



Recruitment Notice Jogindra Central Cooperative Bank Ltd.

Head Office: Rajgarh Road Solan H.P.

RECRUITMENT FOR THE POSTS OF ASSISTANT MANAGER AND EXECUTIVE ASSISTANT -2017

Jogindra Central Cooperative Bank Ltd; Solan, Himachal Pradesh invites ON LINE applications from the eligible candidates, for various posts in different categories in the Bank on regular basis as detailed hereunder:

Category of Post	Post Code	Total	Gen UR	Gen IRDP	Gen Ex-Ser	SC	SC Ex-Ser	OBC	OBC Ex-Ser	ST Ex-Ser	ST IRDP
Assistant Manager	201	3	1	--	1	--	--	1	--	--	--
Executive Assistant	301	10	--	1	1	3	--	2	1	1	1
Post Reserved for Secretaries of Primary Agriculture Cooperative Societies:											
Executive Assistant PACS Employees	302	7	4	--	--	1	--	2	--	--	--

1. Candidates belonging to all reserved categories should be bonafide Himachalis only.
2. An Ex Serviceman will be as defined by the Department of Personnel, Govt. of HP and should belong to H.P.
3. The wards of Ex-Servicemen are not eligible for the posts advertised for Ex-Servicemen.
4. The valid certificate of IRDP issued by a competent authority
5. The valid certificate of OBC issued by a competent authority.
6. Candidate can only apply for one category of Executive Assistant only.

2. PAY SCALES, ALLOWANCES:

Post	Post Code	Pay Scale
Assistant Manager	201	Rs. 10300-34800/- Grade Pay Rs. 4200/-
Executive Assistant	301, 302	Rs. 10300-34800/- Grade Pay Rs. 3200/-

3. ELIGIBILITY CRITERIA FOR THE NOTIFIED POSTS:

1. Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications, post qualification work experience etc. in original alongwith attested photocopy thereof in support of their identity and eligibility as indicated in the online application form at the time of document verification/interview. Please note that no change of category will be permitted at any stage after registration of the online application. Merely applying / appearing for and being shortlisted in the examination and/or in the subsequent documentation/ interview/ subsequent processes does not imply that a candidate will necessarily be offered employment. No request for considering the candidature under any category other than in which applied will be entertained.
2. **Age (as on 1st August, 2017):** Candidate must have been born not earlier than **02-08-1972 and not later than 01-08-1999** (both dates inclusive).
 - a. Candidate should be above 18 years and below 45 years of age. The candidates born between 01-08-1999 and 02-08-1972 (both days inclusive) are eligible. In case of SC/ST candidates' upper age is relaxable by 5 years.

- b. In case of Ex- Servicemen, there will be relaxation in the upper age limit for recruitment on the pattern of state Govt.
3. All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. Of India/ State Govt. approved by Govt. Regulatory Bodies and the result should have been declared on or before 01-08-2017. Proper document from Board / University for having declared the result on or before 01-08-2017 has to be submitted at the time of interview. The date of passing the examination which is reckoned for eligibility will be the date of passing appearing on the marksheet/ Provisional certificate.
 4. Calculation of Percentage: The percentage marks shall be arrived at by dividing the 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. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.
 5. The fraction of percentage so arrived will be ignored i.e. 54.99% will be treated as less than 55% and 49.99% will be treated as less than 50%.

4. ELIGIBILITY CRITERIA

201. Assistant Manager (10300-34800 Grade Pay 4200)::

- i. Graduation with 55% marks or Commerce graduate with 50% marks
+
Computer Knowledge.

Preference will be given to the candidates having post graduation as also with qualifications in disciplines like economics, statistics etc. and also additional qualifications like Diploma from Indian Institute of Banking and Finance, Mumbai. Additional weightage for technical or professional qualifications or CAIIB.

Other: Atleast 6 months Computer Diploma from a recognized institute/university.

301. Executive Assistant (10300-34800 Grade Pay 3200):

Post Code: 101

10+2 with atleast 50 % marks

Or

Graduation in any discipline

Candidates belonging to SC/ST/OBC: Concession /Grace of 5 % in marks.

Employees of Cooperative Societies

302. Secretaries of PACS(10300-34800 Grade Pay 3200):

Post Code: 302

- i. Secretaries of Primary Agriculture cooperative Societies 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.

Candidates belonging to SC/ST/OBC: Concession /Grace of 5 % in marks.

Note:- Experience certificate in support of experience issued by the concerned Assistant Registrar Cooperative Societies with authentic certification based on record or concerned society shall only be valid. The experience certificate should invariably be supported with the following documentary' proof:

- Copy of resolution of the managing committee of concerned society to the effect of his/her Initial appointment
- Copy of relevant pages or Statutory audit report/note at least of 5 years containing reference of payment of wages/salary from the account of the society along with list of employees attached with the report/note.

In case, experience certificate on scrutiny of original record is found incorrect or false later on, the candidature shall be treated cancelled/rejected summarily.

Note: Explanation with regard to PACS and other Societies:
(as clarified under RCS, HP Letter No.5-233,199-Coop.(C&M) dated 19.06,2001)

Primary Agricultural Credit Societies (PACS) include:

- Cooperative Multipurpose Societies Ltd.
- Gram Service Co-operative Societies Ltd.
- Cooperative Agriculture Service Society

5. APPLICATION FEE (non refundable):

S.No.	NAME OF THE POST	CATEGORY	FEE
1	Assistant Manager	GENERAL/ OBC/ Ex Servicemen	650
		SC/ST/IRDP	550
2	Executive Assistant All Categories	GENERAL/ OBC/ Ex Servicemen	600
		SC/ST/IRDP	500

6. Procedure for applying online:

- Candidates are first required to go to the Bank's website www.jccb.co.in and click on the "Recruitment" page to open link which will be available from **08-08-2017 to 22-08-2017**.
- Candidates will have to enter their details and upload the photograph and signature in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

Detailed guidelines/procedures for:

- Online application registration
- Photograph & signature scan and upload
- Payment of fees

Candidates can apply online and submit their applicable non-refundable fee only from **08-08-2017 to 22-08-2017** (both days inclusive) and no other mode of application will be accepted.

A. Online Application Registration

- The process of online application form and payment towards recruitment application fees can be made from **08-08-2017 to 22-08-2017**.
- The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- Before registering their applications on the website, candidates should possess a valid e-mail id. In case the candidate does not have a valid e-mail id, he/ she will have to create a new email id before applying online.
- Candidates should carefully fill in the details in the Online Application at the appropriate places very carefully. Candidates are advised to verify every field filled in the application. The name of the candidate should be spelt correctly in the application as it appears in the Identity Proof/Certificate/Mark sheets & PAN Card.

- v. Candidates are first required to go to the Bank's website www.jccb.co.in and click on the Recruitment link.
- vi. Then **select "Recruitment for Different Posts-2017"**. Then click on the option "**APPLY ONLINE**" which will open a new screen.
- vii. 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.
- viii. 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.
- ix. 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**.
- x. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Identity Proof/Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- xi. Validate your details and Save your application by clicking the '**VALIDATE YOUR DETAILS**' and '**SAVE & NEXT**' button.
- xii. 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 "B".
- xiii. Candidates can proceed to fill other details of the Application Form.
- xiv. Click on the Preview Tab to preview and verify the entire application form before **FINAL SUBMIT**.
- xv. 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.
- xvi. Click on '**PAYMENT**' Tab and proceed for payment.
- xvii. Click on '**SUBMIT**' button.

Candidates are required to take a printout of the online application using the above registration number and password. The printout of application form is required to be submitted at the time of documentation/interview. Do not send the application form to the Bank.

B. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- i. In case the face in the photograph or signature is unclear, the application may be rejected.
- ii. Candidate may edit the application and re-upload the photograph/ signature in such case.

Photograph Image:

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

more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

Scanning the Photograph & Signature:

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

If the file size and format are not as prescribed, an error message will be displayed.

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

7. Payment of fees

The application form is integrated with the payment gateway and the payment process can be completed by following the instructions:

1. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
2. 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

3. On successful completion of the transaction, an e-Receipt will be generated.
4. **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.**
5. 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.**
6. 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.
7. To ensure the security of your data, please close the browser window once your transaction is completed.
8. There is facility to print application form containing fee details after payment of fees.

NOTE:

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

An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason .Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. *Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.*

8. Call Letters:

Candidates will have to visit the Bank's website www.jccb.co.in for downloading call letters for online examination. 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 the call letter and (iii) Photocopy of the same Photo Identity Proof as brought in original.

Candidates will have to appear for ONLINE examination to be conducted by the Bank. The successful candidates will be called for an documentation/interview. Subject to their being medically fit for employment, the selected candidates will be initially appointed on contract basis generally for a period of one year or may be renewed after expiry of one year by the appointing authority subject to their performance. The Bank reserves the right to reject any application without assigning any reason and no correspondence in this regard will be entertained.

The Question Paper for Assistant Manager consists of objective type questions as follows:-

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Remarks
1	English language	40	40	Time: 2 Hrs. Version; Hindi & English No Negative Marking
2	Reasoning	40	40	
3	Numerical Aptitude	40	40	
4	General Awareness including Himachal GK	40	40	
5	Computer Awareness	40	40	
	Total	200	200	

The Question Paper for Executive Assistant (all categories post code 301 & 302) consists of objective type questions as follows:-

Sr. No.	Name of the Test	No. of Qs.	Max. Marks	Remarks
1	English language	40	20	Time: 2 Hrs. Version; Hindi & English No Negative Marking
2	Reasoning	40	20	
3	Numerical Aptitude	40	20	
4	General Awareness including Himachal GK	50	25	
	Total	170	85	

9. The data /information once submitted by the candidate in the online application form will be considered as final and cannot be changed at a later stage. The application fee once paid will **NOT BE** refunded on any account nor would be held in reserve for any future examination or selection. The application fee shall also **NOT BE** refunded in case the application is rejected / not considered by the Bank.
10. The Bank takes no responsibility for any delay in submission of online applications or communication. Candidates in their own interest are advised to ensure that online payment through Debit Cards (RuPay/ Visa/MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets has been successfully remitted as per above instructions and submit the online applications well before the last date. Candidates are advised to ensure that they fulfill the parameters of qualifications and age as prescribed above. Candidates, who do not fulfill the prescribed eligibility criteria, may be disqualified at any stage of the recruitment process.
11. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.**

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

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

- Using unfair means or
- Impersonating or procuring impersonation by any person or
- 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
- Resorting to any irregular or improper means in connection with his/her candidature or
- Obtaining support for his/her candidature by any 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:
- vii. To be disqualified from the examination for which he/she is a candidate.
- viii. To be debarred, either permanently or for a specified period, from any examination conducted by our Bank.
- ix. For termination of service, if he/she has already joined our Bank.

12. GENERAL INFORMATION:

The possibility for occurrences of some problem in 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 the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the Bank in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

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 centre or for any candidate.

The 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 the Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, The Bank reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

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 of 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 effect.

Not more than one application should be submitted by any candidate. Candidates should apply for either posts and not for both. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

Important Dates:

- | | | |
|---|---|-------------------------------|
| 1. OPENING DATE OF ONLINE REGISTRATION | : | 8 th August, 2017 |
| 2. CLOSING DATE OF ONLINE REGISTRATION | : | 22 nd August, 2017 |
| 3. LAST DATE OF SUBMISSION OF APPLICATION FEE | : | 22 nd August, 2017 |

Sd/-
Managing Director