



## **MP Rajya Sahakari Bank MYDT ., H.O. T.T.NAGAR BHOPAL**

Website: [www.apexbank.in](http://www.apexbank.in)

Tel No. 0755-3545762

**Advertisement for recruitment of 79 posts of Banking Assistant in MP Rajya Sahakari Bank Mydt.**

MP Rajya Sahakari Bank Mydt (Apex Bank) invites On-line application from eligible Indian citizen possessing valid Madhya Pradesh domicile for appointment in the Banking Assistant posts on regular basis. Candidates are advised to apply ONLINE, through Apex bank website at [www.apexbank.in](http://www.apexbank.in) after carefully going through all the instructions contained in this application and general instructions given in this advertisement. No other means /mode of Application / Printout will be accepted.

**The tentative schedule of events is as follows:**

<b>Events</b>	<b>Tentative Dates</b>
<b>Opening date of submission of online application.</b>	<b>06.08.2024</b>
<b>Last date of submission of online application.</b>	<b>05.09.2024</b>
<b>Payment of Application Fees/Intimation Charges (Online)</b>	<b>06.08.2024 to 05.09.2024</b>
<b>Date of downloading of Call Letters for online examination</b>	<b>Around 10 days before examination date</b>
<b>Date of online examination</b>	<b>To be Announced</b>

### Details of category wise Regular vacant Posts:

No	Name of Post	Details and no of vacant post at MPRSB																			
		No of vacant posts	UR		UR-EWS		OBC		ST		SC		PWBD (Out of Which)				Ex-serviceman(Out of Which)				
			Open	Female	Open	Female	Open	Female	Open	Female	Open	Female	LD	HI	VI	MD	UR	EWS	OBC	ST	SC
1	Banking Assistant	16	03	01	01	01	03	01	02	01	02	01	00	01	00	00	00	00	00	00	00

Abbreviation:: UR- Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC- Other Backward Class, EWS-Economically Weaker Section, PWBD-Person with benchmark disability; HI –Hearing impaired; LD-Locomotors disability, VI-Visually impaired, MD-Multiple disability

### Details of category wise Backlog vacant Posts:

No	Name of Post	Details and no of vacant post at MPRSB																			
		No of vacant posts	UR		UR-EWS		OBC		ST		SC		PWBD (Out of Which)				Ex-serviceman(Out of Which)				
			Open	Female	Open	Female	Open	Female	Open	Female	Open	Female	LD	HI	VI	MD	UR	EWS	OBC	ST	SC
1	Banking Assistant	63	00	00	00	00	14	07	19	06	13	04	01	02	03	03	00	00	02	03	03

Abbreviation:: UR- Unreserved, R-Reserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC- Other Backward Class, EWS-Economically Weaker Section, PWBD-Person with benchmark disability; HI –Hearing impaired; LD-Locomotors disability, VI-Visually impaired, MD-Multiple disability

**Note:**

- i. Candidates belonging to reserved categories are free to apply against vacancies announced for Unreserved/General category provided they meet the eligibility criteria laid down for General Category candidates. But they will not be eligible to get benefits of category age and fee relaxation.
- ii. Candidate who has applied under reserved category, on the basis of own merit if qualified and finds place to appear in interview against post advertised under Unreserved/Open category, even then his candidature shall not be debarred to have place in merit against his applied category, subject to maintaining maximum of 3 candidates for each post.
- iii. The maximum age limit specified is applicable to General Category candidates and Economically Weaker Section (EWS) Category Candidates.
- iv. Candidates belong to OBC Category will have to submit a valid certificate from competent authority that he/she is not from **Creamy Layer Category**, date of issue of such certificate should not be more than one-year-old on the date of application.
- v. Reservation procedure shall be in accordance with reservation rules as prescribed by the Govt. of Madhya Pradesh.
- vi. Government of Madhya Pradesh had issued gazette notification dated 24/12/2019 for increasing OBC reservation from 14% to 27%. In pursuance of the aforementioned notification, the Bank has decided to go ahead with appointments for the 79 post of Banking Assistant for which MPRSB have prepared roaster as per 27% reservation for OBC and advertised posts accordingly. However, the said gazette notification dated 24/12/2019 has been challenged by way of various writ petitions before the Hon'ble High Court of Madhya Pradesh as such the bank on the basis of legal opinion obtained from bank's legal advisor dated 10/01/2022 has decided to carry out recruitment process. It has also been decided that against vacant OBC posts, bank will primarily declare final results for only 14% vacant posts of OBC and for remaining 13% OBC post, final result shall be put on hold and same shall be declared depending upon the final decision of the Hon'ble High Court.
- vii. Female candidates can also apply on Unreserved/Reserved (Open) posts as per their eligibility and social category.

## **Educational Qualification-**

<b>Name of Posts</b>	<b>Essential Qualifications</b>
Banking Assistant	<p>1- A Second Class Bachelor's degree or Master's degree in any discipline with knowledge of Hindi and English typing is essential.</p> <p>2- Pass in one year Computer Diploma Course from any one of the following recognized institutions :-</p> <p>i) Diploma from any University recognized by UGC.</p> <p>ii) Diploma from any Open university recognized by UGC.</p> <p>iii) Equivalent to Diploma examination from DOEACC.</p> <p>iv) Modern Office Management course form Government polytechnic College.</p> <p>v) One year certificate course in "Computer Operator and programming Assessment (COPA) conducted by Government I.T.I.</p> <p>In addition to above Diploma certificate issued by above recognized institutions, the following qualifications will also be considered as equivalent to above :-</p> <p>i- B.E.(CSE/I.T.)/M.C.A./B.C.A./M.Sc.(I.T./C.S.)/ B.Sc..(I.T./C.S.) / M.Tech./M.E.</p> <p>ii. Diploma in Computer Science/Computer Applications and Information Technology approved by A.I.C.T.E.</p> <p>3- Study of B.Sc./B.Com. with Computer as one subject will not be considered as equivalent to the above qualification.</p>

**\*\* Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the above eligibility criteria. No equivalent educational qualification shall be considered as eligible by MPRSB.**

**Note:(1) All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before 05.09.2024.**

**Proper document from Board / University for having declared the result on or before 05.09.2024 has to be submitted at the time of interview .**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 interview, 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 honours / 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 Honours 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%.

**Total Emoluments :**

<b>Banking Assistant</b>	<b>Pay scale 46400-96720</b>	<b>Total Emoluments Rs. 69674.00 Apprx Per Month</b>
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- i. Candidates should possess valid Madhya Pradesh domicile certificate and ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the above eligibility criteria. No equivalent educational qualification shall be considered.
- ii. Note:(1) All the educational qualifications mentioned above 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 **05.09.2024**
- iii. Proper document from Board / University for having declared the result on or before **05.09.2024** has to be submitted at the time of verification of documents on joining. 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

**Age: (As on 05.09.2024)**

Age limit minimum 18 years, maximum 35 years ((Not more than 45 year after obtaining age relaxation as under).i.e. a candidate must have been born not earlier than 06.09.1989 and after 05.09.2006

**Relaxation in upper age limit shall be as unde(Only for Madhya Pradesh State Domicile)**

Sr. No.	Category	Age relaxation
1.	Female Candidates	5 years
2.	Scheduled Caste/Schedules Tribe	5 years
3.	Other Backward Classes	5 year
4.	Candidates already working in any Bank or Short Term Credit Cooperative Structure of Madhya Pradesh	5 years
5.	Persons With Benchmark Disabilities	5 years
6.	Ex-servicemen/Home Guard	5 years

### **Reservation for Persons with Benchmark Disabilities:**

**The allocation of reserved vacancies for the persons with benchmark disabilities as per General Administration Department, Bhopal, Order No. 8/4/2001/1/Part, Bhopal dated 03/07/2018, "The Rights of Persons with Disabilities Act, 2016 and rules of Madhya Pradesh Rights of Persons with Disabilities Rules, 2017.**

#### **(i) GUIDELINES FOR PERSONS WITH DISABILITY USING A SCRIBE:**

In all such cases where a scribe is used , the following rules will apply :

- The candidates will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidates should not be a candidate for the same examination if violation of the above is detected at any stage of the process, candidature of both the candidates 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.
- A person acting as a scribe for one candidate cannot be scribed for another candidate.
- Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature.
- The scribe may be from any academic stream. However, for specialized officer post, the scribe should be from an academic stream different from that described for the post.
- Both the candidates 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, irrespective of the result of online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- 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 concession.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
- Deliberate wrong information about the candidate/ scribe in declaration form submitted at the time of online application or at the time of examination or at any stage would render the candidate and scribe being debarred either permanently or for a specified period of time for examinations.

#### **(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 be available to Visually Impaired candidates.

**(iv) Guidelines for Candidates with Intellectual Disability (ID):**

- A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

**(v) Guidelines for persons with specified disability having less than 40 % disability and having difficulty in writing:**

- Compensatory time not less than 20 minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

**NOTE:**

- i. Candidates asked for seeking age relaxation will be required to submit necessary certificate(s) in original/copies at the time of joining or at any subsequent stage of the recruitment process.
- ii. Candidates belonging to SC/ST/Women/OBC and physically handicapped category, maximum age relaxation though cannot be clubbed with other relaxation of age provided elsewhere. But for female the age relaxation as provided against female & SC,ST will be allowed to be clubbed in arriving the age relaxation.
- iii. Degree of persons with benchmark disabilities candidates should not be less than 40% to avail benefits of age relaxation and Reservation benefits under this category.
- iv. Selected Physically handicapped candidates will have to submit a Medical Certificate from competent authority that he/she is physically fit and competent to perform his/her duty for the selected post.
- v. Reservation and age relaxation benefits will be given only for the candidates having valid domicile of Madhya Pradesh. Eligible candidates seeking for reservation and age relaxation benefits will have to produce a State domicile and Caste certificate issued by the competent authority.
- vi. The Candidates seeking reservation will have to submit Madhya Pradesh Domicile Certificate and Caste Certificate issued by Competent Authority of MP Govt. in original duly issued by the competent authority at the time of final selection.
- vii. Employment registration will not be necessary for Domicile residents of Madhya Pradesh while applying, but such candidates will have to produce, live employment registration certificate at the time of document verification.
- viii. Government servants working in the service of Madhya Pradesh Government/Corporation/Board/Board/Commission/University/Autonomous Institution will be exempted from employment registration by validating the No Objection Certificate
- ix. This advertisement is being published as per the sanction letters dated 25.01.2023 and 16.05.2024 issued by Registrar Cooperative Societies, Madhya Pradesh.
- x. Candidate will be allowed to participate and register for any one post and will not be allowed to apply on multiple posts. In case any candidate applies for more than one post or more than once for a single post, only the latest application will be considered.

## **HOW TO APPLY**

### **DETAILED GUIDELINES/PROCEDURES FOR**

- A. APPLICATION REGISTRATION**
- B. PAYMENT OF FEES**
- C. DOCUMENT SCAN AND UPLOAD**

Candidates can apply online only from 06.08.2024 to 05.09.2024 and no other mode of application will be accepted.

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- (i) scan there :
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below)Ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –  
“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid.
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.



**APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE :  
06.08.2024 TO 05.09.2024**

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

**A. Application Registration**

1. Candidates to go to the MPRSB website [www.apexbank.in](http://www.apexbank.in) click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
4. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
5. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
6. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
7. Candidates can proceed to fill other details of the Application Form.
8. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
9. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
10. Click on 'Payment' Tab and proceed for payment.
11. Click on 'Submit' button.

**B. Application Fees & Intimation Charges Application Fees/ Intimation Charges**

[Payable from 06.08.2024 to 05.09.2024 (Only online payment), both dates inclusive] shall be as follows: -

Rs. 900/- + 18% GST for SC/ST/PwBD candidates.

Rs. 1200 /- +18% GST for all others

### **C. PAYMENT OF FEES**

#### **ONLINE MODE**

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

### **D. Guidelines for scanning and Upload of Documents**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

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

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

### Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link “Upload Photograph / signature / Upload left thumb impression / hand written declaration”
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.  
Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

#### Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate’s application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

#### Note:

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

## **DOWNLOAD OF CALL LETTER**

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

**CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 140 Minute, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

### **PHOTO– Capturing and Verification**

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

### **OTHER CLAUSES**

- 1.The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process..
- 2.Decision of MPRSB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the MPRSB in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- 4.MPRSB would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by MPRSB in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, MPRSB reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- 5.Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any MPRSB recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

### **EWS (Economically Weaker Section)-**

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
  - i.) 5 acres of Agricultural Land and above;
  - ii.) Residential flat/house of 1200 sq. ft. and above in Municipal Corporation
  - iii.) Residential flat/house of 1500 sq. ft and above in Municipality
  - iv.) Residential plot of 1800 sq. and above in city council.
2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of Madhya Pradesh at the time of appearing for the process of document verification/interview.
4. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
5. The instructions issued by the Government of Madhya Pradesh in this regard from time to time shall be adhered to.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of Madhya Pradesh and outcome of any litigation.

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

### **The structure of the Examinations which will be conducted online will be as follows:**

S.No.	Name of the test	Questions	Marks	Medium of Test	Time allotted for each test (separately timed)
1	Reasoning	40	40	Question shall be in both English and Hindi except for English Language	30 Minutes
2	Computer Knowledge	40	40		20 Minutes
3	General Awareness	40	40		20 Minutes
4	English	40	40		30 Minutes
5	Numerical Ability	40	40		30 Minutes
	<b>Total</b>	<b>200</b>	<b>200</b>		130 Minutes

- A. An online examination of above subjects will be conducted for selection of the post of Banking Assistant. Combined merit list of successful candidates for banking assistant will be prepared on the basis of the marks obtained in the online exam.
- B. For every wrong answer, 0.25 marks shall be deducted. The question paper shall be of objective type multiplechoice providing 5 alternative answers.
- C. As per circular dated 22.09.2022 issued by Govt. of M.P. candidate belongs to Economically Weaker Section (EWS) will get 10% relaxation in aggregate passing marks. Selection of the candidates will be made as per merit under this category.
- D. Question paper shall be in both English and Hindi. In case of any difference, the English version shall be considered as final.
- E. Minimum 10 times applicant's registration will be required for the each advertised post to conduct online examination. But in case of not receiving 10 times the number of applications against the advertised post, the number of posts will be reduced in proportion to the number of applications received and action will be taken to conduct the written examination for that number of posts accordingly.

Process for Arriving at Scores:

The Scores of Online Examination are obtained by adopting the following procedure:

- i. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- ii. The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any , in each of the objective tests held in different sessions to arrive at the Equated Scores.\*  
\*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- iii. Test wise scores and scores on total is reported with decimal point up to 2 digits.

### **Final Selection**

<b>In the online examination, those candidates who have obtained minimum 40 % out of total marks will be considered for final merit listing.</b>
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### **IDENTITY VERIFICATION**

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

## EXAMINATION CENTRES:

The online examination shall be conducted at various centres. The candidate shall have to indicate his/her preference **for 4 centres** in the application form from the following:-

Sr.No.	State	Name of City
1	Madhya Pradesh	Bhopal
2	Madhya Pradesh	Gwalior
3	Madhya Pradesh	Indore
4	Madhya Pradesh	Jabalpur
5	Madhya Pradesh	Sagar
6	Madhya Pradesh	Ujjain
7	Madhya Pradesh	Satna

The examination will be conducted online on the venues given in the respective call letters

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



**General Instructions:**

- 1.** The candidates must read the rules and regulations carefully.
- 2.** Incomplete application form shall not be accepted.
- 3.** Since the application is online, the information submitted by the candidates shall be presumed to be right for entrance in the exam, but, if the candidate is selected, he/she shall be considered for appointment only when he/she submits all the required original documents to the concerned officer for verification.
- 4.** As on Last date of application minimum age of all candidates should not be less than 18 Years and maximum age for Banking Assistant maximum age should not be more than 35 Years as on Last date of application
- 5.** For SC/ ST Category candidates' maximum 5 years' relaxation shall be given in upper age.
- 6.** For Women candidates' maximum 5 years relaxation shall be given in upper age.
- 7.** 5 years' relaxation in upper age shall be given for candidates who are already employed on regular (confirm service) basis in STCCS like PACS, DCCBs and SCB.
- 8.** There will be no Interview for the post of Banking assistant. Candidates will be selected on Merit basis (Online written Examination) for this post.
- 9.** If, at any time, it comes to notice that the candidate did not possess the required qualifications at the time of filling the application form, his/her application shall be cancelled at any stage of the selection process even though he/she may have been selected
- 10.** If a candidate has submitted more than one application for any post, the last application will be considered valid and fee against other registrations will be forfeited
- 11.** Before joining as probationers, the selected candidates have to fulfill all the necessary formalities fixed by the bank
- 12.** Probation Period shall be of twelve months. But it can be extended for further six months and six months. Total probation period shall not be exceeding 24 months.
- 13.** For appointment, the selected candidates before joining duty shall complete the necessary formalities decided by the bank which includes the candidate's medical test, police verification, personal guarantee and financial fidelity as decided by the bank.
- 14.** Since the application is being sought online and no other documents have been sought at the time of application, the candidate has to ensure that they possess all the qualifications for the post applied for. The candidate shall appear in the exam at his/her own responsibility and he/she does not possess any right to selection.
- 15.** Fee once paid shall not be refunded.
- 16.** No syllabus is issued for the examination. Examination shall be conducted for the subjects mentioned above.
- 17.** For any litigation, the area of jurisdiction shall be Bhopal only.
- 18.** Candidate shall not be allowed to appear in the online examination without call letter and documents mentioned on it
- 19.** The name of the candidate or his/her father/husband and the Date of Birth shall be indicated in the application form as it appears in the 10<sup>th</sup> class mark sheet / certificate as well as on the valid Identity Card. Any change/alteration found may disqualify the candidature.
- 20.** The examination is being conducted as per the orders of Registrar, Cooperative Societies, Madhya Pradesh issued under Section 55(1) of the Madhya Pradesh Cooperative Societies Act, 1960. In case of any dispute relating to the selection process arises, the decision of the Joint Commissioner, Cooperative Societies of concerned District Central Cooperative Bank of Madhya Pradesh shall be binding and final.

21. Candidates will have to visit **www.apexbank.in** for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window to download the call letter. The candidate is required to use (i) Registration Number/Roll Number (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter, preferably the same as provided during registration, and appear at the examination center with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause E (Identity Verification) above and also specified in the call letter, and photocopy of the same Photo Identity Proof as brought in original.
22. Candidates reporting late i.e. after the reporting time specified on the Call Letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the Start time of the test. Though the duration of the examination is Two hour but candidates may be required to be at the venue for about 3-4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, for giving logging in and logging off instructions for the exam etc.
23. The possibility of occurrence of some problem in conducting 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 the problem, which may include shifting the candidates to the other centers or to conduct another examination if considered necessary. Decision of MPRSB in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for the exam.
24. Decision of MPRSB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by MPRSB in this behalf.
25. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session may be required if the node capacity is less or some technical disruption takes place at any center or for any candidate.
26. No family member of the Board of Directors can apply in the same MPRSB in which he/she is the director.
27. Merit of the candidates applying for the post of Banking Assistant will be decided on the basis of total marks obtained in the written examination. Merit list of the candidates will be prepared on the basis of total vacant post plus 50 percent of the vacant post as per merit as waiting list. Validity of such waiting list will be one year from the date of publication of merit list.
28. In case of candidates getting the same marks in written examination than preference will be given to candidate who is Graduate /Post Graduated from Commerce or in case of both candidates having same marks and graduated from Commerce than selection will be made on the basis of seniority of age.
29. IBPS would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If, in the analytical procedure adopted by MPRSB in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, MPRSB reserves the right to cancel the candidature of the concerned candidates and the result of such candidates will be disqualified.
30. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process organized by MPRSB 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.

**Bhopal**

**Date:05.08.2024**

**Abbreviation:**

**MPRSB(MP Rajya Sahakari Bank)**

**Managing Director (I/C)**

