

M.P.RAJYA SAHAKARI BANK MYDT., T.T.NAGAR BHOPAL (M.P.)

Websitel www.apexbank.in
Tel No. 0755-2674725, 27-12

Advertisement for recruitment on 638 posts of Officers of different categories and grade in 35 District Central Cooperative Banks of Madhya Pradesh

On line applications are invited from **the eligible Indian citizens** for 638 posts of Officer Grade of different category and Grade.

Proposed Schedule of various activities will be as under: -

Activity	Date
Opening date of submission of online application	10.03.2023
Last date of submission of online application	09.04.2023
Amount of Application Fee	Rs.500/- for General/OBC/EWS candidates and Rs.250/- for SC/ST/PHC candidates . 18% GST will be charged additionally. (Fees submitted is Non- Refundable)
Date of online Examination	Will be published on bank website
Date of downloading Call Letters for online Examination	Around 7 days before examination date
Date of declaration of result for online written Examination	Will be published on bank website
Date of downloading Call Letters for Interview.	Will be published on bank website

Details of vacant post

No.	Name of Posts	Total vacant posts	Un Reserved		SC		ST		OBC		EWS		PH	
			Open	Female	Open	Female	Open	Female	Open	Female	Open	Female	UR	SC
1	Computer Programmer (Senior Management Grade-2)	35	35	0	0	0	0	0	0	0	0	0	0	0
2	Financial Analyst (Senior Management Grade-2)	35	35	0	0	0	0	0	0	0	0	0	0	0
3	Marketing Officer (Senior Management Grade-2)	29	29	0	0	0	0	0	0	0	0	0	0	0
4	Internal Auditor (Senior Management Grade-2)	25	25	0	0	0	0	0	0	0	0	0	0	0
5	Internal Inspector (Middle Management Grade-1)	17	17	0	0	0	0	0	0	0	0	0	0	0
6	Office Superintendent (Middle Management Grade-1)	12	12	0	0	0	0	0	0	0	0	0	0	0
7	Branch Inspector (Middle Management Grade-1)	17	17	0	0	0	0	0	0	0	0	0	0	0
8	Branch Manager (Middle Management Grade-1)	367	92	43	38	10	55	23	57	21	22	1	1	4
9	Asstt. Chief Supervisor (Middle Management Grade-2)	27	18	1	0	0	5	1	2	0	0	0	0	0
10	Sub Engineer (Middle Management Grade-2)	8	7	0	0	0	0	0	1	0	0	0	0	0
11	Statistical Officer (Middle Management Grade)	15	15	0	0	0	0	0	0	0	0	0	0	0
12	Accountant (Middle Management Grade-2)	38	20	1	1	0	6	2	8	0	0	0	0	0
13	Computer Programmer-2 (Middle Management Grade-2)	13	13	0	0	0	0	0	0	0	0	0	0	0
	Total	638	335	45	39	10	66	26	68	21	22	1	1	4

Note: Details of bank wise vacant post can be seen at M.P.Rajya Sahakari bank's Website: www.apexbank.in

Note: DCCB wise details of vacant posts are given in Annexure-I

Prevailing pay scale – Rewa & Sidhi 5th, Gwalior, Bhopal, Raisen, Satna, Panna, & Tikamgarh 6th and remaining 27 DCCBs Balaghat, Chhindwada, Jabalpur, Mandla, Narsinghpur, Seoni, Guna, Shivpuri, Khargone, Dhar, Indore, Jhabua, Khandwa, Betul, Rajgarh, Vidisha, Hoshangabad, Sehore, shahdol, Sagar, Damoh, Chhatarpur, Ujjain Dewas, Ratlam, Mandsaur, Shajapur have 7th pay scale.

Candidates shall be paid minimum salary as per pay scale prevailing in DCCB for which they have been selected

Note

- i. SC/ST and OBC candidates are also eligible to apply against unreserved category posts but they will not get benefits of category, age and fee relaxation.
- ii. The upper age limit specified is applicable to only General Category Candidates and Economically Weaker Section (EWS) Candidates.
- iii. Candidates belong to OBC Category will have to submit an Income Certificate issued by the competent authority to verify that he/she is not under the **Creamy Layer Category**. Such certificate should not be issued before 31.03.2022
- iv. Reservation for candidates shall be in accordance with the reservation rules made applicable by the Govt. of Madhya Pradesh.
- v. Candidates should ensure that the educational qualification possessed by them shall be as per educational qualifications mentioned in the advertisement and they fulfill the above eligibility criteria. No equivalent educational qualification shall be considered.
- vi. **Note:** All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before the date of examination

Essential Educational Qualifications and preferences

1. **Computer Programmer (Senior Management Grade-II)** - B.E. / B. Tech in Computer Science or MCA with minimum 60% marks or equivalent grade from any recognized University.
Preference will be given for candidates having working experience from any RBI Licensed Bank.
2. **Financial Analyst (Senior Management Grade-II)**- CA/ICWA or MBA (Finance) with two years' regular course from any Govt. recognized University along with minimum 60 % marks or equivalent grade. **Preference** will be given for candidates having work experience from any RBI Licensed Bank.
3. **Marketing Officer (Senior Management Grade-II)** - MBA (Marketing) with two years' regular course from any Govt. recognized University along with minimum 60 % marks or equivalent grade. **Preference** will be given for candidates having work experience from any RBI Licensed Bank.
4. **Internal Auditor (Senior Management Grade-II)** - CA / ICWA or MBA (Finance) with two years' regular course from any Govt. recognized University along with minimum 60 % marks or equivalent grade.
Preference will be given for candidates having work experience from any RBI Licensed Bank.
5. **Branch Manager (Middle Management Grade-I)** MBA (Finance) with two years regular course from any Govt. recognized University along with minimum 60% marks or equivalent Grade.
6. **Office Superintendent (Middle Management Grade-I)** MBA (Finance) with two years' regular course from any Govt. recognized University along with minimum 60% marks or equivalent Grade.
7. **Internal Inspector** MBA (Finance) with two years' regular course from any Govt. recognized University along with minimum 60% marks or equivalent Grade
8. **Branch Inspector** MBA (Finance) with two years' regular course from any Govt. recognized University along with minimum 60% marks or equivalent Grade
9. **Assistant Chief Supervisor (Middle Management Grade-II)** MBA (Finance) with two years' regular course from any Govt. recognized University along with minimum 60% marks or equivalent Grade or M.Com. with Statistics as one subject passed with minimum 60% marks or equivalent Grade
10. **Sub Engineer(CIVIL) (Middle Management Grade-II)** Degree in CIVIL from any recognized University
11. **Computer programmer-2 (Middle Management Grade-II)** Degree in Computer Science / Information Technology from any recognized university
12. **Accountant (Middle Management Grade-II)** MBA (Finance) with two years' regular course from any Govt. recognized University along with minimum 60% marks or equivalent Grade /or M.Com. with Statistics as one subject passed with minimum 60% marks or equivalent Grade
13. **Statistical Officer (Middle Management Grade-II)** MBA (Finance) with two years' regular course from any Govt. recognized University along with minimum 60% marks or equivalent Grade or M.Com. with Statistics as one subject passed with minimum 60% marks or equivalent Grade

Pay Scale under 7th Pay Scale for the post of: -

1. Computer Programmer, Financial Analyst, Marketing Officer & Internal Auditor (Senior Management Grade-II) Pay Scale 42700 -135100 /-
2. Branch Manager, Branch Inspector, Internal Inspector & Office Superintendent (Middle Management Grade-I) Pay Scale 36200 -114800 /-
3. Assistant Chief Supervisor, Sub Engineer, Statistical Officer, Accountant, Accountant & Computer programmer-2 (Middle Management Grade-II) Pay Scale 32800 - 103600/-

Note-In addition to above Pay Scale Dearness allowance (DA) and other allowances as per prevailing rates of selected DCCB will be paid.

Pay Scale under 6th Pay Scale for the post of: -

1. Computer Programmer, Financial Analyst, Marketing Officer & Internal Auditor (Senior Management Grade-II Pay Scale 9300-34800 /-
2. Branch Manager, Branch Inspector, Internal Inspector & Office Superintendent (Middle Management Grade-I) Pay Scale 9300-34800 /-
3. Assistant Chief Supervisor, Sub Engineer, Statistical Officer, Computer programmer-2 & Accountant (Middle Management Grade-II) Pay Scale 9300-34800 /-

Note-In addition to above Pay Scale Dearness allowance (DA) and other allowances as per prevailing rates of selected DCCB will be paid.

Minimum and Maximum age as on last date of submission of application for

For the post of Computer Programmer (Senior Management Grade-II), Financial Analyst (Senior Management Grade-II), Marketing Officer (Senior Management Grade-II), Internal Auditor (Senior Management Grade-II), Branch Manager (Middle Management Grade-I), Office Superintendent (Middle Management Grade-I), internal inspector (Middle Management Grade-1), Branch Inspector (Middle Management Grade-1), Assistant Chief Supervisor (Middle Management Grade-II), Sub Engineer(civil)(Middle Management Grade-II), Computer programmer(Middle Management Grade-II) Statistical Officer (Middle Management Grade-II) and Accountant (Middle Management Grade-II minimum age will be 18 years and maximum age will be 40 years. . Minimum and Maximum age as on last date i.e 09.04.2023 of submission of application for all the post.

Relaxation in upper age limit:

Sr.No.	Category	Upper Age relaxation
1.	Scheduled Caste/Scheduled Tribe	5 Years
2	Other backword class	5 Years
3	Women candidates	5 Years
4	Physically Handicapped	5 Years
5	Employees on regular (confirm) services in STCCS like PACS, DCCBs and SCB belonging to M.P. only	5 Years

NOTE:

- i. As per circular dated 18.09.2022 issued by Govt. of M.P. all Category candidates including General, OBC and EWS category will get one time 3 years' age relaxation in upper age limit in addition to age relaxation mentioned above.
- ii. Candidates seeking for age relaxation will be required to submit necessary certificate(s) in original/copies at the time of Interview.
- iii. Reservation and upper age relaxation benefits will be given only for the candidates having valid domicile of Madhya Pradesh. Eligible candidates seeking for reservation and age relaxation benefits will have to produce a State domicile and Caste certificate in original issued by the competent authority of MP. at the time of Interview
- iv Candidates belongs to SC/ST/Women/OBC and physically handicapped category, upper age relaxation though cannot be clubbed with other relaxation of age provided elsewhere. But for female candidates the age relaxation as provided against female of SC, ST, OBC will be allowed to be clubbed in arriving the age relaxation.
- v Degree of disability of Physically Handicapped candidates should not be less than 40% to avail benefits of age relaxation and Reservation benefits under this category.
- vi Selected Physically handicapped candidates will have to submit a Medical Certificate from competent authority that he/she is physically fit and competent to perform his/her duty for the selected post.
- vii Seeking to the financial risk involved in the banking business only HI & OH candidates will be eligible to apply under PH category
- viii Candidate will be allowed to participate and register for any one post and will not be allowed to apply on multiple posts. In case any candidate applies for more than one post or more than once for a single post, only the latest application will be considered.
- ix This advertisement is being published as per the sanction letters No. 4065 dated 21.9.2022 issued by Registrar Cooperative Societies, Madhya Pradesh.
- x SC/ST and OBC candidates are eligible to apply against unreserved category posts but they will not get benefits of category, age and fee relaxation.
- xi The upper age limit specified is applicable to only General Category candidates and Economically Weaker Section (EWS) .
- xii Reservation shall be in accordance with the reservation rules as made applicable by the Govt. of Madhya Pradesh from time to time.
- xiii There will be 27 % reservation for OBC category candidates. Out of this

primarily final result will be declared for only 14% of the vacant posts as per merit and result of the remaining 13% candidates will be put on hold and declared after final decision of the Hon'ble High Court of M.P.

Female candidates can also apply on Unreserved/Reserved (Open) posts as per their eligibility and social category.

DOWNLOAD OF CALL LETTER

Candidates will have to visit the Bank's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

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 140 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.

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 Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted 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.

CENTRE CLAUSES :

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. Apex bank, 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.
4. Apex bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Apex bank 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, Apex bank 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, Apex bank reserves the right to allot any other centre to the candidate.

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 in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
 - The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
 - A person acting as a scribe for one candidate cannot be a scribe for another candidate.
 - The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed 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 the online examination.
 - Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature
- 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.
 - During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

- (ii) Guidelines for Candidates with locomotors disability and cerebral palsy. A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotors disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).
- (iii) Guidelines for Visually Impaired candidates
 - Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
 - The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

OTHER CLAUSES

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process
2. Decision of Apex bank in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Apex bank in this behalf.
3. 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.
4. Apex bank 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 Apex bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Apex bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. 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 Apex bank recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION

B. PAYMENT OF FEES

C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 10.03.2023 to 09.04.2023 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 (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 10.03.2023 TO 09.04.2023

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

A. Application Registration

1. Candidates to go to the Apex bank website www.apexbank.in click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. 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.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. **PAYMENT OF FEES**

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details . **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.

9. There is facility to print application form containing fee details after payment of fees.

C. Guidelines for 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.

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.

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

- 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
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - File Size: 20 KB – 50 KB
- 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
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.

- 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.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- 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).
- 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 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.

Procedure for uploading the documents

- 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
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- 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.

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

Note:

- (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 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.

Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration 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 Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- 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) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the 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 left thumb impression or the hand written declaration is

not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

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

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 bank
 - (c) for termination of service, if he/ she has already joined the Bank.

PHOTO/Biometric– Capturing and Verification

- 1- A photo/Biometric of candidate is captured on the day of exam. This photo can be matched at a later stage like interview or joining of the candidates.
- 2- Thumb impression can be captured on the call letter on the day of exam. Candidates will be asked to bring their own stamp pad for this purpose so as to avoid any risk of infection.

EWS (Economically Weaker Section)-

- 1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
 - i.) 5 acres of Agricultural Land and above;
 - ii.) Residential flat/house of 1200 sq. ft. and above in Municipal Corporation
 - iii.) Residential flat/house of 1500 sq. ft and above in Municipality
 - iv.) Residential plot of 1800 sq. and above in city council.

2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of Madhya Pradesh at the time of appearing for the process of document verification/interview.
4. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
5. The instructions issued by the Government of Madhya Pradesh in this regard from time to time shall be adhered to.

The structure of the Examinations to be conducted online will be as follows:

Online Examination for following posts:

Computer Programmer (Senior Management Grade-II, Financial Analyst (Senior Management Grade-II), Marketing Officer (Senior Management Grade-II), Internal Auditor (Senior Management Grade-II, Branch Manager (Middle Management Grade-I, Office Superintendent (Middle Management Grade-I), Assistant Chief Supervisor (Middle Management Grade-II), Computer programmer (Middle Management Grade-II and Accountant (Middle Management Grade-II

S.No.	Name of Test(Not in Sequence)	No. of Questions	Max. Marks	Version	Time allotted for each test(Separately timed)
1	Professional Knowledge	40	40	English and Hindi except test of English Language	30 Minutes
2	Reasoning	40	40		30 Minutes
3	English Language	40	40		30 Minutes
4	General Awareness	40	40		20 Minutes
5	Quantitative Aptitude	40	40		30 Minutes
	Total	200	200		140 Minutes

NOTE – Candidates as per standing in the merit list up to 3 times of each advertised post will qualify to appear for personal interview.

NOTE:

- For every wrong answer, 0.25 % marks shall be deducted. In the online examination, the question paper shall be of objective type multiple choice providing 5 alternatives as answers. The question paper shall be in both English and Hindi.
- There will be 200 marks for written examination and 20 marks will be reserved for interview.
- As per circular dated 22.09.2022 issued by Govt. of M.P. candidate belongs to Economically Weaker Section (EWS) will get 10% relaxation in aggregate passing marks. Selection of the candidates will be made as per merit under this category.
- Post wise and category wise merit list shall be prepared on the basis of total marks obtained in written test and Interview.
- At the time of Interview, The Selection Committee will decide the criteria for giving preference for candidates having work experience from RBI Licenced Bank.
- Minimum 10 times applicant's registration will be required for the each Advertised post to conduct on line examination.
- Waiting list of the candidates will be prepared up to 50% of the total vacant post in each category on the basis of total marks obtained in written examination and Interview. Validity of such waiting list will be one year from the date of publication of merit list.

Process for Arriving at 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 up to 2 digits.

Note: Cut-offs for written examination are applied in three stages.

- i.) On scores in English language
- ii.) On Professional Knowledge
- iii.) On total score

Final selection of the candidate will be made on the basis of marks obtained in the written examination and interview. Candidates will have to obtain minimum 30% marks in English language, 40% marks in Professional Knowledge and 40% marks in aggregate to consider as passed/qualified in written examination. **Candidates will also have to score minimum 40% marks in written examination in specialized subject test to qualify for interview.**

- Allotment of Bank will be made on the basis of merit and preferences given by the candidate, for various banks, provided the vacancy for that particular category in which a candidate qualifies, exists in the preferred Bank(s). Candidates shall indicate their preferences for all the above mentioned 35 banks or banks in which vacancy exist. The list of successful candidates based on merit and preferences given by them shall be recommended for appointment. Any application for change in the preferences indicated in the online application form shall not be considered.

The online examination shall be conducted on the following examination centres of Madhya Pradesh: -

- **1. Bhopal 2. Indore 3. Gwalior 4. Jabalpur 5. Ujjain**

NOTE

The candidate shall have to indicate his / her preference for centres in the application form out of the above identified centres.

1. The examination will be conducted online on the venues given in the respective call letters.
2. No request for change of post applied for centre/venue/date/session for Examination shall be entertained.
3. MPSCB, however, reserves the right to cancel any of the Examination Centre and/ or add some other Centre at its discretion, depending upon the response, administrative feasibility etc.
4. MPSCB reserves the right to allot the candidate any centre other than one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and MPSCB 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.
7. If sufficient number of candidates does not opt for a particular center for "Online" examination, MPSCB reserves the right to allot any other adjacent center to those candidates, if the number of candidates is more than the capacity available for online exam for a particular centre, MPSCB reserves the right to allot any other center to the candidate

General Instructions:

- The candidates must read the rules and regulations carefully.
- MPSCB reserves the right to increase/ decrease posts advertised for recruitment.
- Incomplete application form shall not be accepted.
- Since the application is invited online, the information submitted by the candidates shall be presumed to be right for appearance in the examination, but he/she shall be considered for Interview only when he/she submits all the required original documents to the concerned officer for verification at the time of Interview.

List of Documents to be produced at the time of interview (as applicable)

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 interview failing which the candidate may not be permitted to appear for the interview. **Non submission of requisite documents by the candidate at the time of interview will debar his / her candidature from further participation in the recruitment process.**

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Authorities or SSLC/ Std. X Certificate with DOB).
- (iv) Photo Identify Proof as indicated in Identity Verification Clause of the issued Notification
- (v) Mark sheets or certificates for educational qualifications. Proper document from Board / University for having declared the result on or before the date of examination has to be submitted.
- (vi) Caste Certificate issued by the competent authority in the prescribed format as stipulated by the Government of M.P. in case of the SC / ST / OBC category candidates. Candidates belonging to OBC category Income Certificate issued by the Competent Authorities as notified by the State Government to verify non Creamy Layer status.
- (vii) Disability certificate in the prescribed format issued by the District Medical Board in case of Persons with Benchmark Disability category. If the candidate has used the services of a Scribe at the time of online exam the duly filled in details of the scribe in the prescribed format
- (viii) Candidates serving in Government / quasi govt. offices/ Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" in original from their employer at the time of interview,
- (ix) Any other relevant documents in support of eligibility.

Note: - Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant Eligibility documents as mentioned above. Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment

- As per rule 44 of the M.P. Cooperative Society Rules 1962, family member of DCCB's present Board of Directors cannot apply in the same DCCB in which he/she is the member of Board of directors.
- Candidates will be selected on the basis of merit list and seniority list prepared by the IBPS for each post after conducting written examination and interview. If the candidates get same marks in the written examination and interview than selection of candidates will be made on the basis of seniority of age of the candidate.
- If, at any time, it comes to the notice that the candidate did not possess required qualifications at the time of filling application form, his/her application shall be cancelled at any stage of the selection process even though he/she may have been selected.
- Probation period shall be of twelve months. But it can be extended for further six months and six months. But total probation period shall not exceed 24 months.
- Before joining as probationers, the selected candidate has to comply all the necessary formalities specified by the bank like personal guarantee and financial fidelity etc.
- Selected candidates will have to furnish an affidavit in the prescribed format before issuing conditional appointment letter for submission of character verification report from Police department within 90 days of joining. If police report does not found satisfactory his/her appointment would be terminated with immediate effect.
- Joining of the candidate will be considered only after submission of Medical Fitness Certificate issued by the competent authority.
- Candidates already employed in regular (confirmed) services in Central Govt./ State Govt. / Semi Govt. will have to submit NOC from his present employer at the time of interview. In absence of such NOC, candidates will not be permitted to appear in the interview.
- Candidates will have to serve an organization in which he/she has been appointed for a minimum period of one year from the date of appointment.
- Fee once paid shall not be refunded.
- Decision of MPSCB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by MPSCB in this behalf.
- If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session may be required if the node capacity is less or some technical disruption takes place at any center or for any candidate.
- Bank 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 MPSCB in this regard, if it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, MPSCB reserves the right to cancel the candidature of the concerned candidates and the result of such candidates will be disqualified.
- Candidate shall not be allowed to appear in the online examination without Admission Card/ Call letter and other required documents for identity verification.
- Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification

of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process organized by MPSCB in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

- For filling application for recruitment, names of all 35 District Central Cooperative Banks are mentioned on the website of MPSCB **www.apexbank.in**. Candidates should indicate preferences of DCCBs of his/her choice as per availability of posts applied in particular bank, at the time of submission of application. Successful Candidates shall be selected on the basis of merit, preferences given and availability of post exist in the applied District Central Cooperative Banks.

Sr.No.	District Central Cooperative Banks	Short name
1	The District Central Cooperative Bank Ltd. Balaghat	DCCB – Balaghat
2	The District Central Cooperative Bank Ltd. Betul	DCCB – Betul
3	The Bhopal Central Cooperative Bank Ltd. Bhopal	DCCB – Bhopal
4	The Central Cooperative Bank Ltd. Chhatarpur	DCCB – Chhatarpur
5	The Central Cooperative Bank Ltd. Chhindwara	DCCB – Chhindwara
6	The Central Cooperative Bank Ltd. Damoh	DCCB – Damoh
7	The Central Cooperative Bank Ltd., Dewas	DCCB – Dewas
8	The Central Cooperative Bank Ltd., Dhar	DCCB – Dhar
9	The Central Cooperative Bank Ltd., Guna	DCCB – Guna
10	The Central Cooperative Bank Ltd., Gwalior	DCCB – Gwalior
11	The Central Cooperative Bank Ltd., Hoshangabad	DCCB – Hoshangabad
12	The Indore Premier Cooperative Bank Ltd., Indore	DCCB – Indore
13	The Central Cooperative Bank Ltd., Jabalpur	DCCB – Jabalpur
14	The Central Cooperative Bank Ltd., Jhabua	DCCB – Jhabua
15	The Central Cooperative Bank Ltd., Khandwa	DCCB – Khandwa
16	The Central Cooperative Bank Ltd., Khargone	DCCB – Khargone
17	The Central Cooperative Bank Ltd., Mandala	DCCB – Mandala
18	The Central Cooperative Bank Ltd., Mandsaur	DCCB – Mandsaur
19	The Central Cooperative Bank Ltd., N'pur	DCCB – Narsinghpur
20	The Central Cooperative Bank Ltd., Panna	DCCB – Panna
21	The Central Cooperative Bank Ltd., Raisen	DCCB- Raisen
22	The Central Cooperative Bank Ltd., Rajgarh	DCCB – Rajgarh
23	The Central Cooperative Bank Ltd., Ratlam	DCCB – Ratlam
24	The Central Cooperative Bank Ltd., Rewa	DCCB – Rewa
25	The Central Cooperative Bank Ltd., Sagar	DCCB – Sagar
26	The Central Cooperative Bank Ltd., Satana	DCCB – Satana
27	The Central Cooperative Bank Ltd., Sehore	DCCB – Sehore

28	The Central Cooperative Bank Ltd., Seoni	DCCB – Seoni
29	The Central Cooperative Bank Ltd. Shahdol	DCCB-Shahdol
30	The Central Cooperative Bank Ltd. Shajapur	DCCB- Shajapur
31	The Central Cooperative Bank Ltd. Shivpuri	DCCB- Shivpuri
32	The Central Cooperative Bank Ltd. Sidhi	DCCB –Sidhi
33	The Central Cooperative Bank Ltd. Tikamgarh	DCCB- Tikamgarh
34	The Central Cooperative Bank Ltd. Ujjain	DCCB –Ujjain
35	The Central Cooperative Bank Ltd. Vidisha	DCCB- Vidisha

- In case of any dispute relating to the selection process arises, the decision of the Registrar, Co-operative Societies of Madhya Pradesh shall be binding and final. For any litigation, the area of jurisdiction shall be at Bhopal (M.P.) only.

P.S. Tiwari
Managing Director (I/c)