PACS)	2	2	Nil	2	1	Nil	Nil	07
C). Steno-Typist	1	Nil	Nil	Nil	Nil	Nil	Nil	1
D) Legal Assistant	1	Nil	Nil	Nil	Nil	Nil	Nil	1
Grand Total	6	6	2	3	3	1	1	22**

* Including backlog in the respective vacancies.

**No. of Posts to be filled up may vary depending on actual requirement at the time of final selection and may accordingly increase or decrease.

**Short name:

UR- Unreserved, Gen.-General, SC-Scheduled Caste, ST-Scheduled Tribe, OBC- Other Backward Class, EWS-Economically Weaker Section, EX-SM-Ex-Servicemen, PH- Physically Handicapped, PACS- Primary Agricultural Cooperative Societies of H.P.

• Age (as on 1st January, 2021):

Candidate should be above 18 years and below 45 years of age.

In the case of SC/ ST candidates upper age limit is relaxable upto 5 years and in case of Ex-Servicemen and other reserve categories, there will be usual relaxation in the upper age limit for recruitment on the pattern of State Government. Relaxation in upper age limit (As per the relevant provisions of Bank's Service Rules) shall be as under:-

Sr. No.	Category /Sub-category	Remarks /Age relaxation
1.	SC	5 Years
2.	ST	5 Years
3.	Ex-Serviceman	For un-reserved vacancies; if actual age of candidate less his approved military services does not exceed the prescribed maximum age for the post in question by more than 3 years.
4.	Physically Handicapped	5 years
5.	OBC	5 Years
6.	Candidate already in Government Service	5 Years only to employees of H.P. Government

However, age relaxation shall be applicable to only Bonafide Himachali candidates.

NOTE:

- i. Candidates, who are seeking age relaxation will be required to submit necessary certificate(s) in original/copies at the time of evaluation of documents and at any subsequent stage of the recruitment process. Please note that this age-relaxation shall be applicable only if post is earmarked for said particular categories.
 - ii. Degree of disability of Physically Handicapped candidates should not be less than 40% to avail benefits of reservation under this category.
 - iii. Selected Physically handicapped candidates will have to submit a Medical Certificate from competent authority that he/she is physically fit and competent to perform his/her duty for the selected post.
- Only Bonafide Himachali will be eligible for the posts reserved under Society (PACS) quota.
 - Candidates belonging to all reserved categories should be bonafide Himachalis only.
 - The candidates may ensure that they should have passed Matriculation and 10+2 from any School/Institution situated within Himachal Pradesh. In case they have passed Matriculation and 10+2 from any School/Institution situated outside the Himachal Pradesh, they must possess certificate of being bonafide Himachali while applying for the ibid posts.
 - The reserved category candidates belonging to other states will be treated as GENERAL CATEGORY CANDIDATES and the benefit of reservation and fee concession will not be admissible to such candidates.
 - An Ex Serviceman will be as defined by the Department of Personnel, Govt. of HP and should belong to H.P.
 - The wards of Ex-Servicemen are not eligible for the posts advertised for Ex Servicemen.
 - The certificate of OBC issued by a competent authority will not be valid if it is more than one year old . Further, they should be issued on the latest prescribed format.
 - SC/ST/OBC and other reserved category candidates are eligible to apply against unreserved category/general category posts but they will not be eligible to get benefits of age relaxation, 5% concession in requisite qualification and fee concession.
 - Candidates belonging to OBC Category will have to submit a certificate from competent authority that he/she is not from Creamy Layer Category. Date of issue of such certificate should not be of more than one year old from the date of applying.
 - Candidate will be allowed to participate and register separately for the post of Executive Assistant, Steno Typist and Legal Assistant.
 - **SALARY & ALLOWANCES:**
All the posts will be filled on contract basis for three years and the contractual period may be renewed after expiry of one year by the appointing authority subject to their good performance. The candidates who will be appointed under the scheme shall be entitled to Honorarium/allowances equal to “Initial pay of the Pay Band + Grade Pay of the post +applicable Dearness allowance.
i)Executive Assistants: 10300+3200+ applicable DA (at present 153% on Pay Band + Grade Pay)

ii) Steno Typist : 10300+3200+ applicable DA (at present 153% on Pay Band + Grade Pay).

iii) Legal Assistant : 10300+4200+ applicable DA (at present 153% on Pay Band + Grade Pay).

The above mentioned salary and allowances are subject to revision of Pay Scale.

The contractual employees who will complete three years of continuous service shall be eligible for regularization as per conditions of Scheme for appointment of staff in the Jogindra Central Cooperative Bank Ltd under direct recruitment quota on contract basis.

Post-wise essential Qualification:-

Sr. No.	Name of Posts	Essential Qualifications*
1	Executive Assistant* (Under Direct Recruitment Quota)	a) 10+2 with atleast 50 % marks Or Graduation in any discipline (b) Candidates belonging to SC/ST/OBC :- Concession / Grace of 5 % in marks.
2.	Executive Assistant (PACS Quota i.e. quota reserved for Trained Secretaries of PACS)	a)(i) Secretaries of PACS having 10+2 with atleast 50 % marks Or Graduate degree. ii). A minimum of 5 year continuous regular service as Secretary of Primary Agricultural Credit Society. (b) Candidates belonging to SC/ST/OBC :- Concession / Grace of 5 % in marks.
3.	Steno typist*	a) 10+2 with atleast 50 % marks Or Graduation in any discipline (b) Candidates belonging to SC/ST/OBC :- Concession / Grace of 5 % in marks. C)i) Shorthand in English with a speed of 60 words per minute on computer. ii) Typing English and Hindi with a speed of 25 words per minute on computer. Provided that at the time of initial recruitment the candidates shall have to pass shorthand test in English. Provided that the candidates will have to pass type writing test in English and Hindi on computer at the time of initial Recruitment.
4	Legal Assistant	The Candidate should be a Law graduate from recognized university/Institution with at least 5 years professional experience.

* There will be Concession/grace of 5% marks for Candidates belonging to SC/ST category. Please note that this concession shall be applicable only if post is earmarked for said particular categories.

Note:-

Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the above eligibility criteria.

1. All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared prior to applying for the post. Proper document from Board / University for having declared the result on or before applying for the posts has to be submitted at the time of evaluation of documents. The date of passing the eligibility examination will be the date appearing on the marks-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
2. In case of posts of Executive Assistants under Society quota, Experience certificate in support of experience should be issued by the concerned Assistant Registrar, Cooperative Societies of H.P. with authentic certification based on record of concerned society and only such experience certificates shall be valid. In case experience quoted in application form while applying online for the post turns out to be false later on during scrutiny of original certificates and record, the candidature shall be treated cancelled/rejected summarily irrespective of his/her qualifying the online examination. Therefore, while applying for the posts reserved under society quota, the candidate should invariably ensure that he/she possesses a valid prescribed experience.
- 3. Explanation with regard to PACS: (as clarified under RCS, HP Letter No.5-233/99-Coop.(C&M) dated 19.06.2001)**
 - 1) Primary Agricultural credit societies (PACS) include:
 - i) Cooperative Multipurpose Societies Ltd.
 - ii) Gram Service Cooperative Societies Ltd,
 - 2) Clarification for Trained secretaries of PACS:
 - i) Those who have completed 5 years continuous service in PACS from the date of his/her joining in the Cooperative Society (as clarified vide RCS, HP letter No.5-510/98-Coop. (C&M) loose dated 25.06.2014
 - ii) Trained Secretaries also include Assistant Secretaries/Managers/Assistant Managers of PACS having 5 years continuous service (as clarified under RCS, HP Letter No. 5-233/99-Coop.(C&M) dated 19.06.2001)
- 4. EWS (Economically Weaker Section)**
 - (i) As notified by the State Government of H.P. vide notification No. PER(AP)-C-B(12)-1/2019 dated 11.006.2019 issued by the Department of Personnel (AP-III), H.P., the persons belonging to Economically Weaker Sections (EWSs) who are not covered under the scheme of reservation for SCs, STs and OBCs will be eligible to get 10% reservation in direct recruitment in the services of the State Government and Public Sector Undertakings etc.
 - (ii) Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 4.00

lakh (Rupees four lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

(iii) The benefit of reservation under EWSs category (Other than SCs/STs/OBCs) can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as prescribed by the Government of H.P. from time to time. The Income and Asset Certificate issued by anyone of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS:

- i) Deputy Commissioner/Additional Deputy Commissioner/ Additional District Magistrate;
- ii) Sub-Divisional Officer (Civil) of the area where the candidate and/or his family normally resides; and
- iii) Revenue Officer not below the rank of Tehsildar.

Note-I: However, apart from the families with income ceiling of Rs 4.00 Lakh per annum subject to exclusion criteria, the B.P.L./IRDP/Antodaya families (subject to production of valid certificate issued by the competent authority and countersigned by the Block Development Officer and supplemented by the non-SC / ST / OBC certificate issued by the competent authority) will also be treated as eligible for this 10% EWSs reservation.

Note-II: The appointment under this reservation category shall be provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false, the services of said appointee will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/ false certificate.

Note-III: IF eligible EWS candidate(s) is/are not available for selection, the post(s) will be treated automatically as de-reserved and will be filled-up from non-EWS candidate(s) of unreserved category.

5. Candidate should indicate the percentage obtained in 10+2 calculated to the nearest two decimals in the online application, wherever applicable. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for evaluation of documents, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the Board/University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
6. **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

7. The selection shall be through an online examination followed by evaluation of documents.
8. Please note that only single main examination will be held. Bank's decision in this regard shall be final. For the posts of Steno/Steno-Typist, the Skill test shall be conducted at Bank's level at a later stage.
9. Degree of disability of Physically Handicapped candidates should not be less than 40% to avail benefits of reservation under this category.
10. Selected Physically handicapped candidates will have to submit a Medical Certificate from competent authority that he/she is physically fit and competent to perform his/her duty for the selected post.

Pattern of online Examination for Executive Assistant & Steno-typist:

The Main Examination for the above posts of Executive Assistant & Steno-typist will be conducted online. The structure of the Examinations which will be conducted online shall be as follows:

Sr. No.	Particulars	No. of Questions	Marks	Duration
1.	Reasoning	40	20	30 minutes
2.	Numerical Ability	40	20	30 minutes
3.	English	40	20	30 minutes
4.	General Awareness*	50	25	30 minutes
Total		170	85	120 minutes
* General Awareness will also include 25% questions about H.P. General Knowledge.				

NOTE – 1: Candidates up to 3 times of vacant posts of Executive Assistant categories will qualify to appear for scrutiny of documents.

NOTE – 2: Candidates up to 6 times of vacant posts of Steno-typist category will qualify to appear for skill test of steno typist. After the skill test, the candidates upto 3 times of vacant posts will qualify to appear for scrutiny of documents. .

Pattern of online Examination for the post of Legal Assistant:

The Main Examination for the above post of Legal Assistant will be conducted online. The structure of the Examinations which will be conducted online shall be as follows:

Sr. No.	Particulars	No. of Questions	Marks	Duration
1.	Reasoning	20	10	15 minutes
2.	Numerical Ability	20	10	15 minutes
3.	English	40	20	30 minutes
4.	General Awareness	30	15	20 minutes
5.	Knowledge of law and its application	60	30	40 minutes
Total		170	85	120 minutes
* General Awareness will also include 25% questions about H.P. General Knowledge.				

NOTE – 1: Candidates up to 3 times of vacant posts of Legal Assistant will qualify to appear for scrutiny of documents.

IMPORTANT POINTS TO BE NOTED:-

- i. The level of examination and syllabus for examination shall be in accordance with the minimum level of educational qualification criteria provided for the post.
- ii. For every wrong answer, 0.25% marks shall be deducted. In the online examination the question paper shall be of objective type multiple choice providing 5 alternates as answers. The question paper shall be both in English and Hindi.
- iii. Final merit of the candidates applying will be decided on the basis of total marks obtained in the online examination and evaluation of relevant documents. Waiting list of the candidates will be prepared up to minimum one and up to 50 percent of the total vacant posts. Validity of such merit list will be one year from the date of approval of the same from RCS, H.P.
- iv. Only those candidates who secure at least 45% marks in the Main Examination will be shortlisted for evaluation of documents.

DOWNLOAD OF CALL LETTER

Candidates will have to visit the Jogindra Central Cooperative Bank Ltd website www.jccb.co.in 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 below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

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 ___ 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.

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 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 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.

EXAMINATION CENTRE CLAUSES :

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. Jogindra Central 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. Jogindra Central 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 Jogindra Central 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, Jogindra Central 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, Jogindra Central Cooperative Bank Ltd reserves the right to allot any other centre to the candidate.

The list of Examination Centers in Himachal Pradesh:

Sr. No.	Name of District	Exam Venue
1	Solan	Solan
2	Shimla	Shimla

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 favourably 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 behaviour 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.

(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 not be available to Visually Impaired candidates who use the services of a Scribe for the examination

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

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 Jogindra Central 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 Jogindra Central 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. Jogindra Central 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 Jogindra Central Cooperative Bank Ltd in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Jogindra Central 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 Jogindra Central 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.

(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 20/07/2021 to 17/08/2021 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 FEEONLINE : 20/07/2021 TO 17/08/2021

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 Jogindra Central Cooperative Bank Ltd website www.jccb.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 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

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.

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.

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
 - (c) for termination of service, if he/ she has already joined the Bank.

General Instructions:

1. The candidates must read the instructions and procedures carefully.
2. Incomplete application form shall not be accepted.
3. Since the applications are being sought online and no other documents have been sought at the time of application, the candidate has to ensure that he/she possesses all the qualifications for the post applied, including working experience where desired. The candidate shall appear in the examination at his/her own risk/responsibility and it does not confer any right to be selected but subsequently, if the candidate is declared successful in online examination, he/she shall be considered for appointment only when he/she appears for the evaluation of relevant documents before scrutiny committee constituted for said purpose and submits all the required original documents to the concerned officer for verification and further recourse to be communicated separately.
4. If, at any time, it comes to 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. All the posts will be filled on contract basis for three years and the contractual period may be renewed after expiry of one year by the appointing authority subject to their good performance. If the work or conduct of a contract employee is not considered satisfactory by the Managing Director, the services of the employee may be terminated by the Bank without assigning any reason, whatsoever by an order in writing under the signature of the Managing Director.
6. The contractual employees who will complete three years of continuous service shall be eligible for regularization as per conditions of Scheme for appointment of staff in the Jogindra Central Cooperative Bank Ltd under direct recruitment quota on contract basis.
7. Candidates already employed in regular (confirmed) services will have to submit NOC and a good character certificate from his employer at the time of evaluation of relevant documents. Non-availability of such NOC at the time of evaluation of documents will result in cancellation of candidature.
8. Fee once paid shall not be refunded. JCCB reserves the right to change the vacant post details at any time and also to cancel the recruitment procedure at any stage. The decision on it of JCCB shall be final.
9. Decision of JCCB in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by JCCB in this behalf.
10. Selected candidates will be posted anywhere in area of operation of Jogindra Central Cooperative Bank Ltd
11. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process organized by JCCB in future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
12. The selection of candidate will be on the basis of final merit list prepared by JCCB on the basis of total marks obtained in online Examination and subsequent evaluation of relevant documents as per laid down criteria. If two or more candidate

gets equal marks, the preference shall be given to candidates possessing higher academic qualifications and those having higher age.

13. Responses (answers) of a candidate in online examination will be analyzed to detect patterns of similarity of right and wrong answers. If, in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the candidature may be cancelled and/or the result withheld.

Sd/-
(Sh. Tashi Sandup)
Managing Director