<u>**HOW TO APPLY**</u>

Detailed Guidelines/ Procedure For

A. APPLICATION REGISTRATION PROCEDURE

B. PAYMENT OF FEES

C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

The eligible candidates have to apply online only through the Bank' website from 23.10.2015 to 31.10.2015. No other means/mode of application is acceptable.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before registering their applications on the website, candidates should:-

i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under guidelines for photograph and signature scan and upload.

ii. Possess a valid e-mail ID and a mobile no. which should be kept active till completion of this recruitment process. Bank may send call letters for the examination etc. through the registered e-mail ID. In case the 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 online and must maintain that e-mail account and mobile number.

iii. **Application fees / intimation charges (non refundable)**

PAYMENT OF FEE ON LINE :- 23.10.2015 TO 31.10.2015

APPLICATION FEE : Rs.400/- (Non refundable)

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

A. APPLICATION REGISTRATION PROCEDURE

i. Log on to our Bank's website www.tjsb.co.in and follow the link 'Career Opportunities'. Then click "Recruitment for the post of Trainee Officer – 2015". Then click on the "apply online" which will open a new screen.

ii. 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.

iii. 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.

iv. 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 FINAL SUBMIT BUTTON.

v. 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.

vi. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

vii. 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".

viii. Candidates can proceed to fill other details of the Application Form.

ix. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

x. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

xi. Click on 'Payment' Tab and proceed for payment.

xii. Click on 'Submit' button

B. PAYMENT OF FEES

ONLINE MODE

i. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

ii. The payment can be made by using Debit Cards (RuPay /Visa / Master Card /Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

iii. 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**

iv. On successful completion of the transaction, an e–Receipt will be generated.

v. 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.

vi. Candidates are required to take **a printout of the e–Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**

vii. 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.

viii. To ensure the security of your data, please close the browser window once your transaction is completed.

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

C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- In case the face in the photograph or signature is unclear, the application may be rejected.

- Candidate may edit the application and re-upload the photograph/ signature in such case.

PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size color picture.

- Make sure that the picture is in color, taken against a light-colored, preferably white, background.

- Look straight at the camera with a relaxed face

- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows

- If you have to use flash, ensure there's no "red-eye"

- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

- Dimensions 200 x 230 pixels (preferred)

- Size of file should be between 20kb–50 kb

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

SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.

- The signature must be signed only by the applicant and not by any other person.

- The Applicant's signature on the Call Letter and Attendance Sheet , at the time of the examination, should match the uploaded signature . In case of mismatch, the candidate will be disqualified.

- Dimensions 140 x 60 pixels (preferred)

- Size of file should be between 10kb – 20kb

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

SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)

- Set Color to True Color

- File Size as specified above

- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

- Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

- **If the file size and format are not as prescribed, an error message will be displayed.**

- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

PROCEDURE FOR UPLOADING THE PHOTOGRAPH AND SIGNATURE

- There will be two separate links for uploading Photograph and Signature

- Click on the respective link "Upload Photograph / Signature"

- Browse and Select the location where the Scanned Photograph / Signature file has been saved.

- Select the file by clicking on it

- Click the 'Upload' button