

## Recruitment

### THE AKOLA DISTRICT CENTRAL COOPERATIVE BANK LTD., AKOLA

The Akola District Central Cooperative Bank Ltd., Akola invites **online** applications for the Post of **Jr. Clerk** (Support Staff) of the bank.

Individuals fulfilling prescribed eligibility criteria are requested to apply **Online** through the Bank website (**[www.akoladccb.com](http://www.akoladccb.com)**) on or before the time frame indicated. For Online Application candidates should have a valid e-mail ID & It should be kept active during the entire recruitment process. The important instruction regarding online examination may be sent to the registered e-mail ID.

**Candidates can apply online only from 20 /08 /2021 to 04/09 /2021 and no other mode of application will be accepted.** The details of the post, age, qualification & experience etc. are as under:

| Junior Clerk :- Total Vacancies:- 100 |      |                 |
|---------------------------------------|------|-----------------|
| Category                              | Open | Total Vacancies |
|                                       | 100  | 100             |

- The number of vacancies is subject to change.
  - The bank reserves the right to change the number of vacancies, selection process or bank would be free to stop/cancel entire recruitment process at any stage.
  - Only one application should be submitted. In case of multiple applications the last valid application will be considered and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited.
- 1) Jr. Clerk:** - A fix pay of Rs.10000/- per month will be paid by the bank for a specific period and there after the probation period will be decided by bank taking in to consideration working ability and attitude of the candidate. After confirmation the approximate gross salary will be around Rs.25000/-per month. In addition to this, Bank's eligible perks/ facilities will be available.

### **Minimum Educational Qualification, Computer Eligibility & Experience: - As on 31.07.2021**

#### **A) Junior Clerk (Support Staff):-**

- a (I)** Graduation in any discipline from a recognized University with minimum 50% marks.  
Relaxation in minimum % of marks for Post Graduate Candidates.
- a (II)** Computer Eligibility: - Candidate should have D.O.E.A.C.C. approved Society's passed Certificate course of "CCC" or "O" or "A" or "B" level or passed Computer diploma/Computer degree or MS-CIT of Maharashtra State Technical & higher education Board, Mumbai.

Other Qualification as mentioned in **A (ii)** will be relaxed in case of candidate having B.C.A/ B.C.M / M.C.M/ B.E./B.Tech.in computer related subject or any other Computer related Degree.

## **2. Age Limit: - As on 31.07.2021**

The age not be below 21 years and not above 30 as on **31.07.2021**

## **3. Other Eligibility :**

3.1 Candidate must have school leaving certificate / Birth certificate with them.

3.2 Nationality of Candidate must be Indian.

3.3 Candidate must be domicile in Maharashtra.

Original copies of above mentioned applicable documents must be submitted for Verification at time of interview.

3.4 The Akola District Central Cooperative bank is related to agriculture and rural areas, Candidates who are ready to work anywhere in rural areas, only will have to apply with Self-Declaration form. File size 50 KB – 100 KB (format enclose )

## **4. Recruitment Process:**

Jr. Clerk will be selected as per below recruitment process among the eligible candidates.

4.1 Online Exam will be of 75 % marks & 25 % Marks for Interview.

4.2 The list of selected candidates for interview will be displayed on Bank website.

4.3 Minimum 50% marks on total will be required in online Examination.

4.4 Exam will be conducted in English only and there will be (1/4<sup>th</sup>) penalty for wrong answers.

4.5 The contents of the online test will be:

| Sr No | Name of Test                                          | No of Questions | Maximum Marks | Medium  | Time allotted for each test |
|-------|-------------------------------------------------------|-----------------|---------------|---------|-----------------------------|
| 1     | Reasoning                                             | 35              | 35            | English | 35 minutes                  |
| 2     | English Language                                      | 10              | 10            | English | 10 minutes                  |
| 3     | General awareness (with special reference to banking) | 35              | 35            | English | 35 minutes                  |
| 4     | Computer Knowledge                                    | 35              | 35            | English | 35 minutes                  |
| 5     | Quantitative Aptitude                                 | 35              | 35            | English | 35 minutes                  |
| Total |                                                       | 150             | 150           |         | 150 minutes                 |

## 5. Online Application Process:

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- (i) Scan their :
  - photograph (4.5cm × 3.5cm)
  - signature (with black 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 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."*
- (iv) **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.)**
- (v) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges**
- (vi) **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.**

5.1 The facility will be available for online application for the post of **Jr. Clerk** from **20/08/ 2021 to 04 / 09 / 2021** Last date for acceptance of Online Application Dt. **04 / 09 /2021** up to **23.59** hours on Bank's website **www.akoladccbanc.com** and **no other mode of application will be accepted.**

5.2 The fee needs to be paid only in Online Mode.

5.3 The candidate should have registered his/her own valid E-mail ID and Mobile No & It should be active during or up to the end of the recruitment process. The candidates should not share E-mail ID or password with any other person.

**If, Any Candidate does not have a valid personal E-mail ID, He / She should create his/her own E-mail ID before applying online.**

5.4 The fee is not refundable. Candidates are required to take a printout of the E-Receipt and present at the time of online exam along with Hall ticket.

5.5 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. With the help of the Provisional Registration number and Password candidate have facility to change the details in the online application form and modify the same if required to change.

- 5.6 In case the candidate is unable to complete the application form in one time, 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.
- 5.7 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.
- 5.8 Validate your details and Save your application by clicking the **'Validate your details'** and **'Save & Next'** button.
- 5.9 Click on the 'Preview ' Tab to preview and verify the entire application form before **'Complete Registration '**.
- 5.10 Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **'Complete Registration '**.
- 5.11 Click on **'Payment'** Tab and proceed for payment.
- 5.12 Click on **'Submit'** button.
- 5.13 Candidates should be cautious while filling online Application. Candidate should carefully fill all the personal details in the online Application. Candidates are required to upload their photograph and signature as per the specifications. Candidates are required to press the **"submit"** button only after the verification of the details filled in the online application, uploading of photograph and signature and after making required payment. After click on **"submit"** button no change is permitted in the details and any request regarding this will not be entertained. Candidate may be disqualified for not filling the information carefully.
- 5.14 Online Application must be submitted within the stipulated time mentioned by the bank for online application. Applications filed after the given time will not be considered.
- 5.15 The candidate must have paid the fees with online application with in the stipulated time for avoiding problems.
- 5.16 The candidate must fill carefully the particulars mentioned in the online application including Name of the Candidate, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination. The Bank will not be responsible for any incorrect / incomplete details filled in the application.
- 5.17 An email / SMS intimation will be given on candidate's email ID / Mobile Number after successful registration and generation of Registration Number and Password. The candidate may consider that their online application has not been successfully registered if he/she does not receive intimation on his/ her email id/mobile number.
- 5.18 An online application which is incomplete in any respect such as without photograph and signature in the online application form will not be considered as valid Application.
- 5.19 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.

- 5.20 Candidate must ensure that the signature on application and signature on attendance sheet are one and the same.
- 5.21 Candidate must use the same photograph for upload and affix on the application form.
- 5.22 After completion of the entire procedure of Registration /online application including payment of fees, the candidate should take a printout of the same with them Candidate will be solely responsible for the information filled in the application.

## 6. Payment of Fees:

- 6.1 The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.  
Application fee / intimation charges of Rs.1000/- **(include GST)** for Candidates.  
The fee is to be paid through Online Mode. **No Cash or any other mode will be accepted.**
- 6.2 The payment can be made by using Debit Cards (RuPay / Visa /Credit Cards, Internet Banking, IMPS, Cash Cards / Mobile Wallets/UPI)
- 6.3 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.**
- 6.4 On Successful completion of the transaction, an **e-Receipt** will be generated.
- 6.5 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.
- 6.6 Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details & submit it at the time of Examination. **Please note that if the same cannot be generated, Online transaction may not have been successful.**
- 6.7 For Credit Card users: All charges are listed in Indian Rupee.
- 6.8 To ensure the security of your data, please closed the browser window once your transaction is completed.
- 6.9 The candidate must follow the instructions as given above.

## 7. Photograph & Signature Scan and Upload

### A) Photograph Image: (4.5cm X 3.5 cm)

- 1. Photograph must be a recent passport size color picture.
- 2. The picture should be in a light-colored, preferably white background.
- 3. If you wear glasses, make sure that there are no reflections and your eyes can be clearly seen.
- 4. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- 5. Photograph should be of 200\*230 pixels & 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 colors etc., during the process of scanning.

6. 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.
7. 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.
8. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**B) Signature Image:**

1. The applicant has to sign on white paper with Black Ink pen.
2. The signature must be signed only by the applicant and not by any other person.
3. 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.
4. Size of file should be between 10kb — 20kb. Ensure that the size of the scanned image is not more than 20KB.
5. Candidates should ensure that the signature uploaded is clearly visible.

**C) Handwritten Declaration**

1. The applicant has to write the declaration in English clearly on a white paper with black ink.
2. Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height)
6. Size of file should be between 50 KB – 100 KB. Ensure that the size of the scanned image is not more than 100KB.
3. Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

**D) Scanning the documents:**

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set Color to True Color and File Size as specified above.
3. The image file should be JPG or JPEG format.
4. If image file is not in JPG or JPEG format it creates error.

**E) Procedure for Uploading the documents**

1. There will be two separate links for uploading Photograph and Signature.
2. Click on the respective link "Upload Photograph / Signature/Declaration".
3. Browse & Select the location where the Scanned Photo/ Signature/Declaration file has been saved.
4. Select the file by clicking on it.
5. Click the 'Upload' button
6. If Signature/Photograph/Declaration of candidate is not clear, the application form may be rejected.

## 8. GENERAL INSTRUCTION REGARDING EXAM & EXAMINATION CENTERS (TENTATIVE LIST)

- 8.1 The examination venues will be mentioned in Online Exam call letter.
- 8.2 No request for change of center/venue/Date/Time for examination shall be entertained.
- 8.3 The Bank has reserves the right to cancel any of the examination centers and/or add some other centers, at its discretion, depending upon the response, administrative feasibility, etc.
- 8.4 The bank also reserves the right to allot the candidate to any center other than the one He / she has opted for (within or outside the district/state).
- 8.5 Candidate will appear for the examination at an examination center at his/her own risk and expenses and The Bank will not be responsible for any injury or losses etc. of any nature.

## 9. Download of Call letters

Candidates will have to visit the ADCC Bank's website (<https://www.akoladccb.com>) 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.

## 10. Identity verification

**10.1** 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 such as PAN Card/ Passport/ Permanent Driving License / Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazette Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ 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 proofs for identity verification.**

**Note:** Candidates have to produce in **original the photo identity proof** and submit photocopy of the photo identity proof along with online 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 names 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 Gazette notification / their marriage certificate / affidavit.**

Please note that candidates will not be permitted to appear for the Online Examination without the following documents:

- i. Valid Call Letter for the respective date and session of Examination

- ii. Photo-identity proof (as specified) in original bearing the same name as it appears on the call Letter / application form and
- iii. Photocopy of photo-identity proof (as mentioned in (ii) above) Candidates reporting late i.e. after the reporting time specified on the call letter of the examination will not be permitted to take the examination.

**10.2 Candidates reporting late i.e. after the reporting time specified on the call letter of the 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 online Examination is 150 mins respectively, candidates may be required to be at the venue for about 180 minutes respectively or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

**11. 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/ details/ information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above mentioned activities, he/she will not only be disqualified but he / she will be liable to be dismissed from the services of the Bank at any time, even after being selected and after joining the Bank service and also liable for prosecution.

**At the time of Examination / Interview, if a candidate is (or has been) found guilty of:**

- 11.1 Using unfair means during the selection process, or
- 11.2 Impersonating or procuring impersonation by any person, or
- 11.3 Misbehaving in the Personal Interview, or
- 11.4 Obtaining support for his/ her candidature by unfair means, or
- 11.5 Carrying mobile phones or similar electronic devices of communication in the examination or Interview hall,
- 11.6 Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.

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.

**12. Other Important Instructions:**

- 12.1 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. Decision taken by **CEO of the Bank** will be

final. 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 temporarily rejected from the process.

- 12.2 Decision of **CEO of the Bank** in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by The Akola District Central Cooperative Bank Ltd., Akola in this behalf.
- 12.3 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.
- 12.4 The Examination process will be rational, fair & transparent, any type of inducement will not be entertained.
- 12.5 The various facilities, rules and regulations as published by the state govt. will be Applicable.
- 12.6 Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- 12.7 The candidate is required to confirm his eligibility before applying for the vacancies.
- 12.8 The copy of the application can be downloaded using the registration number and Password. The down loaded application need not be sent by courier or post. Candidate is required to bring the application along with a recent passport size photograph affixed on the application and the applicable documents for verification as mentioned in terms and conditions for the application.
- 12.9 The application must be filled immediately after making the online payment. In case the Application is not filled after making of the payment the payment will not be refundable under any circumstances.
- 12.10 Only online applications will be accepted and no other mode of application will be entertained.
- 12.11 The call letter for the online test for the shortlisted candidates will not be sent by courier or post. The Candidates are required to download the call letter using their registration number and password online.
- 12.12 The candidates are required to bring the call letter along with the recent passport size photograph affixed on it for online examination.
- 12.13 The online examination may be conducted at **Amravati / Nagpur/Yeotmal / Aurangabad /Mumbai /Thane /Navi Mumbai/Greater Mumbai/Pune** districts. **Or as per the availability of venues.**
- 12.14 Candidates will have to appear at the decided venue in time for the online exam at their own expense.
- 12.15 No candidate is permitted to use Mobiles or any other such instruments at examination Center or during the examination.

### 13. Important Dates :

- |   |                                                    |   |              |
|---|----------------------------------------------------|---|--------------|
| 1 | Website link open                                  | : | 20/08/2021   |
| 2 | Starting date for apply online and payment of fees | : | 20/08/2021   |
| 3 | Last date to apply online and payment of fees      | : | 04/09/2021   |
| 4 | Online test                                        | : | Sept. - 2021 |

(The CEO has been reserve right to changes in above dates.)

### 14. General instructions:-

- 14.1 Candidates must a follows COVID-19 Pandemic, Instruction, issued by Competent Authority from time to time.
- 14.2 **Out of the total 100 Candidates selected, the first 50 candidates will be given appointment letters as per the merit list. The remaining candidates will be given appointment letters as per the requirement of bank.**
- 14.3 The selection list will be equivalent to the number of vacancies published. The selection list may be cancelled / rejected without any prior intimation or decreased/ increased with the sole decision of **CEO of the bank**. The candidate should note that they will not have the right to claim for the vacancy even if their name appears in the selection list.
- 14.4 The number of vacancies published are subject change as per the need. The selection for the changed number of vacancies' will be done on merit basis as per the decision **of the CEO of the bank**.
- 14.5 An NOC duly signed by a superior authority has to be submitted by the candidate who is already an employee of the bank at the time of application and submitted before joining.
- 14.6 The candidate must have valid E-mail ID and correspondence address with Pin code clearly mentioned on the application.
- 14.7 The candidate will have to produce below mentioned Certificates / documents along with their originals for verification by the Appointed Officer before interview.
- A) School leaving Certificate /Birth Certificate/Domicile Certificate.
  - B) SSC/HSC. Mark Sheet / Graduation / Post graduation Certificate with the certified copies Of both sides of the document.
  - C) Certified copies of Mark-sheets of Graduation/Post graduation of each Year with copy Of both sides of the document will be required and If the Original documents have been submitted in Board / University/ Collage the true copy Certification of competent authority will be required on documents.
  - D) Candidates already employee of Govt., semi govt. or private should produce 'no objection Certificate' from their employer.
  - E) The employment exchange card will be required if the candidate is registered with the employment exchange.
- 14.8 The candidate will stand disqualified if he/she has any criminal record. The candidate will have to furnish the details of any pending cases against him/her.
- 14.9 The candidate may be appointed for any location within Akola and Washim district. The posts are transferable to any branch and the duties may be in different shifts.

14.10 At any stage of the appointment or after the appointment if any of the documents submitted are found to be incorrect or any of the information not disclosed, the appointment will be cancelled without any prior notice.

14.11 **In case of any change in the dates of Online Examination Bank will give the intimation on its website. No other Online correspondence will be done in this regard.**

14.12 Candidates are advised to remain in touch with Bank's website, for any further information which may be put for further guidance during the process.

14.13 During the process of appointment all the rights for decisions will be solely with the **CEO of The Bank.**

**Note:** - Any applications made/received before the online application date will not be considered. Candidates registered with the Project Officer Employment Exchange office also need to apply online as per the given procedure.

Place: Akola

Date : 20/08/2021

**Chief Executive Officer**

### Self Declaration form

|                                                                                                                                                                 |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Self -Declaration                                                                                                                                               |                     |
| <p>I ----- hereby declare<br/> that,I have ready to work anywhere in rural area of the bank &amp; also<br/> declare to do resident there for full time work</p> |                     |
| Date:.....                                                                                                                                                      | Candidate Signature |