

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

The BSCB has been authorized as Nodal agency by the Registrar Cooperative Societies, Bihar, Patna, vide order no-5196 dt14-11-2013 under section 44AV (D) of chapter VI-D of Bihar Co-operative societies (Amendment) 2008 to facilitate direct recruitment for itself and District Central Co-operative Banks in Bihar.

Advertisement for 108 posts in The Bihar State Cooperative Bank and 12 District Central Cooperative Banks

Online Registration of Application : 26-10-2018 to 22-11-2018

Payment of Fees online : 26-10-2018 to 22-11-2018

Online Examination Dates : DEC2018/JAN 2019(Tentative)

Applications from the Indian citizens are invited for the post of Assistant Manager of The Bihar State Cooperative Bank Ltd. and District Central Cooperative Banks of Bihar as under :-

Name of Institution	Name of Vacant post and number						
The Bihar State Cooperative Bank Ltd.	Assistant Manager (Total Post 28)						
	Gen	SC	ST	MBC	BC	WBC	Total
	16	03	0	04	04	01	28

Name of Institution	Name of Vacant post and number						
12 District Central Cooperative Banks:Patliputra,Vaishali, Magadh, Nalanda, Katihar, Munger, Begusarai, Siwan, Gopalganj, Muzaffarpur, Motihari and Purnea	Assistant Manager) (Total Post 80)						
	Gen	SC	ST	MBC	BC	WBC	Total
	43	16	0	9	10	2	80

Eligibility and Manner of Application :

1. Educational Qualifications : Graduate or Equivalent from any recognized university of India .Preferences will be given to candidates having MBA degree.

Interested candidates should register themselves on BSCB website www.biharbank.bih.nic.in. They must deposit required online examination fee via online payment gateway. Other instructions regarding filing of application form and examination fee payment are available in the application form at BSCB website www.biharbank.bih.nic.in. All candidates are compulsorily required to furnish mobile no. and E-mail ID in online form which is mandatory. Application could be submitted from : **26-10-2018 to 22-11-2018**

2. **EXAMINATION FEE** :-Rs. 400/- (Four hundred only)+GST -For SC/ST
Rs.600/-(Six hundred only)+GST -For others.

4..RESERVATION :

- a. Reservation will be given in terms of reservation rules/ regulations as per Govt. of Bihar.
 - b. The benefit of reservation is given only to the permanent domiciles of Bihar. The Candidate who claims for BC/ MBC reservation benefit will have to submit the Caste Certificate issued by the Competent Authority of his/her home district in the prescribed Performa of Govt. of Bihar issued before not more than a year. The Candidates belonging to SC/ST are required to submit only caste certificate issued by the competent authority of his/her home district.
 - c. The Candidate who claims for reservation against relatives of Freedom Fighter as per Govt. of Bihar Resolution will have to submit the Certificate issued by the Competent Authority in the prescribed Performa of Govt. of Bihar.
 - d. The Candidate who claims for reservation under PWD category will have to follow all terms and condition set forth by Govt. of Bihar (Appendix enclosed).
 - e. If a Candidate does not produce valid certificate of Caste & Freedom Fighter, Divyang persons. (as applicable), in original at the time of document's verification, his/ her claim for such reservation benefit will be forfeited and his/ her Candidature will be considered under UR category/general candidate.
5. Payment of Examination fee can be made through online gateway incorporated in the online application form. Payment of fees through any other mode will not be accepted. Once the fee is paid , it would not be refunded.
 6. Bankwise vacancies, reserved posts, educational qualifications, age limit, profile of examination and emoluments for selected candidates are available on BSCB website in details. Vacancies might be increased or reduced.
 7. No call letter will be posted at the address of applicants. Call letters can be downloaded from BSCB website www.biharbank.bih.nic.in Online examination will be conducted in the Month December(2018) and or January 2019 on various dates and at various examination centers for which candidates will be informed later.
 8. In case of any dispute relating to the recruitment process will be under the purview of PATNA HIGH COURT.

**Managing Director
BIHAR STATE CO-OPERATIVE BANK LTD.**

PATNA-4

Cooperative Banks Recruitment Exam – 2018-19

Recruitment information and Important Dates

Bankwise Position of 108 vacant Posts in The Bihar State Cooperative Bank and 12 District Central Cooperative Banks of Bihar state

Bankwise position of posts is as follows :

Name of Institution	Name of Vacant post and number							Pay Scale
The Bihar State Cooperative Bank	Assistant Manager (Total Post 28)							Rs.23700-42020/- (REVISED)
	Gen	SC	ST	MBC	BC	WBC	Total	
	16	3	0	04	04	01	28	

Sl. No.	Name of Institution	Name of Vacant post and number							Pay Scale
	12 Central Cooperative Bank	Assistant Manager (Total Post 80)							
		Gen	MBC	BC	WBC	SC	ST	Total	
1	Begusarai	01	01	01	01	0	0	04	Rs.23700-42020/(REVISED)
2	Gopalganj	06	0	01	0	02	0	09	Rs.23700-42020(REVISED)
3	Katihar	05	02	01	0	02	0	10	Rs.14500-25700/ (UNREVISED)
4	Muzaffarpur	07	01	02	0	02	0	12	Rs.23700-42020/ (REVISED)

5	Motihari	01	01	0	0	01	0	03	Rs.14500-31500/ (UNREVISED)
6	Munger	04	0	01	01	01	0	07	Rs.1880-3590/ (UNREVISED)
7	Nalanda	03	01	01	0	01	0	06	Rs.23700-42020/ (REVISED)
8	Patliputra	03	01	01	0	01	0	6	Rs.23700-42020/ (REVISED)
9	Magadh	07	01	01	0	02	0	11	Rs.14500-25700/ (unREVISED)
10	Siwan	02	0	0	0	01	00	03	Rs.23700-42020/- (REVISED)
11	Vaishali	02	0	01	0	01	0	04	Rs23700- 42020/(UNREVISE D)
12	Purnea	02	01	0	0	2	0	5	Rs10000- 18240/(UNREVISE D)
	Total	43	9	10	02	16	0	80	

Abbreviations :

MBC	-	Most Backward Class
BC	-	Backward Class
WBC	-	Woman Backward Class
SC	-	Scheduled Caste
ST	-	Scheduled Tribe
Gen.	-	General

Note : -**1. RESERVATION :**

- a. Reservation will be given in terms of reservation rules/ regulations as per Govt. of Bihar.
- b. The benefit of reservation is given only to the permanent domiciles of Bihar. The Candidate who claims for BC/ MBC reservation benefit will have to submit the Caste Certificate issued by the Competent Authority of his/ her home district in the prescribed Performa of Govt. of Bihar issued before not more than a year. The Candidates belonging to SC/ST are required to submit only caste certificate issued by the competent authority of his/her home district.
- c. The Candidate who claims for reservation against relatives of Freedom Fighter as per Govt. of Bihar Resolution, will have to submit the Certificate issued by the Competent Authority in the prescribed Performa of Govt. of Bihar.
- d. The Candidate who claims for reservation under PWD category will have to follow all terms and condition get forth by Govt. of Bihar (Appendix enclosed).

e. If a Candidate does not produce valid certificate of Caste & Freedom Fighter, Divyang persons. (as applicable), in original at the time of document's verification, his/ her claim for such reservation benefit will be forfeited and his/ her Candidature will be considered under UR category/ general candidate.

2. Allotment of Bank will be on the basis of merit and preferences given by the candidate, for various banks, provided the vacancy for that particular category in which a candidate qualifies, exists in the preferred Bank(s) . For example, if a candidate gives First Preference to a Bank where there is no Vacancy for, he will be considered for next lower preference, where he/she has applied. Candidates shall indicate their preferences for the post of Assistant Manager for all the above 13 banks. Any application for change in the preferences indicated in the online form shall not be considered.

EDUCATIONAL QUALIFICATION (As on 01-09-2018) should be as follows :

A Graduation Degree in any subject from a recognized university, or any equivalent qualification recognized by the Govt. of India. Knowledge of Computer is essential. A basic Diploma in computer application (DCA) is required. Preferences will be given to candidates having MBA degree.

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

Age (as on 01-09-2018) :

Minimum Age : 21 years; **Maximum Age:** 33 years (As on 01.09.2018). Candidates born not earlier than 02.09.1985 and not later than 01.09.1997 (both days inclusive) are only eligible to apply. Relaxation in age shall be given to the following :

- i) SC/ST candidates shall get relaxation of 5 years and MBC/WBC/BC get relaxation of 3 years as per Bihar State Govt. rule.
- ii) Relaxation of 5 years shall also be given to permanent staff working in Cooperative Banks registered in Bihar State.
- iii) There is no reservation for EX-Service man so there is no relaxation in age and/or fee for them.
- iv) Divyang (Physically Handicapped Person) Candidates shall get age relaxation by 10 years additionally in maximum age limit. He will have produce necessary certificates in this respect.

The profile and pattern of online preliminary examination subject wise is as follows :

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Time allotted for each test (Separately timed)
1	English Language	30	30	English	20 minutes
2	Quantitative Aptitude	35	35	English and Hindi	
3	Reasoning Ability	35	35	English and Hindi	
	Total	100	100		

The pattern of online main examination subject wise is as follows:-

Sl. No.	Name of Tests	No. of Questions.	Max. Marks	Medium of Exam	Duration
1	Reasoning	40	40	English & Hindi	Composite Time of 02 hours
2	Quantitative Aptitude	40	40	English & Hindi	
3	General Awareness	40	40	English & Hindi	
4 a*	English Language	40	40	English	
4 b*	Hindi Language	40	40	Hindi	
5	Computer Knowledge	40	40	English & Hindi	
	Total	200	200		

4a & 4b are optional. Candidate has to opt either Hindi or English Language.

There is a penalty for wrong answers marked in the Objective Tests of both Preliminary and Mains exams. A wrong answer to an objective question by the candidate will lead to a penalty of one fourth of the marks assigned to that question. For example, 0.25 marks will be deducted as penalty for wrong answer to a question that carries 1 mark. There will be no penalty for leaving a question blank, i.e. if no answer is marked by the candidate.

IDENTITY VERIFICATION

(i) DOCUMENTS TO BE PRODUCED

In the examination hall, the call letter along with a photocopy of the candidate's 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/ People's Representative along with a **photograph**/Identity card issued by a recognized college/ university/Aadhar/ E-aadhar card with a photograph/Employee ID 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 will not be accepted as valid id proof for this project.
- In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification/their original marriage certificate/ affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/call letter and submitted photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination.

Note :- Selection will be on the basis of marks obtained in the written test (Main) and marks obtained in the interview. 10 times of vacant posts will be shortlisted for the Main Examination and 03 times of the vacant posts will be shortlisted for the interview.

Note : Selected candidates shall be appointed on the above mentioned emoluments on probation for a period of two years. During the probation period, the appointed candidates shall not be entitled to any benefits and allowances except the emoluments mentioned above and PF deductions shall be done as per rules.

(ii) BIOMETRIC DATA-Capturing and Verification

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day

of the Online Main Examination for the candidates who qualify after the Preliminary examination and appear for the Main examination.

Please note :The biometric data and photograph will be captured/verified on the following occasions-

- (i) Before the start of the Main examination it will be captured
- (ii) At the end of Main examination before leaving the exam hall/ lab
- (iii) At the time of joining if provisionally allotted

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

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

- ✓ If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam/ joining day.
- ✓ If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- ✓ Ensure fingers of both hands are dry. If fingers are moist ,wipe each finger to dry them.
- ✓ If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.In such cases impression of other fingers, toes etc may be captured.

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

Bihar	Arrah
Bihar	Aurangabad (Bihar)
Bihar	Bhagalpur
Bihar	Bihar Sharif
Bihar	Darbhanga
Bihar	Gaya
Bihar	Hajipur
Bihar	Muzaffarpur
Bihar	Patna
Bihar	Purnea
Bihar	Samastipur
Bihar	Siwan
Jharkhand	Ranchi
Jharkhand	Jamshedpur
Jharkhand	Hazaribagh
Jharkhand	Bokaro
Jharkhand	Dhanbad
Jharkhand	Deoghar

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. The BSCB, however, reserves the right to cancel any of the Examination Centers and/or add some other Centers at its discretion, depending upon administrative feasibility, logistics etc.
4. The BSCB also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and The BSCB shall not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular centre for "Online" examination, The BSCB 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 BSCB reserves the right to allot any other centre to the candidate.

General Instructions :

1. The candidates must read the rules and regulations carefully.
2. Incomplete application form shall not be accepted.
3. Since the application is online, the information submitted by the candidates shall be presumed to be right for entrance in the exam, but subsequently, if the candidate is selected, he/she shall be considered for appointment when he/she submits all the required original documents to the concerned officer.
4. If, at any time, it comes to the notice that the candidate did not possess the required qualifications at the time of filling the application form, his/her application shall be cancelled at any stage of the selection process even though he/she may have been selected.
5. Merely indicating in the application form any special Class (SC/St/BC/MBC/WBC) while he/she does not belong to that class shall not entitle the candidate for employment and any wrong information shall be treated as misconduct and his/her application can be cancelled at any stage of detection of the false information. \
6. Before joining as probationers, the selected candidates have to fulfill all the necessary formalities fixed by the bank and shall execute a **TWO** years service bond with the concerned bank as per the guidelines of the Cooperative Department.
7. Probation period shall be of 2 year.
8. Confirmation shall be done on successful completion of probation period.
9. For appointment, the selected candidates before joining duty shall complete the necessary formalities decided by the bank which includes the candidate's medical test, police verification, personal guarantee and financial fidelity as decided by the bank.
10. Since the application is being sought online and no other documents have been sought at the time of application, the candidate has to ensure that they possess all the qualifications for the post applied for. The candidate shall appear in the exam at his/her own responsibility, merely appearing in the examination does not entail right of selection .
11. Fees once paid shall not be refunded.
12. For any litigation, the area of jurisdiction shall be Patna High court
13. Candidate shall not be allowed to appear in the online examination without the call letter and stipulated documents mentioned on it.
14. The name of the candidate or his/her father/husband and the Date of Birth shall be indicated in the application form as it appears in the 10th Class

- marksheet/certificate as well as on the valid Identity Card. Any change/alteration found any disqualify the candidature.
15. The examination is being conducted as per the orders of Registrar, Cooperative Societies, Bihar issued under Rule 39 of the Bihar Cooperative Societies Rules. In case any dispute relating to the selection process arises, the decision of the Registrar, Cooperative Societies, Bihar, shall be final.
 16. Candidates will have to visit BSCB website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window to download the call letter. 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 D (Identity Verification at Page 8) above and also specified in the call letter, and photocopy of the same Photo Identity Proof as brought in original.
 17. 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 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 such problem, which may include movement of candidates, delay in test. Conduct of 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.
 18. Decision of BSCB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by The BSCB in this behalf.
 19. 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 may be required if the node capacity is less or some technical disruption takes place at any center or for any candidate.
 20. The BSCB would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If, in the analytical procedures adopted by BSCB in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, BSCB reserves the right to cancel the candidature of the concerned candidates and the result of such candidates will be disqualified
 21. Instances for providing incorrect information and/or process violation by a For recruitment in the Bihar State Cooperative Bank Ltd. and any of the 13 Cooperative banks mentioned below, the preferences should be indicated at the time of submitting the application. Successful candidates shall be selected on the basis of merit, preferences and vacancies in the banks.
 22. **HOW TO APPLY ;
DETAILED GUIDELINES/PROCEDURES FOR
A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD
D. GUIDELINES FOR CANDIDATES**

Candidates can apply online only from **26-10-2018 to 22-11-2018** 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**

● Left thumb impression(If candidate is not having left thumb, he/she may use his/her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).

● A hand written declaration(text given below)(in case of 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).

Ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

ii. signature in CAPITAL LETTER will NOT be accepted.

iii. The left thumb impression should be properly scanned and not smudged

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 from 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 by any body else or in any other language, the application will be considered as invalid.

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, which should be kept active till the completion of this round of common Recruitment Process. IBPS may send call letters for Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID,

he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

i.

APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE)

PAYMENT OF FEE ON-LINE -26-10-2018 to 22-11-2018

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

A. Application Procedure

1. 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 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 and in the Identity Card. 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. EXAMINATION FEE :-**
Assistant Manager

Rs. 400/+GST - (For SC/ST)
Rs.600/+GST -(For others)

2. The application form is integrated with the payment gateway and the payment process can be completed by following the instruction :-

3. The payment can be made by using only Debit Cards (RuPay/Visa/Master Card/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
4. 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.
5. On successful completion of the transaction, an e-Receipt will be generated.
6. 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.
7. Candidates are required to take a printout of the e-Receipt and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
8. 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.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. There is facility to print application form containing fee details after payment of fees.

C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- 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 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 200x230 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, adjust the settings of the scanner such as the DPA 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.
- At the time of examination the signature on the attendance sheet should match with the uploaded signature.
- Dimensions 140x60 pixels (preferred).
- Size of file should be between 10kb-20kb.
- Ensure that the size of the scanned image is not more than 20KB.

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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 & 20 KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in jpg format by using 'Save As' option in the File menu and size can be reduced below 50 KB (photograph) & 20 KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

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

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

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.

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/Upload left thumb impression / hand written declaration"

o 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 'Upload' button.

D. Guidelines for Candidates

1. Guidelines for Persons with Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. 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 may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further, in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for the 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.

23. **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 or in a subsequent selection procedure, if a candidate is (or has been) found guilty of :-

- (i) Using unfair means or Impersonating or procuring impersonation by any person or
- (ii) misbehaving in the examination 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
- (iii) Resorting to any irregular or improper means in connection with his/her candidature or
- (iv) obtaining support for his/her candidature by unfair means, or

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