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THE ODISHA STATE COOPERATIVE BANK LTD.

PANDIT JAWAHARLAL NEHRU MARG
BHUBANESWAR – 751 001

Recruitment of Assistant Manager Grade-II in the District Central Co-operative Banks functioning in the State of Odisha

Applications for the posts of Assistant Manager Grade-II in the District Central Co-operative Banks (DCCBs) functioning in the state of Odisha are invited online through the link available in the website www.odishascb.com from the residents of Odisha.

Tentative Schedule of Events:

Activity	Tentative Dates
Online Registration including Edit / Modification of Application by candidates	29.12.2021 to 17.01.2022
Payment of Application Fees / Intimation charges (Online)	29.12.2021 to 17.01.2022
Download of Call Letters for Examination	10 days before Examination
Online Preliminary Examination	February / March 2022
Online Mains Examination	April /May 2022

Candidates are advised to be in regular touch with the authorised website mentioned above for details and updates.

Examination Fees / Intimation Charges:

Sl. No.	Category of Candidates	Fees
1	Unreserved/ SEBC	Rs. 1000/-
2	SC / ST	Rs. 600/-

The Applicants who had applied earlier in response to advertisement issued vide letter No. 7835 dated 13.03.2020 of R.C.S, Odisha, have to apply afresh in response to fresh advertisement, if they want to participate in the recruitment process as candidates. In that case, they will have to simply apply afresh and will not be required to deposit any examination fee.

Applications of such candidates will be checked after registrations are over. If, at any stage, it is found that old registration number has been entered erroneously and/or an application fee was not paid successfully against old application, such applications will be rejected.

The eligibility criteria for the post of Assistant Manager Grade-II in the District Central Co-operative Banks (DCCBs) and all other details are available in the above websites. The candidates may download the details, carefully go through the same and apply for the posts on the basis of their eligibility on the dates specified for online registration along with online payment of application fees shown in the portal. The links for the purpose will be available on the specified dates.

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A. Number of Vacancies = 255:

I. General Recruitment:

Sl No.	Name of the Bank	ST (22.5%)	SC (16.25%)	SEBC (OBC) (11.25%)	General (UR)	Total
1	Angul	2 (W-1)	1	0	3 (W-1)	6
2	Aska	4(W-1)	3 (W-1)	2(W-1)	9(W-3)	18 (PwD-1, ExS-1)
3	Balasore- Bhadrak	3 (W-1)	1	0	4(W-1)	8
4	Banki	4(W-1)	4(W-1)	0	8(W-3)	16 (PwD-1, ExS-1)
5	Berhampur	5(W-2)	4(W-1)	1	10(W-3)	20 (PwD-1, ExS-1, Sportsperson-1)
6	Bhawanipatna	6(W-2)	1	1	10(W-3)	18 (PwD-1, ExS-1)
7	Bolangir	1	0	0	1	2
8	Cuttack	9(W-3)	5(W-2)	0	14(W-5)	28(PwD-1, ExS-1, Sportsperson-1)
9	Khordha	4(W-1)	2 (W-1)	1	8(W-3)	15(PwD-1, ExS-1)
10	Koraput	4(W-1)	2 (W-1)	2 (W-1)	8(W-3)	16(PwD-1, ExS-1, Sportsperson-1)
11	Mayurbhanj	5(W-2)	0	0	5(W-2)	10
12	Nayagarh	3 (W-1)	1	1	5(W-2)	10
13	Sambalpur	2	1	0	3	6
14	Sundargarh	3 (W-1)	0	1	5(W-2)	9
	Total	**55**	**25**	**9**	**93**	**182**

II. Special Recruitment drive for Backlog vacancies:

Sl No.	Name of the Bank	ST (22.5%)	SC (16.25%)	SEBC (OBC) (11.25%)	General (UR)	Total
1	Angul	1	1	0	0	2
2	Balasore- Bhadrak	10 (W-3)	0	0	0	10 (PwD-1, Exs-1)
3	Banki	1	0	0	0	1
4	Berhampur	2 (W-1)	2 (W-1)	0	0	4
5	Bolangir	8(W-3)	6(W-2)	0	0	14(PwD-1)
6	Boudh	5(W-2)	1	0	0	6
7	Cuttack	1	1	0	0	2
8	Keonjhar	4(W-1)	3(W-1)	0	0	7
9	Khordha	3(W-1)	0	0	0	3
10	Koraput	5(W-2)	1	1	0	7
11	Nayagarh	1	0	0	0	1
12	Sambalpur	9(W-3)	1	0	0	10 (PwD-1)
13	Puri- Nimapara	5(W-2)	1	0	0	6
	Total	**55**	**17**	**1**	**0**	**73**

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Out of total vacancies of 255 (Two hundred fifty five), 10 (ten) vacancies are earmarked for Persons with Disabilities (PwD) with Low Vision, Hard of Hearing, Locomotive Disability including leprosy cured, dwarfism and acid attack victims and multiple disabilities from amongst persons with type of disabilities with Low Vision, Hard of Hearing, Locomotive Disability including leprosy cured, dwarfism and acid attack victims, 8 (eight) vacancies are earmarked for Ex. Servicemen (EXS) candidates and 3 (three) vacancies are earmarked for Sportsman candidates. Further category-wise break-up shall not be done. In case suitable Persons with Disabilities (PwD) / Ex. Servicemen (EXS)/ Sportsman candidates are not available / selected, the vacancies shall be filled up out of the successful candidates from any category. Vacancies are provisional and may increase or decrease basing upon the requirement of the Bank.

Allocation of selected candidates will be made to different CCBs against vacancies under different categories through a transparent process of counseling.

*(**N.B.:- Low Vision** – Low vision means a condition where a person has any of the following conditions namely :-*

(i) Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) limitation of the field of vision subtending an angle of less than 40 degree upto 10 degree.

***Hard of Hearing-** "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.*

***Locomotor disability-** Locomotor disability including—*

(a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from—
(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(c) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Eligibility Criteria :

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions.

a. The candidate shall be a resident of the state of Odisha irrespective of the geographical area/ operational area of the DCCBs.
b. Graduate in any discipline having proficiency in computer application.
c. The candidate should not be less than 21 years of age and should not be more than 32 years of age as on 01.01.2020 viz. the person should have been born on or after 01.01.1999 and not earlier than 02.01.1988.
The upper age limit is relaxable by 5 years for the candidates belonging to SC/ ST/ SEBC/ Women candidates, 10 years for candidates belonging to PwD category and to the extent of defence service or maximum five years, in case of Ex-Servicemen as provided under Odisha Ex-Servicemen (Recruitment to State Civil Service and Posts) Rules, 1985.

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However, a candidate who comes under more than one category as above shall be eligible for only one benefit of relaxation which shall be considered most beneficial to him / her.

The persons in Defence Forces having more than six months to retire / discharge from the forces as on the date of the submission of online application are not eligible to apply as Ex-Servicemen for the post. Ex-Servicemen who are going to retire within 6 months from the closing date of online application may apply for the post by obtaining relevant "No Objection Certificate" from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence Forces. However such candidates have to submit the discharge certificate on the date of certificate verification for considering their claims under Ex-Servicemen category.

(***Note:*** *Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility as indicated in the online application form pertaining to Category, Nationality, Age, Educational Qualifications, etc. at the time of joining and any subsequent stage of the recruitment process as required by the Bank. Please note that no change of category will be permitted at any stage after registration of the online application. Merely applying or appearing for the examination and/ or in the subsequent process does not imply that a candidate will necessarily be offered employment.)*

C. Disqualification :

i. No person shall be eligible for appointment to the service of the bank, if he/she has been sentenced for any offence involving moral turpitude and where such sentence has not been reversed or offence condoned.

ii. No person shall be appointed in the service of the bank in case, he/she is dismissed from service from any Cooperative Institutions, Public Sector Undertakings, Local Authority, State or Central Govt.

iii. No person shall be appointed in the service of the bank, if he/she is disqualified to be an employee of the Institution under the O.C.S. Act, 1962 and rules framed there under..

iv. Any misrepresentation / suppression / furnishing of wrong information / manipulation by the candidate in the online application shall result in cancellation / disqualification of his / her candidature at any stage of recruitment process, even after issue of appointment order.

D. Scale of Pay & other Allowances :

The post shall carry the scale of pay of Rs.9300/- to 34800/- with Grade Pay of Rs.4200/- along with Dearness Allowance and other allowances as admissible. (Pre-revised)

E. Reservations:

Reservation will be given as per the provision of the relevant Act/ Rules/ Regulations/ Guidelines of Government of Odisha.

F. Probation:

A person who would be appointed as Banking Assistant Grade-II shall be on probation in that post for a period of 24 months, on successful completion of which, he/she will be confirmed in service subject to passing of prescribed half-yearly tests to be conducted by ACSTI of OSCB. If the employee does not pass the tests conducted during the probation

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period or otherwise found unsuitable to discharge the duties assigned, he/she will be given another six months to improve his/her performances on completion of which, his/her performance would be reviewed and the employee would be confirmed or discharged on own merit.

G. Process of Selection :

(i) Online Test:

The selection of Assistant Manager Grade- II in DCCBs will be conducted through two rounds of written test "ONLINE" given below at specified centers. Questions will be displayed on the monitor at the designated test venues. Question paper for the examination will be in English as per the structure of the on-line test given below.

(ii) Online Preliminary Examination

Sl. No.	Test	No. of questions	Marks	Time
1	English Language	30	30	20 minutes
2	Quantitative Aptitude	35	35	20 minutes
3	Reasoning Ability	35	35	20minutes
	Total	**100**	**100**	**60 minutes**

(iii) Online Main Examination

Sl. No.	Test	No. of questions	Marks	Time
1	General and Financial Awareness	40	40	30 minutes
2	General English	40	40	40 minutes
3	Reasoning Ability	40	40	35 minutes
4	Quantitative Aptitude	40	40	35 minutes
	Total	**160**	**160**	**140 minutes**

(iv) Viva-Voce Test:

Those candidates qualifying in preliminary written examination will shortlisted for main examination. Further, the candidate who will qualify in the main examination will be shortlisted for viva-voce test.

The authority reserves the right to modify the structure of the examination which will be intimated through website. Other detailed information regarding examination will be given in the information handout which can be downloaded by the candidates along with the call letter from the above website.

In case of any dispute / legal proceedings on account of the above recruitment, the same shall be subject to the jurisdiction of Cuttack and Bhubaneswar only.

(v) Examination Centers:

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 Odisha State Cooperative Banks, however, 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.
4. The Odisha State Cooperative Banks also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

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5. Candidate will appear for the examination at an Examination Centre at his/her owns risks and expenses and the Odisha State Cooperative Banks will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.

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

H. Scores :

The Scores of Online Examination 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 upto two digits.

(iv) **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.

Note: Cutoffs are applied in two stages:

a. On scores in individual tests
b. On Total Score

I. Verification of Certificate :

The following documents in original and self attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of joining. Non submission of requisite documents by the candidate at the time of joining will debar his candidature.

(i) Valid system generated printout of the online application form registered.

(ii) Proof of Date of Birth (Birth Certificate or Matriculation/ High School Examination Certificate issued by Board of Secondary Education, Odisha or equivalent certificate issued by any recognized Board/ Council/ Indian University).

(iii) Matriculation/ High School Examination and all other Examination Mark-sheets and Certificates or an equivalent certificate as on the date of submission of application will only be accepted.

(iv) Residential Certificate issued by Competent Authority (issued not before the date of advertisement).

(v) Caste Certificated issued by the Competent Authority in the prescribed format as stipulated by Government of India in case of SC/ ST/ OBC category candidates (issued not before the date of Advertisement).

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In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to Creamy Layer Section excluded from the benefits of reservation for Other Backward Classes in civil post and services under Government of Odisha. OBC Caste Certificate containing the Non-creamy Layer clause should be dated on or after 01.01.2020. Caste name mentioned in the Certificate should tally letter by letter with the Government Notification.

(vi) Disability Certificate in the prescribed format in case of persons with Disability category. If the candidate has used the Services of a Scribe at the time of online examination the duly filled in details of the Scribe in the prescribed format.

(vii) An Ex-Servicemen candidate has to produce a copy of the Discharge Certificate / Pension Payment Order and documentary proof of rank last/ presently held (Substantive as well as acting) at the time of joining. Those who are still in Defence Service should submit a certificate from a competent authority that they will be relieved from defence services, on or before joining in the post, if selected.

(viii) Candidates Serving in Government / Quasi Government Offices / Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to be produce a "No Objection Certificate" from their employer at the time of joining, in the absence of which their candidature will not be considered.

(ix) Experience Certificate, if any.

(x) Any other relevant documents in support of eligibility.

(xi) **Identity Verification:**

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 (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 Gazzetted Officer on official letterhead along with photograph/ Photo identity proof issued by a People's Representative on official letterhead along with photograph/ valid recent Identity Card issued by a recognized College/ University/ Aadhar Card/ E-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 proof.

Note: *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.*

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J. How to Apply :

Candidates can apply online only from 29.12.2021 to 17.01.2022 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 (with black ink)
- left thumb impression (on white paper with black or blue 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 left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(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 form 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 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.)

(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 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.

Application Fees / Intimation Charges payable from 29.12.2021 to17.01.2022 (online payment) both dates inclusive, shall be as follows ;

- **SC/ ST– Rs. 600/- (inclusive of GST)**
- **Unreserved/ SEBC – Rs. 1000/- (inclusive of GST)**

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

1. Procedure for applying online :

(a) Candidates to go to the website www.odishascb.com click on the option "**APPLY ONLINE**" which will open a new screen.

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(b) 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.

(c) 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.

(d) 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 BUTTON.

(e) 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.

(f) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

(g) 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 "III".

(h) Candidates can proceed to fill other details of the Application Form.

(i) Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.

(j) Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

(k) Click on 'Payment' Tab and proceed for payment.

Click on 'Submit' button.

2. Payment of Fees :

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

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

(c) 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

(d) On successful completion of the transaction, an e-Receipt will be generated.

(e) 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.

(f) 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.**

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(g) 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.

(h) To ensure the security of your data, please close the browser window once your transaction is completed.

(i) **There is facility to print application form containing fee details after payment of fees.**

3. **Guidelines for scanning and Upload of Documents :**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

(a) Photograph Image: (4.5cm × 3.5cm)

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

(b) Signature, left thumb impression and hand-written declaration Image:

(i) The applicant has to sign on white paper with Black Ink pen.

- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
- Ensure that the size of the scanned image is not more than 20kb

(ii) The applicant has to put his left thumb impression on a white paper with black or blue ink.

a. File type: jpg / jpeg
b. Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
c. File Size: 20 KB – 50 KB

(iii) The applicant has to write the declaration in English clearly on a white paper with black ink.

- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB

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(iv) The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.

(v) If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

(vi) Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

(c) Scanning the documents:

(i) Set the scanner resolution to a minimum of 200 dpi (dots per inch)

(ii) Set Colour to True Colour

(iii) File Size as specified above

(iv) Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).

(v) 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.

(vi) Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg/ .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

(d) Procedure for Uploading the documents

(i) While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration

(ii) Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"

(iii) Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.

(iv) Select the file by clicking on it

(v) Click the 'Open/Upload'

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

(vii) Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note-1: *Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.*

Note-2:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear/ smudged the candidate's application may be rejected.

(2) After uploading the Photograph/ signature/ left thumb impression/ hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or

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signature or left thumb impression or the hand written declaration, prior to submitting the form.

(3) *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.*

(4) *Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.*

(5) *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.*

(6) *Candidates should ensure that the signature uploaded is clearly visible*

(7) *After registering online candidates are advised to take a printout of their system generated online application forms.*

Note-3: *Please note the above procedure is the only valid procedure for applying. No other mode of application on incomplete steps would be accepted and such applications would be rejected.*

Note-4: *Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/civil consequences in case the information/ details furnished by him/her are found to be false at a later stage.*

General Instructions:

1. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, photocopy of photo-identity proof etc. at the time of examination. They must bring the original photo-ID for verification.
2. Before applying for the post, the candidate should ensure that he/ she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
3. The authority reserve the discretion to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/ she has furnished any incorrect/ false information/ certificate/ documents or has suppressed any material facts(s). If any of these shortcomings is/are detected after appointment his/her services are liable to be summarily terminated.
4. Not more than one application should be submitted by any candidate. In case of multiple applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited. Multiple attendance/ appearances in the examination will be summarily rejected/ candidature cancelled.
5. Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
6. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Cuttack and Bhubaneswar.
7. Canvassing in any form will be a disqualification.
8. Any request for change of date, time and venue for online examination will not be entertained.

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9. Any request for change of address, details mentioned in the online application form will not be entertained.
10. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available in above mentioned websites shall prevail.
11. A candidate should ensure that the signatures appended by him/ her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the Bank in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be accepted.
12. A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process / doubt about identity at any stage could lead to disqualification.
13. The possibility for occurrences 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 retest. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
14. The bank shall not be responsible for any application made/ wrong information provided by an unauthorized person/ institution. Candidates are advised not to share/mention their application details with/to anyone.
15. The Authority reserves the right to change (cancel / modify / add) any of the criteria, method of selection, etc.
16. Decision of the Odisha State Cooperative Bank Ltd. in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Odisha State Cooperative Bank Ltd. in this behalf.
17. 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.
18. The Odisha State Cooperative Bank Ltd. would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Odisha State Cooperative Bank Ltd. in this regards, it is inferred / concluded that the responses have been shared and scores obtained are not genuine / valid, the Odisha State Cooperative Bank Ltd. reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
19. 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 Odisha State Cooperative Bank Ltd. recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

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20. Intimations will be sent by email and SMS only to the email ID and mobile number registered in the online application form.
Bank shall not be responsible if the information / intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of the Bank and candidates are advised to keep a close watch on the authorized Bank's website for latest update.
21. Use of Mobile Phones, pagers, calculator or any such devices:
    i. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
    ii. Candidates are advised in their own interest not to bring any of the banned item including mobile phones / pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
    iii. Candidates are not permitted to use or have in possession calculators in examination premises.
22. **Candidates Reporting Late** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 1hours/ 2 hours 20 minutes, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.
23. **GUIDELINES FOR PERSONS WITH DISABILITIES USING A 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 mentioned below. In all such cases where a scribe is used, the following rules will apply:

i. The candidate will have to arrange his/her own scribe at his/her own cost.
ii. 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.
iii. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
iv. The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
v. 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.
vi. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hourof the examination or as otherwise advised.Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature
vii. 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.

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24. Guidelines for Candidates with locomotor disability

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).

25. Guidelines for Visually Impaired candidates

i. 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.

ii. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination

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

26. **Actions 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, interview 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

(iii) 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

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

(v) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination 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 bank
c. for termination of service, if he/ she has already joined the Bank.

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Managing Director.

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