

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

Advertisement No. 7251

Date 03-02-2021

The BSCB has been authorized as Nodal agency by the Registrar Cooperative Societies, Bihar, Patna, vide order no 5196 dt 14-11-2013 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 Assistant (Multipurpose) **Total 200 posts** in The Bihar State Co-operative Bank and 11 District Central Co-operative Banks of Bihar.

Online Registration of Application : **09/03/2021. to 26/03/2021**
Payment of Fees online : **09/03/2021 to 26/03/2021**
Online Examination Dates : **April (Tentative)**

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

Name of Institution	Name of Vacant post and number							
The Bihar State Cooperative Bank Ltd.	Assistant (Multipurpose) (Total Post 19)							
	Gen	EWS	SC	ST	MBC	BC	WBC	Total
	11	2	0	0	3	1	2	19

Name of Institution	Name of Vacant post and number							
11 District Central Cooperative Banks :- 1) PATLIPUTRA 2) GOPALGANJ 3) SASARAM 4) BHAGALPUR (5) ARA (6) BETTIAH (7) AURANGABAD (8) NAWADA (9) SITAMARHI 10) Rohika, 11) Purnea	Assistant (Multipurpose) (Total Post 181)							
	Gen	EWS	SC	ST	MBC	BC	WBC	Total
	82	17	31	02	30	15	04	181

VACANCY IN PWD CATEGORY (Including in total vacancy i.e 200)

VI	DD	OH	MI
2	4	3	1

Eligibility and Manner of Application :

1. Educational Qualification: Graduate or Equivalent from any UGC recognized university of India.
2. Interested candidates should register themselves on BSCB website **bscb.co.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 bscb.co.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 09/03/2021 TO 26/03/2021**
3. EXAMINATION FEE :- Rs.550/- (Five hundred fifty only)-For SC/ST/PHD
Rs750./-(Seven hundred fifty only)-For Gen. OBC and 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 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. There is no reservation for EX-service man-so there is no relaxation in age and/or fee for them.
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. Bank wise 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 **bscb.co.in**. Online examination will be conducted in the Month of April 2021 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 will be under the purview of Patna High Court.

9. EWS - Reservation for Economically Weaker section in recruitment is 10% according to Letter No. 2622 dated 26-02-2019 of Department of General Administration Bihar.

"EWSs vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through Proper channels. Benefit of reservation under EWSs category can be availed upon production of an income and Asset certificate" issued by Competent Authority on the prescribed format. The EWS candidate should note that in case they are not in possession of "Income and Asset Certificate" as per the guidelines of on or before the closure of online application date, such EWS candidate should apply under " General (GEN) " category only.

Managing Director
The BIHAR STATE CO-OPERATIVE BANK LTD.

PATNA-4

Co-operative Banks Recruitment Exam – 2021

Recruitment information and Important Dates

Bank wise Position of 200 vacant Posts in The Bihar State Co-operative Bank and 11 District Central Cooperative Banks of Bihar state

Bank wise position of posts is as follows :

Name of Institution	Name of Vacant post and number								Pay Scale
1. The Bihar State Cooperative Bank	Assistant (Multipurpose) (Total Post 19)								Rs.11765/- Rs.31540/= (10 th .BPS UNREVISED)
	Gen	EWS	SC	ST	MBC	BC	WBC	Total	
	11	2	0	0	3	1	2	19	

Sl. No	Name of Institution	Name of Vacant post and number								Pay Scale
1	Bettiah	Assistant (Multipurpose) (Total Post 176)								Rs.11765/-31540/ (UNREVISED)
		SC	ST	MB C	BC	WBC	Gen	EWS	Total	
		2	0	0	0	0	4	0	6	

2	Bhagalpur	4	0	5	3	1	11	2	26	Rs.7200-19300/(UNREVISED)
3	Gopalganj	4	0	4	2	0	8	2	20	Rs.11765-31540/(UNREVISED)
4	Sasaram	2	1	4	2	0	9	2	20	Rs.7200-19300/(UNREVISED)
5	ARA	8	1	6	0	1	21	4	41	Rs. Rs.11765-31540/(UNREVISED)
6	Aurangabad	1	0	1	1	0	4	0	7	Rs.7200-19300/(UNREVISED)
7	Nawada	3	0	2	2	0	6	1	14	Rs.6200-18300/(UNREVISED)
8	Patliputra	3	0	5	0	1	9	2	20	Rs.11765-31540/(UNREVISED)
9	Sitamarhi	2	0	2	0	1	4	1	10	11765-31540 (UNREVISED)
10	Rohika	0	0	1	5	0	5	1	12	11765-31540 (UNREVISED)
11	Purnea	2	0	0	0	0	3	0	05	Rs.7200-19300/(UNREVISED)
	Total	31	02	30	15	04	84	15	181	

Abbreviations :

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

Note :-

1. RESERVATION :

- Reservation will be given in terms of reservation rules/ regulations as per Govt. of Bihar.
- 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.
- 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.
- f. EWS - Reservation for Economically Weaker section in recruitment is 10% according to Letter No. 2622 dated 26-02-2019 of Department of General Administration Bihar.

"EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through Proper channels. Benefit of reservation under EWSs category can be availed upon production of an income and Asset certificate" issued by Competent Authority on the prescribed format.

The EWS candidate should note that in case they are not in possession of "Income and Asset Certificate" as per the guidelines on or before the closure of online application date, such EWS candidate should apply under " General (GEN) " category only.

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/she will be considered for next lower preference, where he/she has applied. Candidates shall indicate their preferences for the post of Assistant (Multipurpose) for all the aforesaid banks. Any application for change in the preferences indicated in the online form shall not be considered.

EDUCATIONAL QUALIFICATION (As on 01/01/2021) 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.

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

Age (as on 01/01/2021) :

Minimum Age : 21 years; Maximum Age: 33 years (As on 01/01/2021). Candidates born not earlier than 02.01.1988 and not later than 01.01.2000 (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) There is no reservation for EX-Serviceman so there is no relaxation in age and/or fee for them.
- iii) Divyang (Physically Handicapped Person) Candidates shall get age

relaxation by 10 years additionally in maximum age limit. She /He will have to produce necessary certificates in this respect.

- iv) Relaxation of 5 years shall also be given to staff having working experience in Cooperative Banks registered in Bihar State.

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

Pattern of Online Preliminary Examination

Sr. No.	Name of the tests	No. of Questions	Maximum Marks	Duration	Medium of Exam
1	English Language	30	30	20 Minutes	English
2	Reasoning	35	35	20 Minutes	English and Hindi
3	Quantitative Aptitude	35	35	20 Minutes	English and Hindi
	TOTAL	100	100	60 Minutes	

Pattern of Online Main Examination

Sr. No.	Name of the tests	No. of Questions	Maximum Marks	Duration	Medium of Exam
1	Reasoning	40	40	35 Minutes	English and Hindi
2	Computer Knowledge	40	40	20 Minutes	English and Hindi
3	General Awareness	40	40	20 Minutes	English and Hindi
4	English Language/Hindi Language (Optional)	40	40	35 Minutes	English and Hindi
5	Quantitative Aptitude	40	40	35 Minutes	English and Hindi
	TOTAL	200	200	150 Minutes	

Each correct answer will fetch one marks and for every wrong answer, 0.25 marks shall be deducted. The question paper shall be of objective multiple choice.

Each correct answer will fetch one marks and for every wrong answer, 0.25 marks shall be deducted. The question paper shall be of objective multiple choice.

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 License/ 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 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 10 times of vacant posts will be shortlisted for the Mains Examination.

Note : Selected candidates shall be appointed on the above mentioned emoluments on probation for a period of one 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 document verification 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 / colored...etc), ensure to thoroughly wash them so that coating is completely removed before the exam/ Document verification 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	Darbhanga
Bihar	Gaya

Bihar	Muzaffarpur
Bihar	Patna
Bihar	Purnea
Bihar	Samastipur

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 Three years service bond with the concerned bank as per the guidelines. of the Cooperative Department.
7. Bond at the time of Appointment:- At the time of Appointment a Sum of Rs. 75,000/- as a Bond will be Signed by Assistant grade in case of resignation from service. Time Period for the said Bond is valid up to three Years from date of Appointment in case of selection in BSCB.
8. Probation period shall be of 1 year. Further, selected candidates will have to pass computer efficiency test within 1 year of probation period. 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 and corresponding District Central Cooperative Bank.
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 mark sheet/certificate as well as on the valid Identity Card. Any change/alteration found will subject to cancellation of 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. 30 minutes 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 candidates For selection in the Bihar State Cooperative Bank Ltd. and any of the 11 Cooperative banks mentioned, 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 **09-03-2021 to 26-03-2021** 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
 - 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 anybody 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.

**APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE)
PAYMENT OF FEE ON-LINE -09-03-2021 to 26-03-2021**

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 /get the details verified in the online application form carefully 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 SUBMISSION.
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 (Multipurpose)	Rs. 550/- (For SC/ST/PH)
	Rs. 750/-(For Gen. OBC and 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 color picture.
- The picture should be against a light-colored, 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 colors 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.
-

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.

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.

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 fulfill 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 canceled. 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 favorably 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
 - (ii) Impersonating or procuring impersonation by any person or 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.

24. **COVID 19 Guidelines** :- As per Govt. of India Instructions .