

RECRUITMENT IN TRAINEE OFFICER CADRE - 2013-2014 : GUIDELINES



TJSB Sahakari Bank Ltd.
(Multi-State Scheduled Bank)
Corporate Office: TJSB House, Plot No. B-5,
Road No. 2, Wagle Industrial Estate,
Thane (West) 400 604
website:www.tjsb.co.in

TJSB Sahakari Bank Ltd. is a fast growing and one amongst the leading top three Urban Co-operative Banks in the country is hiring talented and aspiring individuals for the post of “Trainee Officer” of the Bank.

Interested candidates may apply online between 10.12.2013 to 21.12.2013 (inclusive of both days) only through the Bank’s website (www.tjsb.co.in - [Career Opportunities](#)) after carefully going through the instructions contained in this advertisement. **No other means/mode of application will be accepted.**

1. IMPORTANT DATES

Tentative Date of Online Examination	25.01.2014
Opening date of Online Registration Gateway	10.12.2013
Closing date of Online Registration Gateway	21.12.2013
Start date for payment of Application Fee	10.12.2013
Last date for payment of Application Fee	21.12.2013
Call letter Download	17.01.2014 to 25.01.2014

2. ELIGIBILITY CRITERIA

Educational Qualification (as on 01.12.2013)	Any Graduate from a Recognized University with 50% and above
Age Limit (As on 01.12.2013)	Above 20 years - below 26 years i.e Candidate should not have been born before

	02.12.1987 and after 01.12.1993 (both dates inclusive)
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3. HOW TO APPLY

▪ Procedure for Online Application Form

The eligible candidates have to apply online only through the Bank' website. No other means/mode of application is acceptable.

- i. Before registering their applications on the website, candidates should possess a valid e-mail id. and a mobile no. which has to be incorporated in the application form. In case the candidate does not have a valid e-mail id, he/she will have to create a new e-mail id before applying online. It is necessary that mobile no. is not changed till the online examination process gets over.
- ii. Log on to our Bank's website www.tjsb.co.in and follow the link 'Career Opportunities'. Then click "Recruitment for the post of Trainee Officer - 2013". Then click "apply online". An online application will open.
- iii. Candidates will have to upload the photograph and signature, enter their basic details in the online application form and then pay fees through online payment gateway. Candidates are required to upload their photograph and signature as per the specifications given in **Annexure II** for Scanning and Upload of Photograph and Signature.
- iv. 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.
- v. 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 three times only.** Once the application is completely filled, applicant should submit the data by pressing the submit button appearing at the bottom of the online application and the online application will be registered.

- vi. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. **No change/edit will be allowed after submission.**
- vii. A Registration Number and Password will appear on the screen. Kindly note this information for future use.
- viii. Candidates are required to take a printout of the online application using the above registration number and password. The printout of application form is required to be submitted at the time of interview. Do not send the application form to the Bank.
- ix. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions mentioned in point No.4

4. PAYMENT OF FEES VIA THE ONLINEMODE

Application fee : Rs.400/- (Non refundable)

- i. 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.
- ii. 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.
- iii. 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.
- iv. On successful completion of the transaction, an e-receipt will be generated and the same is to be kept for future reference.
- v. **Candidates are required to take a printout of the e-receipt.**
- vi. 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.
- vii. 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.
 - viii. To ensure the security of your data, please close the browser window once your transaction is completed.
 - ix. The payment towards recruitment application fees can be made from 10.12.2013 to 21.12.2013.
 - x. 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.
 - xi. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.
 - xii. 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 Bank's website on account of heavy load on internet/website jam. 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. 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.

5. EXAMINATION CENTERS

The examination will be conducted online in venues across many centres in India. The tentative list of Examination centres is available in **Annexure I**. No request for change of centre for Examination shall be entertained. TJSB, however, 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. TJSB also reserves the right to allot the candidate to any centre other than the one he/she has opted for. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and TJSB will not be responsible for any injury or losses etc. of any nature.

6. SCORES

The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.

7. IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, 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 recognized college/ university/ Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.

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, if they are successful and shortlisted for interview.

8. 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.

9. INTERVIEW 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 interview. The

appearance of shortlisted successful candidates for interview is compulsory. Those who do not appear in the interview will not be considered in the final selection irrespective of their performance in the online test. The exact date, time and venue for the interview shall be intimated to the qualifying candidates. The candidates called for interview must produce all original documents in support of their education, age, wherever applicable. No further extension for production of original certificate shall be given. Failure to produce the document will lead to disqualification of the candidate.

10. CALL LETTERS:

The address of the examination center will be mentioned in the Call Letter. Call Letter will be available on the website from 17.01.2014 to 25.01.2014.

Candidates have to download Call Letter for appearing in the Online test from the website by entering their registration number and password which will be generated at the time of applying online.

11. AT THE EXAMINATION CENTRE

Candidates are required to bring the following to the examination center:

- i. Print out of Call Letter (which has to be downloaded by the candidate using the registration number and password obtained at the time of registration of online application). A recent passport size photograph of the candidate has to be affixed on the Call Letter.
- ii. Currently valid photo id proof in original, as stipulated in the call letter

12. CHOICE OF REGION AND CENTERS FOR ONLINE TEST:

- a. The candidate has to choose any one Region from the list below, provided that he/she is presently staying at any city/district in the particular Region for last 5 years.
- b. Any request for change of center for online test/interview shall NOT be entertained.

Sr. No.	Region	City/District	Examination Centre
01	Goa	Panjim	
		Ponda	
		Madgaon	
		Mapusa	Mapusa
02	Gujarat	Rajkot	
		Surat	
		Ahmedabad	
		Vadodara	Vadodara
03	Mumbai	Thane	
		Mumbai	Mumbai
04	Pune	Ahmednagar	
		Aurangabad	
		Pune	Pune
05	Kolhapur	Kolhapur	
		Sangli	
		Ichalkaranji	Kolhapur
06	Vidarbha	Amravati	
		Buldhana	
		Nanded	
		Nagpur	Nagpur
07	Karnataka	Hubli	
		Bangalore	Bangalore
08	Nashik	Nashik	Nashik

- c. The selected candidates will be posted in any of the branches which are in operation or may be opened in the particular Region. If in a particular Region, the vacancies are less than the number of selected candidates, then these selected candidates may be posted in any other Region where there is a short-fall.

13. GENERAL INSTRUCTIONS :

- i. Candidate will have to appear for Online test to be conducted by the Bank. The successful candidates will be called for an interview, Subject to their being medically fit for employment, the selected candidates will be initially appointed on Training period. The Bank reserves the right to reject any application at any stage without assigning any reason and no correspondence in this regard will be entertained.
- ii. An application once made will not be allowed to be withdrawn and the application fee once paid will NOT BE refunded on any account nor would be held in reserve for any future examination or selection. The application fee shall also NOT BE refunded in case the application is rejected/not considered by the Bank.
- iii. The Bank takes no responsibility for any delay in submission of online applications or communication. Candidates in their own interest are advised to ensure that payment through Master/Visa Debit or Credit cards /NET Banking has been successfully remitted as per above instructions and submit the online applications well before the last date. Mere deduction of amount from a/c does not ensure confirmation of application. The candidate should be able to download e-receipt from the web site.
- iv. Candidates are advised to ensure that they fulfill the parameters of qualifications and age as prescribed above. Candidates, who do not fulfill the prescribed eligibility criteria, may be disqualified at any stage of the recruitment process.
- v. The emoluments (consolidated Basic pay) for the post of Trainee Officer will be ` 15000/- p.m approximately.
- vi. 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.
- vii. 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.
- viii. 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.

- ix. 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.
- x. 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.
- xi. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- xii. Canvassing in any form will be a disqualification.
- xiii. Any request for change of address, details mentioned in the online application form will not be entertained.
- xiv. 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.
- xv. 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.
- xvi. 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.
- xvii. 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 the conduct of another examination if considered necessary.

- xviii. 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.
- xix. The Authority reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection, etc.
- xx. Intimations will be sent by email and/ sms only to the email ID and mobile number registered in the online application form.
- xxi. 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 updates.
- xxii. **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.
- xxiii. **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, 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/ interview 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/ interview hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - (a) To be disqualified from the examination for which he/ she is a candidate
 - (b) To be debarred either permanently or for a specified period from any examination conducted by the Bank.
 - (c) For termination of service, if he/ she has already joined the Bank.
- xxiv. 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 the 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.

Annexure I

Tentative List of Examination Centres

Sr. No.	Region	City/District	Examination Centre
01	Goa	Panjim	
		Ponda	
		Madgaon	
		Mapusa	Mapusa
02	Gujarat	Rajkot	
		Surat	
		Ahmedabad	
		Vadodara	Vadodara
03	Mumbai	Thane	
		Mumbai	Mumbai
04	Pune	Ahmednagar	
		Aurangabad	
		Pune	Pune
05	Kolhapur	Kolhapur	
		Sangli	
		Ichalkaranji	Kolhapur
06	Vidarbha	Amravati	
		Buldhana	
		Nanded	
		Nagpur	Nagpur
07	Karnataka	Hubli	
		Bangalore	Bangalore
08	Nashik	Nashik	Nashik

Annexure II

Guidelines for scanning and Upload of Photograph & 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.

Photograph Image:

- Photograph must be a recent passport size color picture.
- Make sure that the picture is in color, taken against a light-colored, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 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.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter 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 Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb - 20kb

- Ensure that the size of the scanned image is not more than 20kb

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button
- Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.

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