

Uttarakhand Cooperative Institutional Service Board

Common Recruitment Process for Recruitment of Group-3 (Clerk-cum-Cashier), Group-2 (Junior Branch Manager), Group-1 (Senior Branch Manager) and Deputy General Manager in UTTRAKHAND DCB's- CRP-2018

Online examination for the Common Recruitment Process for selection of personnel for Group-3 (Clerk-cum-Cashier), Group-2 (Junior Branch Manager), Group-1 (Senior Branch Manager) and Deputy General Manager posts in District Co-operative Banks of Uttarakhand State is tentatively scheduled in March/April 2019.

Any eligible candidate, who aspires to join any of the District Co-operative Bank listed at Point A as a Clerk cum cashier, Junior Branch Manager, Senior Branch Manager or Deputy General Manager, is required to register for the Common Recruitment Process through online examination. **Depending on the final vacancies to be filled in during the financial year 2018-19 based on the business needs of the District Co-operative Banks and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the District Co-operative Bank keeping in view the merit cum preference online examination.**

Indicative categories wise vacancies of each of the District Co-operative Bank are given vide Point B. A Candidate has to submit separate Application form for each category of post. Recruitment in District Co-operative Banks depends upon restriction imposed, business volume, business growth, health of the organizations, branch expansion, internal and external factors, structural changes etc. Vacancies mentioned here are indicative and anticipated by the Uttarakhand Co-operative Institutional Service Board (hereinafter referred to as Board). However, Provisional allotment will be made based on the actual vacancies reported by the Board. This system of Common Recruitment Process and provisional allotment for recruitment of Clerk-cum-Cashier, Junior Branch Manager, Senior Branch Manager and Deputy General Manager posts in District Co-operative Banks has the approval of the appropriate authorities.

A. PARTICIPATING BANKS

District Cooperative Bank Ltd. Dehradun	Haridwar District Co-operative Bank Roorkee	Nainital District Co-operative Bank Ltd. Haldwani	Chamoli District Co-operative Bank Ltd. Gopeshwar
Kotdwar District Co-operative Bank Ltd. Kotdwar	Uttarkashi District Co-operative Bank Ltd. Uttarkashi	Almora District Co-operative Bank Ltd. Almora	Udham Singh Nagar District Co-operative Bank Ltd. Rudrapur
Tehri Garhwal District Co-operative Bank Ltd. New Tehri	Pithoragarh District Co-operative Bank Ltd. Pithoragarh		

B- DESCRIPTION OF VACANCIES

Indent for Group-3 (Clerk-cum-Cashier) for the year 2018-19 *
(Pay band-16300-1150-27800-1400-34800-1750-43550)
(INDICATIVE)

S.N	BANK	TOTAL VACANCIES	UR				SC				ST				OBC				EBC								
			Total	Out Of Which				Total	Out Of Which				Total	Out Of Which				Total	Out Of Which				Total	Out Of Which			
				WO	DFP	PH	EX		WO	DFP	PH	EX		WO	DFP	PH	EX		WO	DFP	PH	EX		WO	DFP	PH	EX
1	DEHRADUN	41	20	04	00	01	00	08	01	00	00	00	02	01	00	00	00	07	02	00	01	01	04	01	&	&	&
2	HARIDWAR	28	19	05	01	02	00	05	03	00	00	00	01	01	00	00	00	00	00	00	00	03	01	&	&	&	
3	TEHRI	30	21	01	01	00	02	02	00	00	00	01	02	00	00	00	00	02	01	00	00	03	01	&	&	&	
4	UTTARKASHI	20	12	02	00	00	01	02	01	00	00	00	00	00	00	00	00	04	02	00	00	02	01	&	&	&	
5	KOTDWAR	29	15	05	01	00	01	05	02	00	00	01	01	00	00	00	00	05	01	00	00	03	01	&	&	&	
6	CHAMOLI	53	29	09	01	00	01	10	03	00	00	00	03	01	00	00	00	06	03	00	00	05	01	&	&	&	
7	ALMORA	30	18	05	00	00	01	06	02	00	00	00	01	00	00	00	00	02	01	00	00	03	01	&	&	&	
8	U.S NAGAR	22	12	03	01	00	00	04	02	00	00	01	01	00	00	00	00	03	00	00	01	02	01	&	&	&	

9	PITHORAGARH	26	12	0	01	0	0	05	0	0	0	0	02	0	0	0	00	04	02	00	0	00	03	01	&	&	&
1	NAINITAL	26	10	0	00	0	0	06	0	0	0	0	01	0	0	0	00	06	01	00	0	00	03	01	&	&	&
0			3	0	0	0	0	2	0	0	0	0		0	0	0					0						
	Total	305	16	3	06	0	1	53	1	0	0	0	14	0	0	0	00	39	13	00	0	02	31	10	&	&	&
			8	9		7	3		8	0	0	4		6	0	0					1						

Indent for Group-2 (Junior Branch Manager) for the year 2018-19 *
(Pay band-19300-1730-36600-1780-15500)
(INDICATIVE)

S.N	BANK	TOTAL VACANCIES	UR				SC				ST				OBC				EBC								
			Total	Out Of Which			Total	Out Of Which			Total	Out Of Which			Total	Out Of Which			Total	Out Of Which							
				WO	DFP	PH		EX	WO	DFP		PH	EX	WO		DFP	PH	EX		WO	DFP	PH	EX				
1	DEHRADUN	09	07	0	00	00	00	00	00	00	0	0	01	00	00	00	0	00	00	00	0	0	01	&	&	&	&
			2								0	0					0				0	0					
2	HARIDWAR	04	03	0	00	00	00	00	00	00	0	0	01	00	00	00	0	00	00	00	0	0	&	&	&	&	&
			2								0	0					0				0	0					

3	TEHRI	14	10	0 4	00	01	01	01	00	00	0 0	0 0	01	00	00	00	0 0	01	01	00	0 0	0 0	01	&	&	&	&
4	UTTARKASHI	07	03	0 1	00	00	00	01	01	00	0 0	0 0	00	00	00	00	0 0	02	00	00	0 0	0 0	01	&	&	&	&
5	KOTDWAR	08	05	0 0	00	00	01	02	01	00	0 0	0 0	00	00	00	00	0 0	00	00	00	0 0	0 0	01	&	&	&	&
6	CHAMOLI	19	09	0 3	00	00	00	04	01	00	0 0	0 0	01	00	00	00	0 0	03	01	00	0 0	0 0	02	01	&	&	&
7	ALMORA	14	08	0 3	00	00	01	01	00	00	0 0	0 0	01	00	00	00	0 0	03	01	00	0 0	0 0	01	&	&	&	&
8	U.S NAGAR	13	07	0 1	00	00	01	03	02	00	0 0	0 0	01	00	00	00	0 0	01	01	00	0 0	0 0	01	&	&	&	&
9	PITHORAGARH	13	09	0 3	00	00	01	02	00	00	0 0	0 0	00	00	00	00	0 0	01	00	00	0 0	0 0	01	&	&	&	&
10	NAINITAL	03	01	0 0	00	00	00	02	00	00	0 0	0 0	00	00	00	00	0 0	00	00	00	0 0	0 0	&	&	&	&	&
	Total	104	62	1 9	00	01	05	16	05	00	0 0	0 0	06	00	00	00	0 0	11	04	00	0 0	0 0	09	01	&	&	&

Indent for Group-1 (Senior Branch Manager) for the year 2018-19 *
(Pay band -22000-1775-39750-1800-61350-2000-63350)
(INDICATIVE)

S.N	BANK	TOTAL VACANCIES	UR				SC				ST				OBC				EBC								
			Total	Out Of Which				Total	Out Of Which				Total	Out Of Which				Total	Out Of Which								
				WO	DFP	PH	EX		WO	DFP	PH	EX		WO	DFP	PH	EX		WO	DFP	PH	EX					
1	DEHRADUN	04	02	0	00	0	0	01	00	00	0	0	00	0	00	0	0	01	00	00	0	0	&	&	&	&	&
				0		0	0				0	0			0	0				0	0	&	&	&	&	&	
2	HARIDWAR	00	00	0	00	0	0	00	00	00	0	0	00	0	00	0	0	00	00	00	0	0	&	&	&	&	&
				0		0	0				0	0			0	0				0	0	&	&	&	&	&	
3	TEHRI	03	02	0	00	0	0	00	00	00	0	0	00	0	00	0	0	01	00	00	0	0	&	&	&	&	&
				1		0	0				0	0			0	0				0	0	&	&	&	&	&	
4	UTTARKASHI	02	02	0	00	0	0	00	00	00	0	0	00	0	00	0	0	00	00	00	0	0	&	&	&	&	&
				1		0	0				0	0			0	0				0	0	&	&	&	&	&	
5	KOTDWAR	01	01	0	00	0	0	00	00	00	0	0	00	0	00	0	0	00	00	00	0	0	&	&	&	&	&
				0		0	0				0	0			0	0				0	0	&	&	&	&	&	
6	CHAMOLI	04	02	0	00	0	0	01	00	00	0	0	00	0	00	0	0	01	00	00	0	0	&	&	&	&	&
				1		0	0				0	0			0	0				0	0	&	&	&	&	&	
7	ALMORA	02	01	0	00	0	0	01	00	00	0	0	00	0	00	0	0	00	00	00	0	0	&	&	&	&	&
				0		0	0				0	0			0	0				0	0	&	&	&	&	&	
8	U.S NAGAR	02	02	0	00	0	0	00	00	00	0	0	00	0	00	0	0	00	00	00	0	0	&	&	&	&	&
				0		0	0				0	0			0	0				0	0	&	&	&	&	&	
9	PITHORAGARH	03	02	0	00	0	0	01	01	00	0	0	00	0	00	0	0	00	00	00	0	0	&	&	&	&	&
				0		0	0				0	0			0	0				0	0	&	&	&	&	&	
10	NAINITAL	02	01	0	00	0	0	01	00	00	0	0	00	0	00	0	0	00	00	00	0	0	&	&	&	&	&
				0		0	0				0	0			0	0				0	0	&	&	&	&	&	
	Total	23	15	0	00	0	0	05	01	00	0	0	00	0	00	0	0	03	00	00	0	0	&	&	&	&	&
				3		0	0				0	0			0	0				0	0						

Indent for Deputy General Manager for the year 2018-19 *
Pay band - 31700-2000-37700-2200-48700-2400-53500-2500-58500-2800-68900
(INDICATIVE)

Deputy General Manager	TOTAL VACANCIES	UR					SC					ST					OBC					EBC				
		Total	Out Of Which				Total	Out Of Which				Total	Out Of Which				Total	Out Of Which				Total	Out Of Which			
			WO	DFF	PH	EX		WO	DFF	PH	EX		WO	DFF	PH	EX		WO	DFF	PH	EX		WO	DFF	PH	EX
	10	06	02	00	0	0	02	00	00	0	0	00	00	00	0	0	01	00	00	0	00	01	&	&	&	&
					0	0				0	0				0	0				0						

<u>ABBREVIATION:</u>	
UR	- UNRESERVED
SC	- SCHEDULED CASTE
ST	- SCHEDULED TRIBE
OBC	- OTHER BACKWARD CLASSES
EBC	- ECONOMICALLY BACKWARD CLASSES
WO	- WOMEN
DFF	- DEPENDENT OF FREEDOM FIGHTER
PH	- PHYSICALLY HANDICAPPED
EX	- EX-SERVICEMEN

Candidates are advised to regularly keep in touch with the authorized website www.ukcooperative.in for details and updates.

C- ELIGIBILITY CRITERIA

Candidates, intending to apply for online examination should ensure that they fulfill the minimum eligibility criteria specified by Board in this advertisement:

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 -pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form at the time of any subsequent stage of the recruitment process as required by IBPS/ Board/Concerning bank. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Institutional Board. Merely applying for common recruitment process/ appearing for and being shortlisted in the online and/or in the subsequent interview and/ subsequent processes does not imply that a candidate will necessarily be offered employment in any of the District Co-operative Bank. No request for considering the candidature under any category other than the one in which one has applied will be entertained.

i- **The candidate must have domicile certificate of Uttarakhand state issued by the competent authority.**

I. **Nationality / Citizenship:**

A candidate must be either –

- (i) a Citizen of India or
- (ii) a subject of Nepal or
- (iii) a subject of Bhutan or
- (iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or
- (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

II. **Age (As on 01.01.2019):**

Minimum: 21 years Maximum: 42 years

i.e., A candidate must have been born not earlier than 01.01.1977 and not later than 01.01.1998 (both dates inclusive)

Relaxation of Upper age limit

S.No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016"	10 years
3	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of	5 years

	receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	
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- Note: (i) The age relaxation as mentioned above shall be permissible to the permanent residents of State of Uttarakhand only.
- (ii) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with photocopies at the time of any subsequent stage of the recruitment process as required by IBPS/ Board/Bank.
- (iii) In case of an Ex-servicemen who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of reemployment in Government ceases.

III. Educational Qualifications (As on date of publication of advertisement):

- (a) **Clerk cum cashier, Junior Branch Manager, Senior Branch Manager:** A Degree (Graduation) in any discipline from a University recognized by the Govt. Of India or any equivalent qualification recognized as such by the Central Government having six month certificate of computer certificate from the institute registered by the state or the central government.
- (b) Deputy General Manager :
- (i) A Post Graduate Degree in any discipline or Graduate Degree with Economics/Commerce as one of the subject from a University recognised by the Govt. Of India or any equivalent qualification recognized as such by the Central Government having one year diploma in computer from the institute duly registered by the state or the central government.
- (ii) Preference will be given to candidates having degree in Master of Business Administration (M.B.A.) or Law from a University recognised by the Govt. Of India or any equivalent qualification recognized as such by the Central Government.

The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a graduate/post graduate/M.B.A./ Law on the day he / she registers and indicate the percentage of marks obtained in Graduation while registering online.

Note: (1) 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 specified date..

Proper document from Board / University for having declared the result on or before the date of advertisement has to be submitted at the time of verification. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

- (2) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for verification, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- (3) **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum

marks (in all the subjects irrespective of honors / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honors marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

IV. Reservation for Persons with Benchmark Disabilities

Under section 34 of “The Rights of Persons with Disabilities Act, 2016”, persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

- a. Blindness and low vision;
- b. Deaf and hard of hearing;
- c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d. Autism, intellectual disability, specific learning disability and mental illness;
- e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities

Note: Definition of the above specified disabilities will be as per “THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016”.

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the “The Rights of Persons with Disabilities Act, 2016” and as per vacancies reported to IBPS by Participating Organisations.

(i) Guidelines for Persons With Benchmark 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. 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 may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the Common Recruitment Process.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- The scribe arranged by the candidate should not be a candidate for the online examination. If violation of the above is detected at any stage of the process, candidature for Common Recruitment Process 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.
- 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.

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

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

(iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

D- ONLINE EXAMINATION STRUCTURE –

For Clerk cum cashier

S. No.	Name of the Tests	Medium of Exam	No. of Questions	Max. Marks	Duration
1-	Reasoning	Hindi/Eng	40	40	Composite time of 2 hours
2-	Numerical Ability	Hindi/Eng	40	40	
3-	General Awareness	Hindi/Eng	60	60	
4-	English Language	English	20	20	
5-	Hindi Language	Hindi	20	20	
6-	Computer Knowledge	Hindi/English	20	20	
	Total :		200	200	

For Junior Branch Manager

S. No.	Name of the Tests	Medium of Exam	No. of Questions	Max. Marks	Duration
1-	Reasoning	Hindi/Eng	40	40	Composite time of 2 hours
2-	Quantitative Aptitude	Hindi/Eng	40	40	
3-	General Awareness	Hindi/Eng	60	60	
4-	English Language	English	20	20	
5-	Hindi Language	Hindi	20	20	
6-	Computer Knowledge	Hindi/English	20	20	
	Total :		200	200	

For Senior Branch Manager

S.No.	Name of the Tests	Medium of Exam	No. of Question	Max. Mark	Duration
1-	Reasoning	Hindi/Eng	40	40	Composite time of 2 hours
2-	Quantitative Aptitude & Data Interpretation	Hindi/Eng	40	40	
3-	Financial Awareness	Hindi/Eng	60	60	
4-	English Language	English	20	20	
5-	Hindi Language	Hindi	20	20	
6-	Computer Knowledge	Hindi/English	20	20	
	Total :		200	200	

For Deputy General Manager

S.No.	Name of the Tests	Medium of Exam	No. of Question	Max. Mark	Duration
1-	Reasoning	Hindi/Eng	40	40	Composite time of 2 hours
2-	Quantitative Aptitude & Data Interpretation	Hindi/Eng	40	40	
3-	Financial Awareness	Hindi/Eng	60	60	
4-	English Language	English	20	20	
5-	Hindi Language	Hindi	20	20	
6-	Computer Knowledge	Hindi/English	20	20	
	Total :		200	200	

Note: 1- Candidates have to qualify in each of the six tests by securing minimum cut-off marks to be decided by IBPS. Adequate number of candidates in each category as decided by IBPS depending upon requirements will be shortlisted for final selection and subsequent verification.

2- In case of Deputy General Manager candidates have to qualify in each of the six test by securing minimum cut-off marks to be decided by IBPS. Adequate number of candidates in each category as decided by IBPS depending upon requirements will be shortlisted for interview.

IBPS reserves the right to modify the structure of the examination which will be intimated through website www.ukcooperative.in. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the website www.ukcooperative.in

Please note that candidates will not be permitted to appear for the online examination without the following documents:

- (1) Valid Call Letter for the respective date and session of Examination**
- (2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and**
- (3) Photocopy of photo-identity proof (as mentioned in (2) above)**

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to appear 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 2 hour, candidates may be required to be at the venue for about 2 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

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. Examination Centres

- (i) The examination will be conducted online in venues across following centres in the State of Uttarakhand and outside the Uttarakhand State

Centres in Uttarakhand State	Centres in Uttarakhand State
Haridwar	New Delhi
Roorkee	Chandigarh
Dehradun	Bareilly
Haldwani	Yamuna Nagar

Candidates will have to choose three centres in the State of Uttarakhand and three centres outside the Uttarakhand State.

- (ii) No request for change of centre for Examination shall be entertained.
- (iii) IBPS, 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.
- (iv) IBPS also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (v) Candidate will appear for the examinations at an Examination Centre at his/her own risk and expenses and IBPS will not be responsible for any injury or losses etc. of any nature.
- (vi) Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by IBPS.

IV. Scores

- The corrected scores obtained by each of the candidates will be normalized using equi-percentile method.
- Scores up to two decimal points shall be taken for the purpose of calculations

V. Cut-off Score (Online Examination)

- a- In case of Clerk-cum-Cashier, Junior Branch Manager, Senior Branch Manager each candidate will be required to obtain a minimum score in each test of Online examination and also a minimum total score to be considered to be shortlisted for selection.
- b- In case of Deputy General Manager depending on the number of vacancies available, cut-offs will be decided and candidates will be shortlisted for interview and also for the final merit list. Prior to the completion of the interview process, scores obtained in the online examination will not be shared with the candidates shortlisted for selection/interview.

E- INTERVIEW FOR THE POST OF DEPUTY GENERAL MANAGER ONLY

Candidates who have been shortlisted in examination will subsequently be called for an Interview to be conducted by the Institutional Board and coordinated by the Institutional Board with the help of IBPS. Interviews will be conducted at select centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from authorized website www.ukcooperative.in. Please note that any request regarding change in date, centre etc. of interview will not be

entertained. However the conducting agencies reserve the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any. The total marks allotted for Interview are 100. The minimum qualifying marks in interview will not be less than 40% (35% for SC/ST/OBC/PWD candidates). The weightage (ratio) of online exam and interview will be 80:20 respectively. The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the Examination and Interview. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.

A candidate should qualify both examination and interview and be sufficiently high in the merit to be shortlisted for subsequent provisional allotment process, details of which will be made available subsequently on authorized website www.ukcooperative.in.

While appearing for the Interview, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. IBPS/ Board/Participating Banks take no responsibility to receive/ collect any certificate/remittance/ document sent separately.

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 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 registered for DGM.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in Point G of the advertisement
- (v) Mark-sheets or certificates for Post Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before the date of advertisement has to be submitted.
- (vi) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India/ Uttarakhand State Government in the case of SC / ST / OBC / EBC category candidates. Candidates belonging to OBC category are not entitled to OBC reservation if their caste/region does not find place in the State List. Similarly, the SC/ST category candidates are not entitled to SC/ST reservation if they are not permanent resident of State of Uttarakhand.
- (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) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. 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 the date of advertisement.
- (ix) Candidates serving in Government/quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview. The No Objection Certificate

should not be issued for appearing in interview for selection to any particular participating organization as the Common Recruitment Process is for all participating organisations. Production of such conditional NOCs at the time of interview will not be considered and such candidates will not be permitted to participate in interview/will not be considered for further selection process.

- (x) Experience certificates, if any
- (xi) Persons falling in categories of Point C should produce a certificate of eligibility issued by the competent Authority.
- (xii) 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.

No documents shall be directly sent to IBPS/Participating Banks by candidates before or after the interview.

F- PROVISIONAL ALLOTMENT- On completion of selection process, depending on the vacancies to be filled in during the financial year 2018-19 based on the business needs of the concerning District Co-operative Banks and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the District Co-operative Bank, based on merit-cum-preference keeping in view the spirit of Govt. Guidelines on reservation policy, various guidelines issued by Govt. of Uttarakhand/Others from time to time, administrative exigency, etc. Vacancies given in this advertisement are indicative. Provisional allotment shall be done on the basis of final vacancies to be reported by the Uttarakhand Institutional Board. Candidates should not claim indicative vacancies as final for provisional allotment. No change in the data already registered by the candidate in the online application form is possible.

In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.

The provisional allotment is subject to the candidate fulfilling the criteria for Participating Organisation and identity verification to the satisfaction of the allotted organisation. This does not constitute an offer of employment. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria his/her candidature/ chance in the process shall stand forfeited. As the provisional allotment will be made to participating organisations on merit cum preference basis, once the provisional allotment is made, no request for change shall be entertained. Any request for change shall result in cancellation of candidature. Further, a candidate who is provisionally allotted will forfeit his/her candidature/ chance for the process if he/she does not avail the offer of appointment from the Participating Organisation.

Issuance of offer of appointment including terms and conditions, formalities for verification, joining etc. is solely the decision of the Participating Organisations and shall be final and binding. IBPS shall have no role therein. Any queries in this regard shall be directed to the participating organisations only.

The decision of IBPS in provisional allotment of Organisations shall be final and binding upon the selected candidates. However IBPS reserves the right to cancel, re-allot Organisation-wise allocation/change the process depending upon exigencies or otherwise.

G. IDENTITY VERIFICATION

(i) DOCUMENTS TO BE PRODUCED

In the examination hall as well as at the time of interview for Deputy General Manager post only, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognized college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, 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.**

Ration Card will not be accepted as valid id proof for this project.

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter 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.

(ii) BIOMETRIC DATA – Capturing and Verification

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Online Examination.

Please note: The biometric data and photograph will be captured / verified on the following occasions–

- (i) Before the start of the examination it will be captured
- (ii) At the end of examination before leaving the exam hall / lab
- (iii) At the time of document verification before the interview if shortlisted (for Deputy General Manager post)
- (iv) At the time of joining if provisionally allotted

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric data capturing/verification on any of the above mentioned occasions may lead to cancellation of candidature.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (right thumb) to be captured is injured/damage, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc may be captured.

H. HOW TO APPLY

Candidates can apply online only from 23-02-2019 to 20-03-2019 and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should—

- (i) Scan their photograph and signature ensuring that both the photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given in Annexure I to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (iv) have a valid personal email ID, which should be kept active till the completion of this round of Common Recruitment Process. IBPS may send call letters for the Examination etc. through the registered e-mail ID. 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.

Application Fees/ Intimation Charges Payable from (23-02-2019) to (20-03-2019) (Online payment), both dates inclusive, shall be as follows –

- Rs. 750/- for SC/ST/PWD candidates.

- Rs. 1000/- for all others

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

Procedure for applying online

- 1) Candidates are first required to go to the website www.ukcooperative.in and click on the Home Page to open the link "Uttarakhand DCB's CRP-2018" and then click on the option "CLICK HERE TO APPLY ONLINE FOR "UTTARAKHAND DISTRICT CO-OPERATIVE BANK's- COMMON RECRUITMENT PROCESS 2018" to open the On-Line Application Form.
- 2) Candidates will have click on "CLICK HERE FOR NEW REGISTRATION" to register their application by entering their basic information in the online application form. After that 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- 3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature (Annexure I).
- 4) Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. 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. No change is permitted after clicking on FINAL SUBMIT Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

Mode of Payment

Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only:

Payment of fees/ intimation charges via the ONLINE MODE

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the On-Line Application format. Before pressing the "FINAL SUBMIT" button, 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 case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.
- (ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (iii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- (iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (v) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
- (vi) On successful completion of the transaction, an e-receipt will be generated.
- (vii) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated then online transaction may not have been successful.

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 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.
- To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the IBPS/Board/ Banks.

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, registration of preferences for Participating Organisations etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IBPS 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 online application which is incomplete in any respect such as without proper passport size 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 / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website www.ukcooperative.in on account of heavy load on internet/website jam. IBPS/Board/Banks 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 IBPS.

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, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examinations and interview (for Deputy General Post) respectively.
- 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) A Candidate's admission to the examination/ short listing for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IBPS/ Participating Organisation. IBPS/ Participating Organisations would be free 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 fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in a Participating Organisation, his/her services are liable to be summarily terminated.
- 4) Decision of Board/Participating Organisations/ IBPS in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter relating to **UTTARAKHAND DCB's-CRP-2018** will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by Board/IBPS/ Participating Organisations in this behalf.
- 5) The scribe arranged by the candidate should not be a candidate for the examination (**UTTARAKHAND DCB's-CRP-2018**). If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- 6) Not more than one application for one post 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.
- 7) Multiple attendance/ appearances in the online examination and/ interview will be summarily rejected/ candidature cancelled.

- 8) 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.
- 9) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Uttarakhand.
- 10) Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- 11) Any request for change of address, details mentioned in the online application form will not be entertained.
- 12) Any request for change of date, time and venue for online examination and interview will not be entertained.
- 13) 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 correspondence with the IBPS/Participating Organisations in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be acceptable.
- 14) A recent, recognizable photograph (4.5cm × 3.5cm) 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 or doubt about identity at any stage could lead to disqualification.
- 15) 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 IBPS. 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.
- 16) Candidates will have to appear for the interview at their own expense.
- 17) Nodal Banks/ Participating Organisations/ IBPS 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.
- 18) Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of the Participating Organisation and subject to service and conduct rules of the Participating Organisation. Decision of Participating Organisations to which candidates are provisionally allotted will be final and binding on candidates. IBPS has no role to play here. Any queries in this regard are to be made to the Participating Organisations only.
- 19) IBPS reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- 20) Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form for **UTTARAKHAND DCB's-CRP-2018**.
- 21) IBPS/Board 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 IBPS and candidates are advised to keep a close watch on the authorised website www.ukcooperative.in for latest updates.
- 22) Order of preference for Participating Organisations has been inbuilt in the online application form. Candidates should necessarily indicate their order of preferences at this stage. No request for change in this connection shall be entertained.

J. Following items are not allowed inside the examination centre:-

- a) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.

- b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- c) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
- d) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
- e) Any watch/Wrist Watch, Camera, etc.
- f) Any metallic item
- g) Any eatable item opened or packed, water bottle etc.
- h) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. IBPS or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

K. 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 IBPS
 - (c) for termination of service, if he/ she has already joined the Participating Organisation.

Important: IBPS 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 by IBPS in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IBPS reserves right to cancel the candidature of the concerned candidates without any notice and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained.

L. CALL LETTERS

The Centre, venue address, date and time for online examinations and interview (only in case of DGM post) shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the authorized website www.ukcooperative.in by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

Call letter for Scribe in the Examination: There will be an additional call letter for Scribe for the Online Examination.

Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the online application form for **UTTRAKHAND DCB's- CRP-2018**. **IBPS/ Participating Organisations** will not take responsibility for late receipt / non receipt of any communication e-mailed/ sent via SMS to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of **IBPS/ Participating Organisations**. Candidates are hence advised to regularly keep in touch with the authorized Co-operative website www.ukcooperative.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

M. ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will only be published/ provided on website www.ukcooperative.in from time to time.

N. DISCLAIMER

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 of the common recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the Director, IBPS, regarding process for recruitment of Group-3 (Clerk-cum-Cashier), Group-2 (Junior Branch Manager), Group-1 (Senior Branch Manager) and Deputy General Manager in Participating Organisations shall be final and binding.

**Uttarakhand Cooperative Institutional Service Board
Dehradun**

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & 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 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 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
- Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

- 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, 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.
- 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.