

# Office of the Registrar, Cooperative Societies, Odisha, Bhubaneswar

## Recruitment of Assistant Managers in District Central Cooperative Banks in Odisha and Junior Managers in the Odisha State Cooperative Bank Ltd.

Applications for the posts of Assistant Managers in the District Central Cooperative Banks (DCCBs) functioning in the State of Odisha and Junior Managers in the Odisha State Cooperative Bank Ltd. (OSCB) are invited **online** through the link available in the websites **www.rcsorissa.nic.in/ www.odisha.gov.in/ co-operation and www.oscb.coop** from the permanent residents of Odisha for Odisha State Cooperative Bank (OSCB) and native of the area of operation of the respective District Central Cooperative Bank to which the applicant intends to apply. Examination (Online Test) for both the Posts will be the same but different Merit Lists will be prepared.

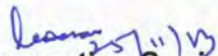
### Tentative Schedule of Events :

Sl. No.	Events	Tentative Dates
1	Online Registration	01.12.2013 to 08.12.2013
2	Payment of Application Fees	01.12.2013 to 08.12.2013
3	Download of call letters for examination	17.12.2013 onwards
4	Online Examination (Tentative Date)	21.12.2013

### Examination Fees / Intimation Charges :

Sl. No.	Category of Candidates	Fees
1	General (Unreserved) [For One Post]	Rs. 500/-
2	SC/ST/SEBC(OBC)/PH/EXS [For One Post]	Rs. 100/-
3	General (Unreserved) Candidates applying for both the Posts (AM in DCCBs and JM in OSCB)	Rs. 800/-
4	Reserved Candidates SC/ST/SEBC(OBC)/PH/EXS) applying for both the Posts (AM in DCCBs and JM in OSCB)	Rs. 150/-

The eligibility criteria for the posts for Assistant Managers in DCCBs and Junior Managers in the Odisha State Cooperative Bank 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 alongwith online payment of application fees. The links for the purpose will be available on the specified dates.

  
Registrar, Cooperative Societies, Odisha



**Office of the Registrar, Cooperative Societies,  
Odisha, Bhubaneswar**

**Recruitment of Assistant Managers in  
District Central Cooperative Banks in Odisha and  
Junior Managers in the Odisha State Cooperative Bank Ltd.**

Applications for the posts of Assistant Managers in the District Central Cooperative Banks (DCCBs) functioning in the state of Odisha indicated in Annexure-I and Junior Managers in the Odisha State Cooperative Bank Ltd. (OSCB) "ONLINE" available in the websites [www.rcsorissa.nic.in](http://www.rcsorissa.nic.in) / [www.odisha.gov.in/co-operation](http://www.odisha.gov.in/co-operation) and [www.oscb.coop](http://www.oscb.coop) are invited from the permanent residents of Odisha for Odisha State Cooperative Bank (OSCB) and native of the area of operation of the respective District Central Cooperative Bank to which the applicant intends to apply. Eligible candidates may apply "ONLINE" for Assistant Manager for **one DCCB only** or Junior Manager in OSCB or both as applicable as per the eligibility criteria. Examination (Online Test) for both the Posts will be the same but different Merit List will be prepared.

**Tentative Schedule of Events :**

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1	Online Registration	01.12.2013 to 08.12.2013
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3	Download of call letters for examination	17.12.2013 onwards
4	Online Examination (Tentative Date)	21.12.2013

Candidates are advised to regularly keep in touch with the above websites for details of updates.

**Examination Fees / Intimation Charges :**

Sl. No.	Category of Candidates	Fees
1	General (Unreserved) [For One Post]	Rs. 500/-
2	SC/ST/SEBC(OBC)/PH/EXS [For One Post]	Rs. 100/-
3	General (Unreserved) Candidates applying for both the Posts (AM in DCCBs and JM in OSCB)	Rs. 800/-
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## **ASSISTANT MANAGERS IN DCCBs**

(Candidates can apply for only **one** DCCB)

### **A. Number of provisional vacancies :**

<b>General (UR)</b>	<b>SC</b>	<b>ST</b>	<b>SEBC (OBC)</b>	<b>Total</b>
446	145	201	100	892

- \* Out of total provisional vacancies of 892 (eight hundred ninety two), thirty one nos. of vacancies are earmarked for physically challenged eligible candidates and thirty one no. of vacancies are earmarked for Ex-servicemen from any of the above categories as per the availability. Further category wise break-up of vacancies shall not be done. In case suitable Physically Challenged (PC)/ Ex-servicemen (EXS) candidates are not available, the vacancies shall be filled up out of the successful on merit candidates from any category. Vacancies are provisional and may increase or decrease basing upon the requirement of the DCCBs.

**[Please see Definition of PC/Persons with Disabilities in Annexure-IV].**

### **B. (i) Eligibility Criteria as on 01.04.2013 :**

1. The applicant must be a permanent resident of Odisha and should be native of the area of operation of the DCCB, to which the applicant intends to apply.
2. Candidates securing minimum 60% marks in Graduate Degree in any discipline/ Post Graduate with minimum 50% marks are eligible to apply for the Post. However, Graduates with 60% marks / Post Graduates with 50% marks in Commerce/ Economics/ Statistics/ Mathematics/ Agriculture/ Law / Cost Accountancy / Chartered Accountancy/ Qualification in basic computer application will be preferred.

### **(ii) Age Criteria :**

The applicant should not be less than 21 years of age and should not be more than 28 years of age as on 01.04.2013. The applicant should have been born on or before 01.04.1992 and not earlier than 02.04.1985. In case of candidates belonging to SC, ST, SEBC (OBC), Ex-servicemen, women and Physically challenged category, the upper age limit prescribed for recruitment shall be increased by five years. Relaxation in upper age limit to the extent of defence service plus 3 years is applicable to Ex-servicemen

provided break in service and re-employment should not exceed 2 years and they must have put in not less than 6 months after attestation.

**C. Disqualification :**

The persons sentenced for any offence involving moral turpitude and where such sentence has not been reversed or offence pardoned, the person dismissed from service of any Bank, Cooperative Institutions, Public Sector Undertakings, Local Authority, State or Central Govt. shall not be eligible to apply for the post.

**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. if short listed for Viva Voce. Please note that no change of category or any other information submitted at the time of application will be permitted at any stage after registration of the online application. Merely applying or appearing in the examination and/or in the subsequent process does not imply that a candidate will necessarily be offered employment.**

**D. Scale of Pay & other Allowances :**

The post for Category-I and Category-II Banks shall carry the scale of pay as detailed below.

	<b>Name of the DCCBs</b>	<b>Scale of Pay</b>
<b>Category – I Banks (6<sup>th</sup> Pay Commission)</b>	Angul, Balasore-Bhadrak, Berhampur, Bhawanipatna, Bolangir, Cuttack, Keonjhar, Khurda, Koraput, Sambalpur, Boudh, Nayagarh and Sundargarh	Rs.9300-34800/- (Pay Band-2) with Grade Pay of Rs.4200/- and Dearness Allowance as declared by the Government of Odisha from time to time with other allowances as admissible to the DCCB employees.
<b>Category – II Banks (5<sup>th</sup> Pay Commission)</b>	Aska, Banki, Mayurbhanja and United Puri-Nimapara	Rs.4750-125-7500/- with D.A. as declared by the Government of Odisha from time to time with other allowances as admissible. (Subject to upward revision at par with Category – I Banks).



**E. Reservations:**

Reservations would be applicable as per the Odisha Reservation of Vacancies in Posts and Services (For Scheduled Caste and Scheduled Tribes) Act, 1975.

**F. Probation:**

Successful candidates who would be appointed as Assistant Managers shall be on probation in that post for a period of two years. In case of non-satisfactory performance during the probation, their services will be terminated.

**G. Process of Selection:**

The process of Selection, Online Test, Viva Voce, etc. which are same for both the categories of Posts, viz., Assistant Managers in DCCBs and Junior Managers in OSCB are enlisted in the advertisement.

**JUNIOR MANAGERS IN OSCB**

**Number of Provisional Vacancies : 50**

**A. Number of provisional vacancies (under Direct Recruitment Quota =40) :**

As per Staff Service Rules of the Bank, 25% of the Direct Recruitment Quota shall be filled up from among the candidates with Masters Degree in Banking Management and in pursuance of observation of Hon'ble High Court of Orissa, Cuttack in W.P.(C) No.2802/ 2002, W.P.(C) No.2457/ 2004 and W.P.(C) No.4774/ 2004, condonation of overage shall be placed for consideration before the Selection Committee, if found otherwise eligible under the selection procedure. As such, the number of vacancies is bifurcated as under :

**(i) MBM Degree Holders :**

Category	General (UR)	SC	ST	SEBC (OBC)	Total
Male	4	1	1	1	7
Female	1	1	1	-	3
<b>Total</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>10</b>

**(ii) Others :**

Category	General (UR)	SC	ST	SEBC (OBC)	Total
Male	9	3	5	3	20
Female	6	1	2	1	10
<b>Total</b>	<b>15</b>	<b>4</b>	<b>7</b>	<b>4</b>	<b>30</b>

**B. Back-log vacancies (SC/ ST Category = 10) :**

Category	General (UR)	SC	ST	SEBC (OBC)	Total
Male	-	2	4	-	6
Female	-	2	2	-	4
<b>Total</b>	<b>-</b>	<b>4</b>	<b>6</b>	<b>-</b>	<b>10</b>
<b>Grand Total [Total(A) + Total (B)]</b>	<b>20</b>	<b>10</b>	<b>15</b>	<b>5</b>	<b>50*</b>



However, against vacancies under Male Category, female candidates can also be considered, if qualified, on merit but not vice versa.

- \* Out of total provisional vacancies of 50 (fifty), three nos. of vacancies are earmarked for Physically Handicapped (PH) candidates, two nos. of vacancies are earmarked for Ex-servicemen (EXS) candidates and one no. of vacancy is earmarked for Sportsmen candidates from any of the above categories as per the availability. Further category-wise break-up shall not be done. In case suitable Physically Handicapped (PH)/ Ex-servicemen (EXS)/ Sportsmen/ MBM Degree holder candidates are not available/ selected, the vacancies shall be filled up out of the successful on merit candidates from any category. Vacancies are provisional and may increase or decrease basing upon the requirement of the Bank. **10 nos. of posts reserved for candidates having in Master in Banking Management qualification is only applicable for the vacancies of Junior Managers in Odisha State Cooperative Bank and this is not applicable for the vacancies of Assistant Managers in the Central Cooperative Banks.**  
**[Please see Definition of PH/Persons with Disabilities – Annexure-IV]**

**C. (i) Eligibility Criteria :**

1. The candidate shall be a permanent resident of Odisha.
2. (i) Candidates having MBA/ Master Degree in Banking Management/ M.A. in Economics/ M.Com from any recognized University/ Institution approved by AICTE with either PGDCA or "A" level certificate in Computer Application from any recognized institution approved by the Department of Electronics, Govt. of India.

OR

(ii) at least 50% marks at Graduate level with either Diploma in Cooperative Management or Rural Development and also with either PGDCA or "A" level certificate in Computer Application from any recognized institution approved by the Department of Electronics, Govt. of India are eligible to apply.

**D. (ii) Age Criteria :**

The candidate should not be less than 21 years of age and should not be more than 32 years of age as on 01.04.2013 viz. the person should have been born on or after 01.04.1992 and not earlier than 02.04.1981. In case of candidates belonging to SC, ST and SEBC (OBC) category, the upper age limit prescribed for recruitment shall be increased by five years. Relaxation in upper age limit to



the extent of defence service plus 3 years is applicable to Ex-servicemen provided break in service and re-employment should not exceed 2 years and they must have put in not less than 6 months after attestation.

**C. Disqualification :**

The persons sentenced for any offence involving moral turpitude and where such sentence has not been reversed or offence pardoned, the person dismissed from service of any Bank, Cooperative Institutions, Public Sector Undertakings, Local Authority, State or Central Govt. shall not be eligible to apply for the post.

**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 Viva Voce, if short listed for the same. 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.**

**D. Scale of Pay & Other Allowances :**

The post shall carry the scale of pay of Rs.8040-410(3)-9270-500(4)-11270-550(4)-13470-650(3)-15420-720-16140-990(4)-20100/- and Dearness Allowance on the basis of Price Index as applicable to the Bank employees (Notified by IBA from time to time) and other allowances like House Rent Allowance, City Compensatory Allowance, Medical Allowance, Education Allowance, Conveyance Allowance and Travel Expenses etc. as per the rules of the Bank.

**E. Reservations:**

Reservations would be applicable as per the Odisha Reservation of vacancies in Posts and Services (For Scheduled Caste and Scheduled Tribes) Act, 1975 and guidelines issued by Government of Odisha from time to time.

**F. Probation:**

Successful candidates who would be appointed as Junior Manager shall be on probation in that post for a period of two years provided that the probation period can be extended to a maximum period of 30 months as per the decision of the competent authority after which,



the person concerned will be absorbed against the permanent post. In case of non-satisfactory performance, their services will be terminated.

**The following common criteria will be applicable for both categories of posts, viz., Assistant Managers in DCCBs and Junior Managers in OSCB.**

**G. Process of Selection :**

**(i) Online Test :**

The test for Assistant Managers in DCCBs and Junior Managers in OSCB will be conducted "ONLINE" at specified centres. The questions will be displayed on the monitor at the designated test venue. Question paper for the examination will be in English as per the structure of the on-line test given below :

Sl. No.	Test	No. of questions	Marks	Time
1	Reasoning and Computer Aptitude	50	50	Composite time of 120 minutes (Two Hours)
2	Quantitative Aptitude	50	50	
3	General and Financial Awareness	50	50	
4	English Language	50	50	
<b>Total</b>		<b>200</b>	<b>200</b>	

**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 Bhubaneswar.

**Examination Centres:**

- (a) The examination will be conducted online in venues in different centres. The tentative List of Exam Centres is available in Annexure-II. The final centre and venue address shall be communicated through Call Letters for the examination, which will be downloaded by the candidates from the [www.rcsorissa.nic.in](http://www.rcsorissa.nic.in) /[www.odisha.gov.in/co-operation](http://www.odisha.gov.in/co-operation) and [www.oscb.coop](http://www.oscb.coop) websites.
- (b) No request for change of centre/venue/date/session for Examination (from the allotted) shall be entertained.



- (c) The authority 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.
- (d) The authority also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (e) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and the authority will not be responsible for any injury or losses, etc. of any nature.

**I. Scores**

**The scores obtained by each candidate in different sessions (if held) will be normalized using equipercentile method.**

**II. 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.

**III. Viva Voce Test and Documents verification :**

Minimum qualifying marks for the online examination shall be fixed and only those candidates qualifying in the test would be called for viva-voce test. The appearance of provisionally shortlisted candidates for Viva Voce is compulsory. Those who do not appear in the Viva Voce will not be considered in the final selection irrespective of their performance in the online test. The exact date, time and venue for the Viva Voce shall be intimated to the qualifying candidates/ published in the websites. The candidates called for Viva Voce must produce all original documents in support of their education, age, SC/ ST/ SEBC (OBC)/ PH/ EXS/Sportsmen status wherever applicable. No further extension for production of original certificate shall be given. Failure to produce the document in original at the time of Viva Voce will lead to disqualification of the candidate.

**IV. Verification of certificates at the time of viva voce test :**



The following documents in **original and photocopies duly attested by a Gazetted Officer** in support of the candidate's eligibility and identity are to be invariably submitted at the time of Viva Voce by the candidate if shortlisted and called for Viva Voce, failing which the candidate may not be permitted to appear for the Viva Voce.

- a. Printout of the valid Viva Voce Call Letter.
- b. Valid system generated printout of the online application form registered.
- c. Proof of Date of Birth (Birth Certificate or SSLC/Std. X certificate with DOB).
- d. Matriculation/ High School Examination and all other Examinations Marksheets and Certificates or an equivalent Certificate as on the date of submission of application will only be accepted.
- e. Residential Certificate issued by competent Authority (issued not before the date of advertisement).
- f. Caste Certificate 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).

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 & Services under Govt. of Odisha. OBC Caste Certificate containing the Non-creamy layer clause should be dated on or after 01.04.2013. Caste, Name mentioned in the Certificate should tally letter by letter with the Govt. Notification.

- g. Medical Certificate in prescribed format in case of Persons with Disability Category should be produced, if the candidate has used the services of a Scribe at the time of examination, with duly filled in Biodata of the scribe in the prescribed format at the time of Viva Voce, if shortlisted for the same.
- h. An Ex-Serviceman 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 Viva Voce. 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.
- i. Candidates serving in Government / quasi govt. offices / Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of Viva Voce, in the absence of



which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

- j. Experience Certificates, if any.
- k. 3 copies of Colour Pass Port Size photographs.
- l. Character Certificate from the Educational Institution last studied or from a Gazetted Officer.
- m. Discharge Certificate for Ex-servicemen.
- n. Any other relevant documents in support of eligibility.

#### **IDENTITY VERIFICATION**

In the examination hall as well as at the time of Viva Voce, the call letter along with a photocopy of the candidate's photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college/ university/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ Viva Voce.**

**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 Viva Voce Call Letter while attending the examination/ Viva Voce respectively, without which they will not be allowed to take up the examination/ Viva Voce.**

#### **V. How to apply:**

##### **(A) ONLINE APPLICATION :**

- (i) The candidates have to apply **ONLINE** through the link specified. At the time of filling up of application, one recent colour photograph and signature shall be scanned and uploaded online. Candidates should adhere to the required specifications as given in Annexure-III to this advertisement.
- (ii) Candidates must have a valid personal email ID, which should be kept active till the recruitment process is over. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Payment of Fees/Intimation Charges :



Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully. Candidates are advised to verify every field filled in the application. 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. Any change/alteration found may disqualify the candidature.

In the event of the candidate not able to fill the data in one go, or wishes to cross-check it before submitting, he/she can save the data already entered. When the data is saved, provisional registration number and password will be generated by the system and displayed on the screen. Applicants should note down the provisional registration number and password. Email & SMS indicating the provisional registration number and Password will be sent. Applicants can reopen the saved data using provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, applicant should submit the data by pressing the submit button appearing on the application.

- (iii) Once the application is filled in completely, candidate may click on the "SUBMIT" button at the end of the On-Line Application format.
- (iv) Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. **No change/edit will be allowed after submission.**
- (v) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
  - (a) The payment can be made by using only Master/Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
  - (b) The candidates who pay fees/ intimation charges through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
  - (c) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
  - (d) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.
  - (e) On successful completion of the transaction, an e-receipt will be generated.
  - (f) **Candidates are required to take a printout of the e-receipt.**
  - (g) **Note:**



- 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.
- For Credit Card users: All prices 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.

(h) **Fees** : The candidate need to pay the fees **online** as per his/her category indicated below :

Sl.No.	Category of Candidates	Fees
1	General (Unreserved) [For One Post]	Rs. 500/-
2	SC/ST/SEBC(OBC)/PH/EXS [For One Post]	Rs. 100/-
3	General (Unreserved) Candidates applying for both the Posts (AM in DCCBs and JM in OSCB)	Rs. 800/-
4	Reserved Candidates SC/ST/SEBC(OBC)/PH/EXS) applying for both the Posts (AM in DCCBs and JM in OSCB)	Rs. 150/-

**Please Note:**

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. The Authority will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.** An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

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 fee to avoid the possibility of disconnection/inability/ failure to log on to the aforesaid websites on account of heavy load on internet/website jam.

The Authority 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 its control.



**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 such applications would be rejected.**

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.

#### **I. 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 reserves 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 fact(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 Bhubaneshwar.

(7) Canvassing in any form will be a disqualification.

(8) Any request for change of address, details mentioned in the online application form will not be entertained.

(9) 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 abovementioned websites shall prevail.

(10) 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.



(11) 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.

(12) 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 shifting of the candidates to other centers or to conduct of another examination if considered necessary. Decision of the test conducting agency in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

(13) The Authority 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.

(14) The Authority reserves the right to change (cancel/ modify/ add ) any of the criteria, method of selection, etc.

**(15) 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 authorised Bank's website for latest updates.

**(16) Use of Mobile Phones, pagers, calculator or any such devices:**

**(a) 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.**

**(b) 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.**

**(c) Candidates are not permitted to use or have in possession calculators in examination premises.**

**Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means :**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.]

At the time of examination, Viva Voce 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/ Viva Voce 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/ Viva Voce 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 the Bank.
  - (c) for termination of service, if he/ she has already joined the Bank.

**Important: The authority would be analysing the responses (answers) of individual candidates with other candidates 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 authority reserves right to cancel the candidature of the concerned candidates.**

  
Registrar, Cooperative Societies, Odisha



ANNEXURE-I

NAME OF THE DISTRICT CENTAL COOPERATIVE BANKS (DCCBs)

<b>Sl. No.</b>	<b>Name of the DCCB</b>	<b>Districts covered under CCB, the inhabitants of which are eligible for submitting applications to the post of Assistant Managers in the DCCB concerned</b>
1	Angul	Angul and Dhenkanal
2	Aska	Ganjam
3	Balasore-Bhadrak	Balasore and Bhadrak
4	Banki	Cuttack
5	Berhampur	Ganjam and Gajapati
6	Bhawanipatna	Kalahandi and Nuapada
7	Bolangir	Bolangir and Subarnapur
8	Boudh	Boudh and Kandhamal
9	Cuttack	Cuttack, Jagatsinghpur, Kendrapada and Jajpur
10	Keonjhar	Keonjhar
11	Khurda	Khurda
12	Koraput	Koraput, Malkanagiri, Nawarangpur and Rayagada
13	Mayurbhanja	Mayurbhanja
14	Nayagarh	Nayagarh
15	Sambalpur	Sambalpur, Deogarh, Jharsuguda and Baragarh
16	Sundargarh	Sundargarh
17	United Puri-Nimapara	Puri



TENTATIVE LIST OF EXAMINATION CENTRES

Bhubaneswar  
Balasore  
Bergarh  
Cuttack  
Berhampur  
Jharsugada  
Rourkela  
Dhenkanal  
Bhadark  
Sambalpur  
Anugul  
Baripada  
Koraput  
Gunupur  
Keonjihar



**GUIDELINES FOR SCANNING PHOTOGRAPH AND SIGNATURE**

**i) Photograph Scan**

- Photograph must be recent passport style colour picture.
- The picture should be against a light coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- 'Red-eye' in the photograph should be avoided
- Eye should be clearly visible.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed provided it does not cover the face.
- Preferred Resolution – 200 x 230 pixels.
- File size upto 50 kb. If the size exceeds 50 kb, then adjust the settings during the process of scanning.

**ii) Signature Scan**

- The applicant has to sign on white paper in Black Ink.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Admission letter and wherever necessary.
- Resolution – 140 x 60 pixels (preferred)
- File size upto 20 kb

**Scanning the Photograph and Signature**

- Set the scanner resolution to a minimum of 200 DPI
- Set Colour to True Colour
- 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/jpeg format.
- Candidates using MS-Windows / MS-Office can easily obtain photo and signature in .jpeg format not exceeding 50 kb and 20 kb respectively by using MS-Paint or MS-Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using "Save As" option in the file menu and size can be reduced below 50 kb (photograph) and 20 kb (signature) by using crop and then resize option [please see points (i) and (ii) above for the pixels size] in the 'Image' menu. Similar options are available in other photo editors also.
- If the size and format are not as prescribed, an error message will be displayed.



- While filling in the ON-LINE Application Form the candidate should fill in all his/her details on Page 1. After verifying that the details filled in are correct and clicking on the 'Submit/Next' button a link will be provided on Page 2 of the online application form to upload his/her 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/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.

ON-LINE Application will not be registered unless upload photograph and signature as specified is uploaded..

**Note:**

- a) In case the face in the photograph or signature is unclear the candidate's application will be rejected.
- b) In case the photograph or signature is unclear, the candidate may edit his/her application and re upload his / her photograph or signature.



**DEFINITION OF PERSONS WITH DISABILITIES**

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt.

Accordingly, candidates with the following disabilities are eligible to apply (as per GOI guidelines dated 29.07.2013). Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of **Viva Voce**.

**Visually Impaired (VI)**

Blindness refers to condition where a person suffers from any of the following conditions namely (1) 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 of vision subtending in angle of 20 degrees or worse.

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 of execution of a task with appropriate assistive device.

**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.

**Orthopaedically Challenged (OC)**

Those Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in the following categories are eligible to apply:

BL - Both legs affected but not arms

OA - One arm affected (R or L) –

(a) Impaired reach;

(b) weakness of grip;

(c) ataxia

OL - One leg affected (R and or L)



## MW - Muscular weakness and limited physical endurance

### Guidelines for Persons With Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his own scribe at his/her own cost.
- **The scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.**
- The scribe should be from an academic stream different from that stipulated for the post.
- 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 examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

### Guidelines for candidates

#### (i) with locomotor disability and cerebral palsy

An compensatory time of twenty minutes per hour 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), although no scribe shall be permitted to such candidates.

#### (ii) 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. This facility will not be available to Visually Impaired candidates who use the services of a Scribe for the examination. **Compensatory time will not be available to Visually impaired candidates using magnified font.**

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