RECRUITMENT NOTIFICATION

Applications are invited for Appointment to the post of *'Staff Assistants/Clerks'* in The District Cooperative Central Bank Ltd., Eluru

Opening Date for ON-LINE Registration of Application	**07-05-2018**
Closing date for ON-LINE Registration of Application	**18-05-2018**
Dates for Payment of Application Fee	**From 07-05-2018 to 18-05-2018**
Tentative date of written test	**June/July 2018**

01.   Vacancies: (* - One Backlog vacancy in each category)

S.No.	Category	No. of vacancies	Of which Women
1	OC	24	9
2	BC A	4	1
3	BC B	7	3
4	BC C	1	1
5	BC D	5*	2*
6	BC E	4	2*
7	SC	9	3
8	ST	3	1
9	EXS	1	0
10	PC	2	1*(PH HI)
	Total	60	23

Of which, vacancies earmarked for PACS Staff:

S.No.	Category	No. of vacancies	Of which Women
1	OC	6	2
2	BC A	2	0
3	BC B	2	1
4	BC C	0	0
5	BC D	0	0
6	BC E	1	0
7	SC	2	0
8	ST	1	0
9	EXS	0	0
10	PC	0	0
	Total	**14**	**3**

Abbreviations stand for: OC-Open Competition, SC-Scheduled Castes, ST-Scheduled Tribe, BC-Backward Classes, EXS-Ex-Servicemen, PC-Physically Challenged.

Note :
   i.   Reservation for BC-E Group will be subject to adjudication of the litigation pending before the Hon'ble Courts and Government Orders thereon.

ii. 25% of the total vacancies are earmarked to be filled up with the staff working in the PACS affiliated to the DCCB, Eluru, who fulfill the eligibility criteria laid down in this notification and the vacancies as shown for other candidates in different categories may finally vary accordingly

iii. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement. Further the Bank reserves the right to enhance the vacancies up to 10% as per requirements at the time of final selection/appointment.

02. Pay scale & emoluments:

The Scale of Pay for the post of Staff Assistant at present is Rs.11765 -570/5 -14615 -655/6 – 18545 -815/5 -22620 -980/2 -24580 -1145/5 -30305 (24 stages) + 4 Stagnation Increments of Rs.1145/- each biannually after reaching maximum in the scale. At present the total starting emoluments are around Rs. 18,000/- per month, inclusive of DA & HRA at the current rates.

03. Eligibility criteria: (as on 01-05-2018)

A. For Open Market Recruitments (other than those from affiliate PACS):

i)Local Candidate :-

The DCC Bank has its area of operations as the District and as such all positions are within the District and suitable for Local Candidates only. Accordingly only candidates local to the West Godavari District are eligible to apply for the posts. The Criterion reckoned in this regard is as under:

a) He/She should have studied in an educational institution or educational institutions (i.e., University or any educational institution recognized by the State Government) within the District for a period of not less than four consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for the Graduation examination; or

b) Where during the whole or any part of the four consecutive academic years ending with the academic year in which he/she appeared or as the case may be, first appeared for the Graduation examination, he/she has not studied in any educational institution in the District, if he/she has resided in the District for a period of not less than four years immediately preceding the date of commencement of the Graduation examination in which he/she appeared or as the case may be, first appeared.

ii) AGE (as on 01-05-2018): Minimum 18 years – Maximum 30 years Relaxation of upper age limit:

Sl No	Category	Age Relaxation
1	Scheduled Caste/Scheduled tribe Candidates	5 years
2	Backward Class Candidates	3 years
3	Physically Challenged- General Category Candidates	10 years

Sl No	Category	Age Relaxation
4	Physically Challenged – SC/ST Category Candidates	15 years
5	Physically Challenged - BC Category Candidates	13 years
6	Ex-Servicemen/Disabled Ex-Servicemen	Actual period of service rendered in defence services + 3 years (8 years for disabled ex-serviceman belonging to SC/ST) subject to the maximum age of 50 years

Note:

1. The relaxation in upper age limit is cumulative subject to the maximum age of 50 years.
2. An Ex-serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in any Public Sector Undertaking, ceases to enjoy ex-servicemen status for further employment.
3. An Ex-Serviceman, who is discharged from Service on or before 01-05-2018 is only eligible to apply.
4. Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim age relaxation, reserved category candidates will be required to submit a copy of the Community Certificate at the time of interview.

Definition: Physically Challenged Persons (PC) -Definition of Categories of Disabilities:

(a) **An Orthopedically Challenged (OC)** person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central/State Govt.) would be eligible for reservation in services/ posts.

Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

(b) **Deaf & Hearing Impaired (HI)**: The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

(c) **Visually Impaired: (VI)** The visually impaired persons are those suffering from blindness of low vision.

Blindness- refers to a condition where a person suffers from any of the following conditions:

(i) total absence of sight (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field or vision subtending an angle of 20 degree or worse.

Person with low vision- means a person with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

Use of Scribe: The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

•The candidate will have to arrange his/her own scribe at his/her own cost.
•The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
•A person acting as a scribe for one candidate cannot be a scribe for another candidate.
•The scribe may be from any academic stream
•Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
•Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
•Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature

(ii)Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

(iii)Guidelines for Visually Impaired candidates
•Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

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

Educational Qualification (as on 01-05-2018):

Graduation of a recognized University
                And
Knowledge of English and Proficiency in local language (Telugu) is essential.
                And
Preference will be given to candidates with computer knowledge (as per assessment at the time of interview)

B. <u>For candidates in service of PACS affiliated to DCC Bank Ltd., Eluru:</u> as of 01-05-2018.

(i)   Educational Qualification - Intermediate plus JDC or Graduation from a recognized University as on 01-05-2018.

(ii)   The Maximum age limit for any category of the candidates is 50 years, (as per Government of India norms).

(iii)   Age relaxation is given upto the age of 45 years in the case of all candidates from affiliate PACS and other relaxations as applicable in the case of Reserved Category as specified hereunder subject to the overall age limit of 50 years;

Sl. No.	Age eligibility for	Staff of PACS(as of 01-05-2018/ relaxation in age)
1	OC	Not exceeding 45 years as on 01-05-2018
2	SC/ST candidates	5 years
3	Backward Class candidates	3 years
4	Physically Challenged - General Category candidates	10 years
5	Physically Challenged SC/ ST Category candidates	15 years subject to the maximum age of 50 years
6	Physically Challenged BC Category	13 years subject to the maximum age of 50 years

Note: The relaxation in upper age limit is cumulative subject to the maximum age of 50 years as of 01-05-2018.

(iv)   Minimum Service: The candidates applying under this category should have completed a minimum of 10 years' service in the PACS affiliated to the DCCB Eluru, as on 01-05-2018. The Service register of the employee of the PACS (affiliated to DCCB Eluru) duly certified by the DLCO concerned, will be taken as the proof of service at the time of interview.

04. Application Fee (Non Refundable):

The application fee (non- refundable), is as under:

Sl. No	Category	Fee including GST Prescribed for	
		Direct Recruitment	In-service candidates of PACS affiliated to DCCB
1	SC/ST/PC/EXS bank charges	Rs. 700/-	Rs.550/-
2	OC/BC (application fee + bank charges)	Rs. 1000/-	Rs. 750/-

Bank Transaction charges for Online Payment of fees/intimation charges will have to be borne by the candidate, including the candidate applying under reserved category. The fee/intimation charges as mentioned in the above table are excluding the transaction charges payable to the DCCBank Eluru, Candidates have to pay requisite fees/intimation charges through the ONLINE mode only.

05.   Selection Procedure:

The selection of the candidates shall be made on the basis of Online Test/Examination and interview. The Online Test/Examination will be conducted in English All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for an Online Test/Examination, which will comprise the following:

(a)Online Test/Examination marks: 150 marks & Interview - 25marks;
(b)There shall be Negative Marking for wrong answers.;
(c)Online Test/Examination question contents would be as under:

Sl No	Name of Tests (Objective)	No.of questions	Maximum Marks	Medium of exam	Time allotted for each test
1	General English	40	40	Only English	35 Minutes
2	Reasoning Ability and computer Aptitude	50	60		45 Minutes
3	Quantitative Aptitude	50	50		45 Minutes
	Total	140	150		125 Minutes

Total   - 140 questions   -150 marks

Note: Each question will have five alternatives.

(d) Other detailed information regarding the online test/examination will be given in an Information Handout   which will be made available for the candidates to download along with the call letter for   examination from the Bank's Website.

(e) PENALTY FOR WRONG ANSWERS:
    There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e., no

answer is marked by the candidate, there will be no penalty for that question.

(f). Process for Arriving at Scores:

The Scores of Online Test are obtained by adopting the following procedure:
   (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
   (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*
   *Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
   (iii) Test-wise scores and scores on total is reported with decimal point up to two digits.

Note: Cutoffs are applied in two stages:
   i.   on scores in individual tests
   ii.   on Total Score

QUALIFYING IN THE ONLINE TEST:

Candidates will have to pass in each of the objective test. The passing marks in each of the test will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Candidates are also required to score a minimum % marks on aggregate to be considered for interview. For SC/ST/BC/PC/EXS candidates 5% relaxation is available thereon. Minimum % marks on aggregate will be decided by the Bank.

Marks obtained in the Online Test marks will be reckoned for merit ranking. Accordingly, candidates will be called for interview. Depending upon the number of vacancies only those candidates who rank sufficiently high in the written test will be called for the interview in the ratio of 1:4.Mere eligibility/pass in the test shall not vest any right for being called for interview. The detailed information regarding the online test "**Information handout**" information is available on the bank's web site; **http://www.elurudccb.com**, which can be downloaded by the candidates.

Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the Online Test/Examination and interview.

06.**Online Test**:

i) The Online Test will be held in June/July 2018 (Tentatively)

ii)The date of Online Test is tentative. The exact date will be communicated to the candidates through call letter for the examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, as per need.

iii) The Online Test will be conducted in the following places in the District. The venue/s for the Online Test/Examination will be indicated in the Call   Letter.

Tentative Centres are:

1. Eluru	2. Tadepalligudem

3. Bhimavaram	4. Rajahmundry
5. Vijayawada	

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 Bank, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. The Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and the Bank will not be responsible for any injury or losses etc. of any nature.
6. **Choice of center once exercised by the candidate will be final.**

If sufficient number of candidates does not opt for a particular center for "Online" examination, the Bank reserves the right to allot any other adjunct center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, the Bank reserves the right to allot any other centre to the candidate.

07.   How to apply:

DETAILED GUIDELINES/PROCEDURES FOR:

   A. APPLICATION REGISTRATION
   B. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD
   C. PAYMENT OF FEES

Candidates can apply Online through Bank's website **http://www.elurudccb.com** only between from **07-05-2018 to 18-05-2018**. No other means/mode of applications shall be entertained.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

   i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
   ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send 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 email ID and mobile no. before applying on-line and must maintain that email account and mobile number.

   iii. APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE). PAYMENT OF FEE ONLINE: from 07-05-2018 **to 18-05-2018**.
   iv. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

(A) Application Procedure

1. Candidates to go to the Bank website **http://www.elurudccb.com** click on the option "**APPLY ONLINE**" which will open a new screen.

2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the FINAL SUBMIT BUTTON.

5. The Name of the candidate or his /her Father/Husband etc. should be spelt correctly in the application as it appears in the Certificates/Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on 'Payment' Tab and proceed for payment.

12. Click on 'Submit' button.

(B) PAYMENT OF FEES ONLINE MODE ONLY

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

2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON INORDERTO   AVOID DOUBLE CHARGE

4. On successful completion of the transaction, an e-Receipt will be generated. **Candidates are required to take a print of the e-receipt which will have to be produced, if called for interview**.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

6. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been

successful.

7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

(C) GUIDELINES FOR 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.

Guidelines for Scanning the Photograph and Signature:

Before applying online a candidate will be required to have a scanned (digital) image of his / her photograph and signature as per the specifications given below:

(I) PHOTOGRAPH IMAGE:

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

(II) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be that of the applicant and not by any other person.
- The signature will be used to put on the Hall ticket and wherever necessary.
- If the applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140*60 Pixels (Preferred)
- Size of file should be between 10kb - 20kb
- Ensure that the size of the scanned image is not more than 20KB
- Candidates should ensure that the signature uploaded is clearly visible.

(III) 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.jpgor image01.jpeg.
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save s' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option (please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

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

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

Your Online Application will not be registered unless you upload your photo and signature as specified.

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.

Note:
(i) After registering online, candidates are advised to take a print out of their system generated online application forms.
(ii) In case the photograph or signature is unclear, the candidate may edit his/her application and re-upload his/her photograph or signature.
(iii) The link for registration of application will be open on our website **http://www.elurudccb.com** on the dates indicated at the top of this advertisement (07-05-2018 **to 18-05-2018**).
(iv) There is a provision to save and then edit the application. Once submitted, the application cannot be edited.
(v) Candidates should take utmost care to furnish the correct details while filling in on-line application.
(vi) After applying on-line, the candidate should take a print out of the system generated on-line application form and retain it along with Registration Number & Password safely for future reference. They should not send this print out to the Bank. The print out of the on-line application will have to be invariably submitted at the time of Interview.

(vii) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on to the Bank's website on account of heavy load on internet/website jam.

(viii) The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

(ix) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and any such incomplete/incorrect applications would be rejected.

(x) The Candidate should note/remember the password for future reference and use.

(xi) NOTE - There is also a provision to reprint the Application form containing fee details

(xii) Important - In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact the helpline telephone nos.

(xiii) The candidate must ensure that the filled in information is correct and no correction will be accepted at subsequent stage in any field.

08. VERIFICATION OF CREDENTIALS:

The candidates who qualify for interview will be subjected to verification of credentials, such as, verification of Original Certificates of Educational Qualifications, other Qualifications, Caste Certificates, Physically Challenged certificates, etc. and also subjected to verification with the respective Universities/ Authorities. In case of physically challenged candidates, they would be required to appear before the Medical Boards for medical examination of their disability, at the time of appointment and they will be issued appointment orders only upon receipt of the medical report confirming their disability at prescribed levels as indicated in the notification.

09. APPOINTMENT:

Candidates selected for current vacancies shall be taken into the service in the order of merit-cum-roster as per the requirement. The candidate, upon selection, has to execute a Contract Bond with a liability for the amount (as decided by the Board of Management of the Bank), that, he/she would serve the Bank continuously for a minimum period of 2 years.

10. SPECIAL INSTRUCTIONS:

Candidates have to submit the <u>online test/ examination call letter</u> at the time of online examination.

Identity Verification

In the examination hall, the call letter along with the candidate's currently valid photo identity, in original, such as PAN Card/Passport/ Permanent Driving License/Voter's Card with photograph/Photo identity proof issued on original letter head by a Gazetted Officer/People's Representative or Identity Card issued by a recognized college/ University (valid in current year)/Aadhar card / E-Aadhaar 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 and in the Attendance List. If identity of the candidate is in doubt the candidate will not be allowed to appear for the Online Examination.

Ration Card and Learner's Driving License is not valid ID proof for this project
Note:

1) Candidates have to produce the photo identity proof and Examination Call Letter for verification while attending the online examination, without which they will not be allowed to take up the examination.
2) Candidates are advised to remain in touch with Bank's website **http://www.elurudccb.com** for any information which may be put for further guidance.
3) Decision of the Bank in respect of all matters pertaining to this examination would be final and binding on all candidates.

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original

Please note that candidates will not be permitted to appear for the Online Examination without the following documents:
(a) Call Letter for online Examination (with photograph affixed)
(b) Photo-identity proof (as specified) in original and Xerox (bearing **exactly** same name as mention in call letter)

Candidates reporting late i.e. after the reporting time specified on the call letter for Online Examination will not be permitted to take the examination.

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 125 minutes candidates, may be required to be at the venue for about 2 ½ hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

Candidates are advised to regularly keep in touch with the Bank's website http://www.elurudccb.com,fordetails, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

11. GENERAL INSTRUCTIONS:

a) As the applications are to be processed by a Computerized System, it is essential that the application should be filled in properly and completely.

b) Before applying, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this notification. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank shall be final on qualification and other eligibility norms.

c) Candidates should ensure that the photographs and signatures appended by them in all the

places, viz., uploaded in online application, call letter, attendance sheet, etc., and in all correspondence with the Bank, in future, should be identical and there should be no variation of any kind.

d) Application once made will not be allowed to be withdrawn.

e) Candidates need not submit/send at any address, application printouts or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application.

f) The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.

g) Candidates seeking age relaxation are required to show originals and submit copies of necessary certificate(s) at the time of interview.

h) A declaration is required to be submitted in the prescribed format by candidate seeking reservation under BC Category, that, he/she does not belong to the creamy layer as on 01-05-2018. The BC Certificate containing the creamy layer status should have been issued during the period of 1 year prior to 01-05-2018.

i) Candidates already in employment should produce 'no objection certificate' from their employer, at the time of interview, in the absence of which their candidature will not be considered.

j) Only candidate willing to serve anywhere in the District should apply.

k) The decision of the Bank in all aspects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages, culminating in the selection or otherwise of any candidate, shall be final in all respects and binding on all concerned, under the power vested with it under the byelaws and Service Regulations of the Bank and it also reserves its right to alter and modify the terms and conditions laid down in the notification for conducting the various stages up to selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of the recruitment process, or as deemed necessary by the Bank at any stage.

l) Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the document(s) to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this behalf.

m) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

n) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not

willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

o) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Bank recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

p) The requests of the applicants seeking marks obtained by them in the online test/interview will not be entertained.

q) Bank, may at its discretion hold re-examination wherever necessary in respect of any center/Venue/specific post of venue or a candidate(s). Further, the Bank reserves its right to postpone/cancel the online test, if the situation warrants.

r) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/institution.

s) Data once registered cannot be changed.

t) Canvassing in any form will be a disqualification.

u) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated at Eluru only.

v) Bank takes no responsibility for any certificate/remittance sent separately by candidate.

w) No Candidate is permitted to use calculator, Mobiles, papers or any other such instruments during the examination. The candidates will appear for the written examination/interview at the allotted centers at their own expenses and risks and the Bank will not be responsible for any injury/loss etc. of any nature.

Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.

Appointment of selected candidates is subjected to his/her being declared medically fit as per the recruitment of the Bank. Such appointments will be subject to the Service & Conduct Rules of the Bank.

x) **Competent Authority for issue of Certificate to SC/ST/BC/PC and proof of Local Candidate is asunder: (to be produced at the time of interview)**

> **For SC/ST/BC** - District Magistrate/Addl. Dist. Magistrate/Collector/ Deputy Commissioner/Addl. Dy. Commissioner/Dy. Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/Taluka Magistrate /Executive Magistrate /ExtraAssistant Commissioner/Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

> **For Physically Challenged** - the Competent Authority to issue Disability Certificate shall bea

Medical Board duly constituted by the Central or State Govt. The Central/State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing loco motor/cerebral/visual/hearing disability as the case may be.

For local candidate - Bonafide study certificate from the Educational Institution/s

OR

Residential Certificate issued by MRO/Competent Revenue Authorities, as the case may be.

y) **Action Against Candidates Found Guilty of Misconduct:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of written examination/interview, if a candidate is (or has been) found guilty of

(i) Using unfair means during the examination or

(ii) Impersonating or procuring impersonation by any person or

(iii) Misbehaving in the examination hall

(iv) Resorting to any irregular or improper means in connection with his/her candidature for selection or

(v) Obtaining support for his/her candidature by unfair means; 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 or recruitment conducted by the DCC Bank Ltd, Eluru.
   c) For termination of service, if he/she has already joined the Bank.

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

12.   Call letters for Online Examination:

All eligible candidates will be required to download call letters from the Bank's website. The candidates should download their call letters from the Bank's website **http://www.elurudccb.com** by entering his/her details, i.e., the Registration Number and Password/date of birth. SMS & E-Mail communication shall be sent to the candidates immediately after the call letters are made available for download.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.

NOTE: Community, Nativity and Date of Birth Certificate and Application-cum-Certificate to decide Creamy Layer Certificate are annexed.

Place: Eluru
Date:**04**.05.2018.   CHIEF EXECUTIVE OFFICER

FORM FOR COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE

Serial No.

S.C.		District Code:
S.T.		Mandal Code:
B.C.		Village Code:

COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE

1. This is to certify that Sri/Smt./Kum. _____ Son/Daughter of Sri _____ of Village/Town _____ Mandal _____ District _____ of the State of Andhra Pradesh belong to _____ community which is recognized as S.C./S.T./B.C. Sub – group _____.

   The Constitution (Scheduled Castes) Order, 1950.
   The Constitution (Scheduled Tribes) Order, 1950.

   GO Ms.No.1793, Education, dated.25.09.1970 as amended from time to time (BCs)/SCs, STs list (modification) Order, 1956 S.Cs and S.Ts(Amendment) Act, 1976.

2. It is certified that Sri/Smt./Kum. _____ is a native of _____ Village/Town _____ Mandal _____ District of Andhra Pradesh.

3. It is certified that the date of Birth of Sri/Smt./Kum. _____ is _____ Village/Town _____ Mandal _____ District of Andhra Pradesh.

4. It is certified that the date of birth of Sri/Smt./Kum. _____ is day _____ month _____ year _____ (in words) _____ as per the declaration given by his/her father/mother/guardian and as entered in the school records where he/she studied.

Signature:
Date:
Name in Capital Letters:
Designation:

Seal

Explanatory Note: While mentioning the community, the competent authority must mention sub – caste (in case of Scheduled Castes) and sub – tribe or sub – group (in case of Scheduled Tribes) as listed out in the S.Cs and S.Ts (Amendment) Act, 1976.

APPLICATION CUM CERTIFICATE TO DECIDE THE CREAMY LAYER STATUS OF A PERSON BELONGING TO BC/ OBC CATEGORY

1. Name of the Applicant:

2. Date of Birth:

3. Caste and Group:
   (Certificate issued by the
   Competent authority
   Should be enclosed)

4. Religion:

5. Address:

   a) Present Address: _____

   _____

   _____

   _____

   b) Permanent Address: _____

   _____

   _____

   _____

6. Occupation of the Applicant:

7. Name of the Father:

8. Date of Birth of Father:

9. PAN No./TAN No. of the Father:

10. Name of the Mother:

11. Date of Birth of Mother:

12. PAN No./TAN No. of the Mother:

OCCUPATION / INCOME / WEALTH STATUS OF PARENTS AND FAMILY

		Father	**Mother**
A) Constitutional posts:			
i)	Holding / held any Constitutional post		
ii)	If yes, name of the post holding/held		
B) Government employment:			
i)	Holding/held any Government employment		
ii)	If yes, Employment under Central Govt./State Govt./Public Sector Undertaking		
iii)	Designation of initial appointment		
iv)	Status of initial appointment (Group – 1 or II or IV)		
v)	Designation of present post held and status of the post		
vi)	If the initial appointment is of group II Category and the individual was promoted to Group – I category, date of promotion and age at which promoted to Group – I category.		
C) Military / Paramilitary Forces:			
i)	Designation of the post holding or held		
ii)	Is the post holding or held is equivalent to Colonel or above		

D) Land holdings possessed by the family (Father, Mother and unmarried Children):

    i)   Extent of double crop irrigated land

    ii)   Extent of single crop irrigated land

    iii)   Extent of un irrigated / dry land

    iv)   Nature of Crops / Plantations raised

    v)   If the entire land possessed by the family is irrigated land, does the extent of irrigated land exceed 85% of the Ceiling limit as per land Ceiling Act.

    vi)   If the land possessed by the family is both irrigated and un irrigated land and after conversion of un irrigated land into irrigated land on the basis of conversion formula, does the extent of irrigated land so obtained exceed 80% of the Ceiling limit as per land Ceiling act.

    vii)   If the plantations like Rubber, Coffee, Tea etc., are raised, the annual income from them during last three years.

E) Income from other sources – Private employment, professional Services, Business, Commerce, Rents etc. :

    i)   Sources of income to the Family with full details of Source:

         Private employment

         Professional Services

         Business

         Commerce

         Rents

         Others

ii) The annual income during last three
years year – wise :
(enclose income tax returns)

F) Wealth Tax for having vacant land and / or building(s) in urban areas and urban agglomeration:

i) Location of property and value:

ii) Details of property:

iii) Use to which it is put:

iv)Whether wealth Tax is being paid and Tax paid per annum:

DECLARATION BY THE APPLICANT AND PARENTS OF THE APPLICANT

It is certified that the above mentioned particulars are true to the best of our knowledge and belief.

Signature of the Mother	**Signature of the Father**	**Signature of the Applicant**

CERTIFICATE BY THE ISSUING AUTHORITY

The particulars mentioned above have been verified and found that:

a) The applicant does not come under creamy layer of BCs/OBCs under any of the categories.

b) The applicant comes under creamy layer of BCs/OBCs under the category of _____ (A/B/C/D/E/) mentioned above.

Signature of the Issuing Authority