

Detailed Advertisement and General Instructions

Cooperative Recruitment Board, Rajasthan, Jaipur

10-B, Jhalana Institutional Area, Jhalana Doongri, Jaipur
Phone- 2709827 / 2710072 Fax: +91-141-2710072 Website: rajcrb.rajasthan.gov.in

Examinations for recruitment to various posts in the Rajasthan State Co-operative Bank (Apex Bank) and various District Cooperative Banks.

The Cooperative Recruitment Board, Rajasthan, Jaipur, hereinafter referred to as the Board, invites online applications from eligible citizens of India for recruitment to the following posts pertaining to The Rajasthan State Cooperative Bank Ltd.(Apex Bank), Jaipur and various District level Central Cooperative Banks of the State:-

Rajasthan State Cooperative Bank Ltd. Jaipur(Apex Bank)

Post: Senior Manager (Non TSP Area)

Bank Name	Total Post	EWS				General				S.C				S.T.				B.C.				M.B.C				Remark			
		Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women						
			Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee				
Rajasthan State Co-Op Bank Ltd.(Apex Bank)	6	3	1	

Post: Manager (Non TSP Area)

Bank Name	Total Post	EWS				General				S.C				S.T.				B.C.				M.B.C				Remark			
		Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women						
			Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee
Rajasthan State Co-Op Bank Ltd.(Apex Bank)	12	1	5	1	1	1	1	2	PWD-2(1 LD & 1 HI)

Post: Banking Assistant (Non TSP Area)

Bank Name	Total Post	EWS				General				S.C				S.T.				B.C.				M.B.C				Remark			
		Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women						
			Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee
Rajasthan State Co-Op Bank Ltd.(Apex Bank)	29	2	9	3	1	..	3	1	2	1	1	..	4	1	1	Ex-Ser-3, PWD-2(1 LD & 1 BL/LV), Sports Person - 1

Districts Central Cooperative Banks

Post: Manager (Non TSP Area)

Bank Name	Total Post	EWS				General				S.C				S.T.				B.C.				M.B.C				Remark		
		Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women					
			Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee			
AJMER	5	3	1	1
ALWAR	2	2
BARMER	6	4	1	1
BHARATPUR	3	1	1	1	Ex-Ser-1
BHILWARA	4	2	1	1	PWD-1
BIKANER	4	2	1	1
BUNDI	5	4	1
CHITTORGARH	7	4	1	1	1	PWD-1
CHURU	3	2	1
DAUSA	4	1	1	1	1
HANUMANGARH	4	3	1
JAISALMER	5	3	1	1
JALORE	4	2	1	1
JHUNJHUNU	4	2	1	1	PWD-1
JODHPUR	1	1
KOTA	4	4
NAGOUR	2	1	1
PALI	1	1
SAWAI MADHOPUR	3	3
SIKAR	5	3	1	1

SIROHI	2	2
SRI GANGANAGAR	5	3	1	1
TONK	1	1
UDAIPUR	5	4	1

Post: Manager (TSP Area)

Bank Name	Total Post	EWS				General				S.C				S.T.				B.C.				M.B.C				Remark	
		Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women				
			Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		
BANSWARA	4	2	1	1	PWD-1
BARAN	5	1	2	1	1
DUNGARPUR	4	3	1	PWD-1

Post: Computer Programmer

Bank Name	Total Post	EWS				General				S.C				S.T.				B.C.				M.B.C				Remark		
		Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women					
			Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee			
AJMER	1	1
BARMER	1	1
BIKANER	1	1
BUNDI	1	1
DUNGARPUR	1	1
HANUMANGARH	1	1
JAISALMER	1	1
PALI	1	1

SIROHI	1	1
TONK	1	1

Post: Banking Assistant (Non TSP Area)

Bank Name	Total Post	EWS				General				S.C				S.T.				B.C.				M.B.C				Remark
		Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			
			Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	
AJMER	24	2	13	1	..	1	1	1	4	1	Ex-Ser-2, PWD-1
ALWAR	20	1	11	1	..	1	..	3	2	1	Ex-Ser-2
BARMER	26	2	3	5	1	..	3	1	3	1	4	1	1	..	1	Ex-Ser-4, Sports Per-1
BHARATPUR	23	2	6	3	2	1	1	..	2	..	1	..	3	1	1	Ex-Ser-3, PWD-1
BHILWARA	28	2	10	3	1	..	3	1	1	1	4	1	1	Ex-Ser-3, PWD-1
BIKANER	7	4	1	2	Ex-Ser-2, PWD-1
BUNDI	16	1	9	1	1	1	3
CHITTORGARH	23	2	10	2	1	..	1	2	3	1	1	Ex-Ser-2, PWD-1
CHURU	14	1	7	2	1	..	2	1	Ex-Ser-3
DAUSA	8	3	2	1	1	1	Ex-Ser-1
HANUMANGARH	11	1	6	2	1	1	Ex-Ser-1, PWD-1
JAIPUR	20	1	8	3	1	..	2	..	1	1	..	2	1	Ex-Ser-2, PWD-2
JAISALMER	13	1	7	..	1	..	1	1	1	1
JALORE	18	1	12	2	1	1	1
JHALAWAR	13	1	2	1	2	..	1	..	1	1	3	1	Ex-Ser-1, PWD-1
JHUNJHUNU	21	1	8	1	1	..	2	1	1	1	3	1	1	Ex-Ser-2, PWD-2
JODHPUR	17	1	8	3	..	1	3	1	Ex-Ser-1
KOTA	23	2	11	2	..	1	..	2	4	1	Ex-Ser-2, PWD-1
NAGOUR	14	1	8	3	2	Ex-Ser-1

PALI	30	3	12	3	1	..	2	..	1	..	2	1	3	1	1	Ex-Ser-4, PWD-1
SAWAI MADHOPUR	11	1	6	1	1	2	Ex-Ser-1, PWD-2, Sports Per-1
SIKAR	34	3	13	4	2	..	3	1	3	2	1	1	..	1	Ex-Ser-4,PWD-2
SIROHI	14	1	6	1	6	
SRI GANGANAGAR	26	2	9	2	2	..	3	2	4	1	1	Ex-Ser-3, PWD-1
TONK	14	1	7	2	1	3	Ex-Ser-1
UDAIPUR	34	3	17	1	1	..	3	1	1	1	3	2	1	Ex-Ser-2, PWD-1

Post: Banking Assistant (TSP Area)

Bank Name	Total Post	EWS				General				S.C				S.T.				B.C.				M.B.C				Sahriya				Remark
		Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women							
			Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	Gen. Women	Widow	Divorcee		
BANSWARA	25	1	8	3	1	1	8	3	Ex-Ser-1, PWD-1		
BARAN	11	1	4	1	1	1	1	2	Ex-Ser-1	
DUNGARPUR	15	8	1	5	1	Ex-Ser-1, PWD-1		

Post: Steno (Non TSP Area)

Bank Name	Total Post	EWS				General				S.C				S.T.				B.C.				M.B.C				Sahriya				Remark
		Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women							
			Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	Gen. Women	Widow	Divorcee		
Bharatpur	1	1		
Jalore	1	1		

Post: Steno (TSP Area)

Bank Name	Total Post	EWS				General				S.C				S.T.				B.C.				M.B.C				Sahriya				Remark	
		Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women			Male\Female (Mixed)	Women								
			Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee		Gen. Women	Widow	Divorcee	Gen. Women	Widow	Divorcee			
DUNGARPUR	1	::	::	::	::	1	::	::	::	::	::	::	::	::	::	::	::	::	::	::	::	::	::	::	::	::	::	::	::	::	

Note : 1. The number of posts may be decreased/increased.

2. Post wise pay-scales and details of other emoluments are available in the detailed advertisement on the board’s website

www.rajcrb.rajasthan.gov.in, Cooperative Department Website www.rajsahakar.rajasthan.gov.in and Apex Bank Website www.rscb.org.in.

3. Categories of posts are – (i) Senior Manager – Apex Bank, (ii) Manager – (which includes Manager, Apex Bank and Manager, CCBs) (iii) Computer Programmer – CCBs, (iv) Banking Assistant – CCBs, (v) Steno - CCBs

4. **Abbreviations :** SC – Scheduled Cast; ST – Scheduled Tribe; BC – Backward Class; MBC – Most Backward Class; PWD – Person with Disability; LD – Locomotor Disability; BI/LV – Blind/Low Vision; Ex-Ser- Ex- Servicemen

5. The candidates are advised to visit board’s website www.rajcrb.rajasthan.gov.in, Cooperative Department Website www.rajsahakar.rajasthan.gov.in and Apex Bank Website www.rscb.org.in regularly for updates, if any.

It is expected that the applicants/candidates have got themselves apprised with the following instructions before they apply for the various posts advertised by the Board:-

1. How to Apply-

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION

B. PAYMENT OF FEES

C. DOCUMENT SCAN AND UPLOAD

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 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**
Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Banks 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.

a. Applications will be accepted through Board's website www.rajcrb.rajasthan.gov.in and in the prescribed online application form only. No other mode of application will be accepted.

b. Candidates can apply online only from 12.09.2019 to 06.10.2019.

c. **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 4 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 mobile number and personal email ID, to which the Board 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 online and must maintain that email account.
- (V) A candidate willing to apply for more than one post, namely, Senior Manager, Manager, Computer Programmer and Banking Assistant, should submit separate applications for each post he/she is applying for and also deposit separate fees via online mode for each such post.**
- (VI)** Separate online examinations will be conducted for recruitment to each of the five categories of posts, namely, (i) Senior Manager – Apex Bank, (ii) Manager – (which includes Manager, Apex Bank and Manager, CCBs. (iii) Computer Programmer – CCBs, (iv) Banking Assistant –(Which includes Banking Assistant, Apex Bank and Banking Assistant, CCBs), (v) Steno-CCBs. The board will recommend selection of candidates to the respective bank/institution as per the merit list prepared on the basis of such online examinations for each category of posts and the preference given by the candidates for various banks as the appointing authority in each case is the respective bank only.

2. Procedure for applying online

- i. Candidates are first required to go to the Board's website www.rajcrb.rajasthan.gov.in and click on the Home Page to open the link and then click on the option "CLICK HERE TO APPLY ONLINE FOR to open the On-Line Application Form.
- ii. Candidates will have to 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.
- iii. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature (Annexure 4).
- iv. 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 the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

v. Mode of Payment

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

vi. Payment of fees/ intimation charges via ONLINE MODE

- (a) 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 Online 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 are 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.

- (b) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (c) 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.
- (d) After Final Submit, an additional page of the application form is displayed, wherein candidates may follow the instructions and fill in the requisite details.
- (e) 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.
- (f) On successful completion of the transaction, an e-receipt will be generated.

- (g) 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 charges.
- ❖ 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 complete.

After completing the procedure of applying online 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 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 various Banks/Institutions 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. Board 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.

The 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 online 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 BOARD website on account of heavy load on internet/website jam.

BOARD does not hold 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 BOARD.

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.

3. Examination Fee

Post wise/category wise examination fee shall be following:-

Name of Post	Fees for General/Creamy layer of BC/MBC	Sahriya/SC/ST/Non Creamy layer BC/EWS and MBC/TSP Area/Disabled Candidates of Rajasthan
Senior Manager	Rs. 1000/-	Rs. 500/-
Manager	Rs. 1000/-	Rs. 500/-
Computer Programmer	Rs. 1000/-	Rs. 500/-
Banking Assistant	Rs. 1000/-	Rs. 500/-
Steno	Rs. 1000/-	Rs. 500/-

4. Call Letters

The eligible candidate should download his/her call letter from the link provided on the authorized Board website www.rajcrb.rajasthan.gov.in by entering his/ her details i.e. Registration Number and Password/Date of Birth. Candidate should note that hard copy of the call letter/ Information Handout etc. will NOT be sent by post/courier.

The Centre, venue address, date and time for examination shall be intimated in the respective Call Letter which is to be downloaded as above.

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

Intimations will be sent by email and/or SMS to the email ID and mobile number registered in the online application. Board/Banks 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 Board/Banks.

Candidates are hence advised to regularly keep in touch with the authorized Board website 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.

5. Time & Place of Examination:

Online Examination will be conducted tentatively during the month of November 2019 at various examination centers, information about which is available in the Annexure 1

(a). Examination Centers

- (i) The examination will be conducted online in venues across different centers in Rajasthan for the post of Senior Manager, Manager, Computer Programmer and Steno, and also at adjoining centers in Delhi & NCR region for the post of Banking Assistant. The tentative list of Examination centers for the exams is available in Annexure I.
- (ii) No request for change of centre for Examination shall be entertained.
- (iii) BOARD, however, reserves the right to cancel any of the Examination Centers and/or add some other Centers, at its discretion, depending upon

- the response, administrative feasibility, etc.
- (iv) BOARD 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 examination at an Examination Centre at his/her own risk and expenses and BOARD will not be responsible for any injury or losses etc. of any nature.
 - (vi) Any unruly behavior/misbehavior in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by BOARD.

Note: For posts other than Banking Assistant also, in case the number of candidates cannot be accommodated within the centers of Rajasthan, candidates may be accommodated in adjoining centers like Delhi & NCR region centers.

6. **Period of online registration/applications and last date:** Candidates may apply online from 12.09.2019 to 06.10.2019, which will be the last date for completing the application form and payment of examination fee.

7. **Examination:-**

Separate online examinations shall be conducted by the Board through an agency for selection of candidates for each of the four categories of posts. Successful candidates will be recommended for appointment on the basis of their merit as well as the preferences of Banks given by them. A candidate who does not indicate his/her preferences for some particular banks, will be considered eligible for appointment in only those Banks for which he/she has indicated his/her preference. No request for changing the preferences in this regard shall be entertained in any case.

a. Separate online examinations of following subjects shall be conducted for selection to each of the five categories of posts. A merit list of successful candidates shall be prepared on the basis of the marks obtained in the online examination and preference for the Banks indicated by the candidate.

The examination paper will contain questions with multiple choices for the answers. Candidates are to mark/select the correct choice of answer from the available options in Paper I:-

Sr. Manager and Manager

S.No.	Subject	Questions	Marks	Time
1.	English	25	25	120 minutes
2.	Quantitative Aptitude	25	25	
3.	Reasoning	25	25	
4.	General Knowledge of Rajasthan	30	30	
5.	Computer Knowledge	25	25	
6.	Accountancy	30	30	
7.	Rajasthan Cooperative Act & Rules 2001, Cooperative Structure of Rajasthan	40	40	
	Total	200	200	

Computer Programmer

S.No.	Subject	Questions	Marks	Time
1.	English	30	30	120 minutes
2.	Numerical Ability	40	40	
3.	Reasoning	40	40	
4.	General Knowledge of Rajasthan	40	40	
5.	Professional Knowledge	50	50	
	Total	200	200	

Banking Assistant

S.No.	Subject	Questions	Marks	Time
1.	English	30	30	120 minutes
2.	Quantitative Aptitude	40	40	
3.	Reasoning	40	40	
4.	General Knowledge of Rajasthan	30	30	
5.	Computer Knowledge	25	25	
6.	Accountancy	25	25	
7.	Rajasthan Cooperative Act & Rules 2001, Cooperative Structure of Rajasthan	10	10	
	Total	200	200	

Steno

S.No.	Subject	Questions	Marks	Time
1.	English	50	50	120 minutes
2.	Numerical Ability	50	50	
3.	Reasoning	50	50	
4.	General Knowledge of Rajasthan	50	50	
	Total	200	200	

Syllabus

English

Secondary & Madhyamik Level

Quantitative Aptitude

All India Nationalized Banks Officers/Clerical Level Examination

Reasoning

All India Nationalized Banks Officers/Clerical Level Examination

Numerical Ability

All India Nationalized Banks Officers/Clerical Level Examination

General Knowledge of Rajasthan

General Interest & Awareness about Major Economic, Social, Political, Cultural, Literary & Scientific Aspects of Importance & Current Developments in Rajasthan

Computer Knowledge

Basic Knowledge in Computer Application must include Basic Knowledge of Computers & its Hardware, Software & Peripherals & Their Use, Knowledge of M.S. Office (M.S. Word, M.S. Excel, Opening of File, Preparation of Files, Preparation of Word Files, Power-Point Presentation, Net Surfing)

Accountancy

Syllabus of Pass Course Standard

Rajasthan Cooperative Act & Rules 2001, Cooperative Structure of Rajasthan

Salient Provisions of Raj. Cooperative Societies Act and Rules, Fundamentals of Banking, Cooperative Banking, Core Banking, mobile Branch Banking, branchless Banking, Electronic Banking, Business facilitators/Business correspondents (FC & BC), Financial Inclusion, Micro-Finance (SHG & JLG, etc.) B.R. Act, RBI Act, NABARD Act, Prudential norms, Income Recognition and Asset classification Norms (IRAC), Capital to Risk Weightage Asset ratio (CRAR) CRR, SLR, Transparent Financial disclosure, Developing Business Plan, Market analysis, Profit Planning and DAP, financial Statements and ratio analysis.

- b. The question paper shall be of objective type with 5 multiple choices/alternates as answers, out of which only one choice shall be correct. For every correct answer, one mark will be awarded, however for every wrong answer, 0.25 marks shall be deducted.. Those candidates who have obtained at least 33% of total marks in the online examination shall be considered as passed. In case of SC/ST candidates, a minimum of 28% shall be considered as passed.
- c. In case of more than one candidate securing same total marks in examination, the candidate older in age will be placed higher in merit. In case the total marks and date of birth is also same, the candidate possessing higher educational qualification would be considered higher in merit. In case of a tie in date of birth as well as the highest educational qualification, the candidates securing higher percentage of marks in the qualifying examination would be considered higher in merit. In case all the above parameters result in a tie, a candidate having passed his qualifying examination earlier would be considered senior in the merit list.

8. Selection Process and Appointments:-

Appointment shall be made on the basis of a candidate's merit in examination and the preferences indicated by him/her subject to the availability of the posts belonging to the category of the candidate in that particular bank. For example, if an SC candidate has expressed his first preference for a particular Banks and no SC category post is available in that particular bank, then the next preference expressed by him will be considered. Candidates should express their preferences for all the banks for the posts of Manager as well as Banking Assistant. Preferences for the post of Steno should be given as per the available posts in different Banks. Preferences for the post of Computer Programmer should be given as per the available posts in different Banks. The post of Senior Manager is available only in the Rajasthan State Co-operative Bank. Banks shall be allocated to the candidates on the basis of their merit in the examination result and the preference indicated by them in the application form.

Note:-

- a. The Rajasthan State Co-operative Bank(Apex Bank), Jaipur and various District Central Co-operative Banks are all independent co-operative bodies and the appointment letters to the finally selected candidates will be issued by the respective Bank, for which the candidate has been selected.
- b. The Board is conducting common examination for recruitment to each of the various categories of posts advertised on behalf of the Apex Cooperative Bank and various Central Cooperative Banks and after issuing common merit lists for each of the posts on the basis of such examination, recommendations for appointment of candidate in an institution shall be made on the basis of his/her ranking in the merit as well as the preference indicated by him/her.
- c. If a woman candidate secures merit in the general category and there is no seat reserved for woman candidates in the institution of her preference, she will be allotted a post against the mixed vacancies (male+female) of the general category. Where the 30 percent quota reserved for women is fulfilled, a woman candidate securing merit shall be given appointment in excess of the 30 percent quota, meaning thereby that no vacancy of a particular category shall remain unfilled for want of a seat reserved for women, if a woman candidate of that category is available in the merit. Reason having that there is no reservation for male candidates.
- d. Each candidate applying for a particular post will be required to give preference for the institution of his/her choice while filling up the application form. These preferences, once given, shall be final and irreversible. A candidate can give preferences for more than one institution (Apex Bank / any of the CCBs).
- e. Candidates should keep in mind that, after the examination, the Board shall recommend a candidate for appointment on a post in one institution only and such recommendation will be on the basis of the candidate's merit and availability of posts belonging to his/her category in the banks/institution of his/her preference.
- f. The selection list prepared and recommended by the Board shall be made available to the Bank concerned on the basis of which, the Bank shall take up the process of appointment.
- g. The candidates recommended for appointment shall be given appointment on a fixed remuneration for the initial two years. The remuneration shall be as fixed by the Registrar, Cooperative Societies, Rajasthan from time to time. However,

contribution to the EPF shall be deducted as per the rules. No extra allowances and perquisites shall be payable to the selected candidate other than the fixed remuneration.

- h. Every newly appointed personnel shall be on probation for two years. Full pay as per the prevailing pay grades shall be paid only after the satisfactory completion of the probation period. The Bank may extend the probation period of a personnel up to a period of one year, if his/her work is not found satisfactory. Confirmation of the appointed personnel shall be done after successful completion of probation period provided that the personnel shall not be confirmed unless the personnel passes the computer efficiency test.
- i. The selected candidates will be required to pass a computer efficiency test within a period of two years from the date of appointment. The computer efficiency test shall be conducted by an agency approved by the Registrar, Cooperative Society, Rajasthan.
- j. Before joining, as probationers, the selected candidates have to fulfill all the necessary formalities fixed by the Bank and shall execute a two years' service bond of prescribed value with the concerned Bank as per the guidelines of the Cooperative Department.
- k. Before joining the selected candidates shall complete the necessary formalities decided by the Bank which include the candidate's medical test, police verification, personal guarantee and financial fidelity as decided by the Bank.
- l. The list of Banks along with their codes is at Annexure- 3

9. Pay and Emoluments- Post wise pay scales and admissible emoluments/perquisites are available at annexure 2

10. Educational Qualifications:-

Minimum Educational Qualifications required for the different posts as on 31.07.2019 are following:-

- A. **SENIOR MANAGER :** An MBA degree from a university established by law in India or Two years' Post Graduate Diploma in Business Management with Graduation in any subject or an equivalent degree recognized by the State Government. Knowledge of Computer is compulsory.
- B. **MANAGER:** A Graduate in any subject from a university established by law in India, or an equivalent qualification recognized by the Government. Knowledge of Computer is compulsory.
- C. **COMPUTER PROGRAMMER:**
 - (i) B.Tech/BE (Computer Science, IT, Electronics, Electronics and Telecommunication, Electronics and Communication, Electronics and Instrumentation) / MCA / M.Sc. (Computer Science) / M.Sc (IT);
or
 - (ii) One Year Post Graduate Diploma in Computer Applications (PGDCA) with M.Sc;
or

(ii) A Graduate Degree in Commerce/Economics/Science/Maths/Statistics from a recognized University/Board with a Diploma (Three -Year) in Computer Engineering.

or

(iii) A Graduate Degree in Commerce/Economics/Science/Maths/Statistics from a recognized University/Board with a Post Graduation degree MCA / M.Sc. (Computer Science) / M.Sc (IT)

AND

Experience: - One year post qualification experience as on 31.07.2019 in software development, implementation and operations in addition to the above educational qualifications from any recognized institute of repute. Deep knowledge of Networking and RDMS (Relational Database Management System) is compulsory.

D. **BANKING ASSISTANT:** A Graduate in any subject from a university established by law in India, or an equivalent qualification recognized by the Government. Knowledge of Computer is compulsory.

E. **Steno:** A Graduate in any subject from a university established by law in India, or an equivalent qualification recognized by the Government. Knowledge of Computer is compulsory. **AND**

100 words per minute English shorthand and 80 words per minute hindi shorthand and 35 words typing speed per minute in Hindi and 40 words typing speed per minute in English.

- Note:** (a) The date of passing the eligibility examination will be the date appearing on the mark sheet/Provisional certificate or the date on which the result was posted on the website of the university / institution, whichever is earlier.
- (b) Only those candidates will be eligible who have acquired the minimum educational qualification by the date of examination.

11. Age Limit:

Candidate should have a minimum age of 18 years but less than 40 years as on 31.07.2019

Relaxation in the upper age limit shall be given to the following:-

- i) Age relaxation for disabled category shall be given to a candidate having a disability approved at the competent level, for which he/she will have to produce a Disability Certificate issued by a Medical Board duly constituted by the Government. This certificate should have been issued on the date of application or before the last date of registration of online application.
- ii) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of appointment. No change in the category of any candidate is possible after registration of online applications.
 - a) In case of male candidates belonging to the Scheduled Castes / Scheduled Tribes / Backward Classes of Rajasthan, a relaxation of 5 years will be given in the upper age limit;
 - b) In case of general category EWS woman candidates, a relaxation of 5 years will be given in the upper age limit; and

- c) In case of woman candidates belonging to the Scheduled Castes / Scheduled Tribes / Backward Classes / More Backward Classes of Rajasthan, a relaxation of 10 years will be given in the upper age limit.
1. Officers relieved from the Emergency Commission and the Short Service Commission shall be deemed to be in the age limit after they get relieved from the army, even if they have crossed the upper age limit at the time of appearing before the department, provided they were eligible in respect of age limit at the time of their induction in the army. However the upper age limit shall not be relaxed beyond 50 years of age for such candidates.
 2. There shall be no upper age limit for widow and divorcee candidates.
 3. The upper age limit for the reservationist defense personnel and ex-army personnel kept in the reservationists' list shall be 50 years. According to the Rajasthan Civil Services (Absorption of Ex-Servicemen) Rules, 1988, such candidate should not have attained 50 years of age for the posts reserved for Ex-Servicemen, but in case of a candidate having been conferred Military Cross / Veer Chakra or other gallantry awards, the upper age limit shall be relaxable upto three years.

Explanation: A widow candidate shall be required to produce death certificate of her husband issued by a competent authority and in the case of a divorcee, she will be required to produce the termination of marriage certificate (decree passed by a competent court).

Note: The provisions regarding relaxation in the upper age limit as mentioned in paras 2 to 5 are non- accumulative, meaning thereby that a candidate will be given the benefit of relaxation in the maximum age limit only under any one of the above mentioned provisions. Cumulative benefit of more than one provision shall not be admissible.

12. Provisions regarding reservations-

- a. The vacancies to be filled up in the Rajasthan State Cooperative Bank Ltd. and Central Cooperative Banks will have reservation for SC/ST/BC/MBC/TSP/Saharia/Women (including widow and divorcee women)/Ex-servicemen/disabled/Economically Weaker Sections in accordance with the reservation provisions applicable for recruitment of personnel in the State Government.

Saharia (Baran), TSP category candidates with in the bonafide domicile Scheduled Areas will be entitled for reservation as per the govt. rules applicable in the area concerned.

Candidates belonging to BC category but coming in creamy layer are not entitled for reservation available to BC candidates. Therefore, such candidates will be considered in the general category. Accordingly candidates belonging to creamy layer of BC should apply as general candidates. SC/ST/BC/MBC/Woman candidates belonging to states other than Rajasthan should apply as general category candidates.

If a candidate belonging to BC category of a state other than Rajasthan is also categorised as BC in Rajasthan, he will be considered in the BC category of Rajasthan.

- b. (i) Posts reserved for SC/ST remaining vacant for want of eligible and suitable candidates of these categories may be filled up by general category candidates after keeping the posts vacant for three years but the backlog for these categories will continue.
- (ii) Posts reserved for BC/disabled (total 4%, 1% for each) candidates will be filled up through regular process in accordance with the rules, if eligible and suitable candidates belonging to these categories are not available.
- c. There shall be a categorywise horizontal reservation for woman candidates. Reservation for woman candidates shall be adjusted against the relevant category to which she belongs. If a woman candidate secures merit in the general category and there is no seat reserved for women in general category in the Bank/Institution of her preference, she will be allocated in the general category (mixed) reason being that there is no reservation for the male candidates. Remaining 70% vacancies are open for both , male & female of the same category.

Clarification

If eligible and suitable woman candidates are not available for a post reserved for women in a category (General/SC/ST/TSP/Saharia/BC/MBC/EWS), the post shall be filled with a male candidate of the same category. A married woman belonging to BC shall be required to produce the latest non-creamy layer BC certificate in the name of her father on the basis of his residence and income. A certificate issued in the name of her husband and his income shall not be entertained.

- d. The advertised posts have horizontal reservation for Ex-servicemen, meaning thereby that an Ex-serviceman candidate shall be accommodated in the same category (SC/ST/TSP/Saharia/BC/MBC/General/EWS) to which he/she belongs. In case eligible and suitable candidates are not available for such a reserved post, the post shall be filled up by regular recruitment process as per the rules and such vacancy shall be carried forward for the following one year.
- e. The applicant should have been retired before the last date fixed for submitting applications, if he/she applies for a post reserved for Ex-serviceman. Dependents of Ex-servicemen shall not be eligible for the posts reserved for Ex-servicemen.

13. Disqualifications for appointment–

- (a) The candidate having more than one living spouse shall not be eligible for appointment in service save where the Government, after satisfying itself that there are special grounds for doing so, exempts him/her from enforcement of this rule.
- (b) The candidate, who has married to a person who is already having a living lawful spouse, shall not be eligible for appointment in service save where the Government, after satisfying itself that there are special grounds for doing so, exempts him/her from enforcement of this rule.
- (c) No married candidate shall be eligible for appointment in service if he has accepted dowry at the time of his marriage.

Explanation: For the purpose of this rule, 'dowry' has the same meaning as given in the Prohibition of Dowry Act, 1961 (Central Act No. 28 of 1961).

- (d) No candidate having more than two children on or after 01.06.2002 shall be eligible for recruitment in service:

Provided that-

- (I) The person having more than two children, who was not disqualified on June 1, 2002, shall not be considered disqualified for recruitment unless there is an increase in the number of offsprings he/she had on June 1, 2002;
- (II) Where a candidate has only one offspring from his/her earlier delivery but the number of offsprings born out of a subsequent delivery are more than one, the number of offsprings born from such subsequent delivery shall be considered as a single entity for the purpose of calculating the number of offspring under this sub-rule;
- (III) The disabled offspring of a candidate from one of his/her earlier delivery shall not be counted for the purpose of calculating the number of his/her offsprings under this sub-rule;
- (IV) The candidate who has lawfully remarried and has offspring(s) from a single delivery from such remarriage shall not be considered disqualified under this sub-rule unless he/she had been disqualified for appointment before such remarriage;
- (V) If a candidate has adopted a destitute boy / girl child from a government orphanage following the necessary legal requirements, as a result of which the number of children he/she had on 01.06.2002 has increased above two, such adopted child shall not be counted while calculating his/her number of offsprings for the purpose of this sub-rule.
- (VI) This sub-rule shall not be applicable to the appointment of a widow of a deceased employee of the Apex Bank and any of the CCBs of the state, if applied as the dependent under the rules.

14. Certificates -

1. Caste certificates should be in the prescribed format issued by a competent authority.

2. Married woman candidate belonging to SC / ST / TSP / Saharia group must also submit the certificate issued in the name of her father, otherwise she will not get the benefit under this category. The certificate issued in the husband's name is not recognized.
3. The caste certificate produced by a Scheduled Caste/Scheduled Tribe/TSP/Saharia candidate should have been issued by a competent authority of Rajasthan before the last date fixed for submission of application, otherwise the applicant shall not be eligible for availing category specific benefits.
4. The candidate belonging to BC of the State of Rajasthan will be required to furnish a relevant certificate regarding income of his/her father/mother in the prescribed format issued by a competent officer. That means the certificate should be issued in the period of last 6 months prior to the last date fixed for submission of applications clearly specifying the creamy layer/ non-creamy layer category. A married woman candidate of Backward Classes / More Backward Classes will have to submit the certificate issued on the basis of income of her father / mother. The certificate issued on the basis of husband's name and income will not be entertained.

Note: After declaration of examination result, candidates will be required to produce all the original certificates for verification of documents regarding his/her eligibility.

15. Identity Verification

(i) Documents to be Produced

In the examination hall - 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.**

Ration Card will not be accepted as valid id proof.

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.

<p>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 while attending the examination, without which they will not be allowed to take up the examination.</p>

(ii) **Biometric Data – Capturing and Verification**

The Board may capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Examination.

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

- (i) Before the start of the examination
- (ii) At the end of examination before leaving the exam hall
- (iii) 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 advised to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/colored 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 dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases, impression of other fingers, toes etc may be captured.

16. Other Important Instructions:

- (a) **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.**
- (b) 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.
- (c) **AADHAR directions to be finalized with IBPS.**
- (d) **Candidates belonging to SC/ST/BC/MBS/OTH (Sahariya) and applying for General category will get age and fee relaxation which is available to them in their respective category. However, the cut off marks shall be of General category. They will however, be counted towards their respective category for all future service matters,**

including promotions.

- (e) A Candidate's admission to the examination 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. Banks/Board 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 fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If 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 decision shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in a Bank/Board, his/her services are liable to be summarily terminated.
- (f) Instructions regarding allowing candidates entry/exit into examination centre in hall, filling of OMR Sheet, attendance in hall, rough work, delayed entry of candidates etc. to be finalized with IBPS
- (g) Decision of Bank/Board 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, verification etc. and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by Banks/Board in this behalf.
- (h) *The scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature for recruitment of both, the candidate and the scribe, will be cancelled.*
- (i) **Not more than one application should be submitted by any candidate for one category of post. In case of multiple applications for the same post, 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.**
- (j) **Multiple attendance/ appearances in the online examination will be summarily rejected/ candidature cancelled.**
- (k) 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.
- (l) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Jaipur.
- (m) *Any canvassing or creating influence for undue advantage shall lead to*

disqualification from the recruitment process.

- (n) **Any request for change of address, details mentioned in the online application form will not be entertained.**
- (o) Any request for change of date, time and venue for online examination will not be entertained.
- (p) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on BOARD website shall prevail.
- (q) 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 Banks/Board in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be accepted.
- (r) ***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.***
- (s) 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 BOARD. 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.
- (t) Candidates will have to appear for the examination at their own expense.
- (u) Banks/BOARD 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 anyone.
- (v) Appointment of provisionally allotted candidate is subject to his/her being declared medically fit, as per any other requirements of the Banks and subject to service and conduct rules of the Banks. Decision of Banks to which candidates are provisionally allotted will be final and binding on candidates in this regard. BOARD has no role to play in this regard.
- (w) BOARD reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- (x) **Intimations will be sent by email and/ or sms only to the email ID**

and mobile number registered in the online application form.

- (y) 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 BOARD and candidates are advised to keep a close watch on the authorized BOARD website www.rajcrb.rajasthan.gov.in for latest updates.
- (z) ***Order of preference for different Banks/Institutions 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.***

16. (i) Guidelines for Persons With Benchmark Disabilities using a Scribe (Discuss with IBPS)

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 who has not indicated his disability while applying and has not requested for a scribe or has not produced a suitable medical certificate regarding his/her disability will not be allowed the facility of a Scribe in the Examination.
- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe may be from any academic stream, but the academic qualification of scribe must be lower than the prescribed minimum educational qualification for the post applied.
- Both, the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills 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.
- 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 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 favorably 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 Government guidelines/clarifications, if any, from time to time.

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

- (a) **Any stationary 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 ornaments 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. BOARD 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.

18. 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 or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (i) using unfair means, or
- (ii) impersonating or procuring impersonation by any person, or
- (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of

- the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose, or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature, or
 - (v) obtaining support for his/ her candidature by unfair means, or
 - (vi) carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - (a) to be disqualified from the examination for which he/ she is a candidate;
 - (b) to be debarred either permanently or for a specified period from any examination conducted by the BOARD;
 - (c) for termination of service, if he/ she has already joined the Bank/Institutions.

Important: BOARD 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 BOARD in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BOARD reserves the 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

19. *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 in 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 BOARD regarding process for recruitment to various posts shall be final and binding.*
20. All the applicants who are already employed in Government Service or a Government Industrial Enterprise or in any other similar organization or non-Government Organization should intimate their employer and seek permission to appear in the examination. In case it is found that the candidate has not informed his/her employer or that his/her employer has refused the permission to appear in the examination, his/her candidature shall be liable to be rejected at any stage.
21. In case of ambiguity in English and Hindi version, the interpretation of English version will be final.
22. In the event of any dispute arising in relation to the recruitment process, the decision of the Registrar, Cooperative Societies, Rajasthan, shall be final.

(Brajendra Rajoria)
Member Secretary
Cooperative Recruitment Board,
Rajasthan, Jaipur

Examination Centers

The online examination shall be conducted at various centers. The candidate shall indicate his/her preference for one centre in the application form from the following:-

(A) For the post of Senior Manager/Manager/Computer Programmer/Steno :-

S.No.	Exam Center
1.	Ajmer
2.	Alwar
3.	Bikaner
4.	Jaipur
5.	Jodhpur
6.	Kota
7.	Sikar
8.	Sri Ganganagar
9.	Udaipur

(B) For the post of Banking Assistant:-

S.No.	Exam Center
1.	Ajmer
2.	Alwar
3.	Bikaner
4.	Jaipur
5.	Jodhpur
6.	Kota
7.	Sikar
8.	Sri Ganganagar
9.	Udaipur
10.	Delhi
11.	Faridabad
12.	Ghaziabad
13.	Gr. Noida
14.	Gurgaon
15.	Noida

Note: For posts other than Banking Assistant also, in case the number of candidates cannot be accommodated within the centers of Rajasthan, candidates may be accommodated in adjoining centers like Delhi & NCR region centers.

Pay Scales and Emoluments**Description of Pay Scale and Monthly Pay being drawn at The Rajasthan State Cooperative Bank Ltd. (Apex Bank), Jaipur and District Headquarters in the Various Central Cooperative Banks:-**

S.No.	The Rajasthan State Co-Op Bank Ltd.	Senior Manager	Manager	Banking Assistant
		Pay Scale	Pay Scale	Pay Scale
1		22870-49520	17790-45590	8910-41870

S.No.	Central Cooperative Bank	Computer Programmer	Manager	Banking Assistant
		Pay Scale	Pay Scale	Pay Scale
1	Ajmer	17790-45590	17790-45590	8910-41870
2	Alwar	17790-45590	17790-45590	8910-41870
3	Banswara	17790-45590	17790-45590	8910-41870
4	Baran	17790-45590	17790-45590	8910-41870
5	Barmer	17790-45590	17790-45590	8910-41870
6	Bharatpur	5050-12345	5050-12345	2530-7835
7	Bhilwara	17790-45590	17790-45590	8910-41870
8	Bikaner	17790-45590	17790-45590	8910-41870
9	Bundi	17790-45590	17790-45590	8910-41870
10	Chittorgarh	17790-45590	17790-45590	8910-41870
11	Churu	17790-45590	17790-45590	8910-41870
12	Dausa	17790-45590	17790-45590	8910-41870
13	Dungarpur	17790-45590	17790-45590	8910-41870
14	Hanumangarh	17790-45590	17790-45590	8910-41870
15	Jaipur	17790-45590	17790-45590	8910-41870
16	Jaisalmer	17790-45590	17790-45590	8910-41870
17	Jalore	17790-45590	17790-45590	8910-41870
18	Jhalawar	17790-45590	17790-45590	8910-41870
19	Jhunjhunu	17790-45590	17790-45590	8910-41870
20	Jodhpur	17790-45590	17790-45590	8910-41870
21	Kota	17790-45590	17790-45590	8910-41870
22	Nagaur	17790-45590	17790-45590	8910-41870
23	Pali	17790-45590	17790-45590	8910-41870
24	Sawaimadhopur	17790-45590	17790-45590	8910-41870
25	Sikar	17790-45590	17790-45590	8910-41870
26	Sirohi	17790-45590	17790-45590	8910-41870
27	Sri Ganganagar	17790-45590	17790-45590	8910-41870
28	Tonk	6770-17350	6770-17350	3390-14550
29	Udaipur	17790-45590	17790-45590	8910-41870

Candidates after selection and appointment will be paid a fixed emolument during the probation period as fixed by the orders of the Registrar, Cooperative Societies, Rajasthan applicable to the relevant bank.

Note- Selected candidates shall be appointed on the above emoluments on probation for a period of two years. During probation, appointed candidates shall not be entitled to any benefits and allowances except the emoluments mentioned above and PF deductions shall be done as per rules.

Bank Codes for indicating preferences

Code No.	Top and Central Cooperative Banks	Short Name
A1	The Rajasthan State Co-Operative Bank Ltd.	Apex Bank
C1	Central Co-Op Bank Ltd. Ajmer	CCB-Ajmer
C2	Central Co-Op Bank Ltd. Alwar	CCB-Alwar
C3	Central Co-Op Bank Ltd. Banswara	CCB-Banswara
C4	Central Co-Op Bank Ltd. Baran	CCB-Baran
C5	Central Co-Op Bank Ltd. Barmer	CCB-Barmer
C6	Central Co-Op Bank Ltd. Bharatpur	CCB-Bharatpur
C7	Central Co-Op Bank Ltd. Bhilwara	CCB-Bhilwara
C8	Central Co-Op Bank Ltd. Bikaner	CCB-Bikaner
C9	Central Co-Op Bank Ltd. Bundi	CCB-Bundi
C10	Central Co-Op Bank Ltd. Chittorgarh	CCB-Chittorgarh
C11	Central Co-Op Bank Ltd. Churu	CCB-Churu
C12	Central Co-Op Bank Ltd. Dausa	CCB-Dausa
C13	Central Co-Op Bank Ltd. Dungarpur	CCB-Dungarpur
C14	Central Co-Op Bank Ltd. Hanumangarh	CCB-Hanumangarh
C15	Central Co-Op Bank Ltd. Jaisalmer	CCB-Jaisalmer
C16	Central Co-Op Bank Ltd. Jalore	CCB-Jalore
C17	Central Co-Op Bank Ltd. Jodhpur	CCB-Jodhpur
C18	Central Co-Op Bank Ltd. Jaipur	CCB-Jaipur
C19	Central Co-Op Bank Ltd. Jhalawar	CCB-Jhalawar
C20	Central Co-Op Bank Ltd. Jhunjhunu	CCB-Jhunjhunu
C21	Central Co-Op Bank Ltd. Kota	CCB-Kota
C22	Central Co-Op Bank Ltd. Nagaur	CCB-Nagaur
C23	Central Co-Op Bank Ltd. Pali	CCB-Pali
C24	Central Co-Op Bank Ltd. Sri Ganganagar	CCB- Sri Ganganagar
C25	Central Co-Op Bank Ltd. Sikar	CCB- Sikar
C26	Central Co-Op Bank Ltd. Sawai Madhopur	CCB- Sawai Madhopur
C27	Central Co-Op Bank Ltd. Sirohi	CCB-Sirohi
C28	Central Co-Op Bank Ltd. Tonk	CCB- Tonk
C29	Central Co-Op Bank Ltd. Udaipur	CCB- Udaipur

- 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 and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport size 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.
- 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.
- 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.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

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

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand written declaration should be of 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 attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For hand written declaration size of file should be 20kb – 50 kb
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
- 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.
- Crop the image in the scanner to the edge of the 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 MS Office 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.
 - **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, signature, left thumb impression and hand written declaration.**

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
 - 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

Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
 - 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

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.

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

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.

**(Brajendra Rajoria)
Member Secretary
Cooperative Recruitment Board,
Rajasthan, Jaipur**