

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

Website www.apexbank.in
Tel No. 0755-2674712

Advertisement for recruitment of 40 posts of Banking Assistants.

On line applications are invited from the eligible candidates of domicile of Madhya Pradesh for the 40 posts of Banking Assistants.

Schedule of various activities shall be as under :-

Activity	Date
Opening date of submission of online application.	28.02.2017
Last date of submission of online application.	15.03.2017
Amount of Application Fee.	Rs.800/- for all General/OBC Category candidates and Rs.600/- for all SC and ST Candidates (Non Refundable).
Date of downloading of Call Letters.	Around 7 days before examination date.
Date of online Preliminary Examination.	April/May 2017.
Date of declaration of result for Preliminary Online Examination.	Around 03 days after conduct of Preliminary examination.
Date of downloading of Call Letters for main online Examination.	Around 7 days before examination date.
Date of declaration of result of main online Examination.	Around 03 days after the conduct of Main examination.

No	Name of Posts	Details and no. of vacant Posts of MPRSB												
		No of vacant posts	Un Reserved		ST		SC		OBC		Physically Handicapped		Ex Army Man	
			Male	Femal e	Male	Fem ale	Male	Fem ale	Male	Fem ale	un reserv ed	reserv ed	un reserv ed	rese rved
1	Banking Assistant	40	11	06	06	02	05	01	04	02	01 (OH)	01 (HI) OBC	01	00

Short name: ST (Scheduled Tribe), SC (Scheduled Caste), OBC (Other Backward Class), OH (Orthopedically Handicapped) HI (Hearing Impaired)

- Note :
- Female candidates can also apply on Unreserved/Reserved (Male) posts as per their eligibility and social category.
 - SC/ST and OBC candidates are eligible to apply against unreserved category posts but they will not be eligible to get benefits of age and fee relaxation.
 - Candidates belonging to OBC Category will have to submit a certificate from competent authority that he/she is not from Creamy Layer Category. Date of issue of such certificate should not be of more than one year.

Essential Educational Qualifications:

- A Second Class Bachelor's degree or Master's degree in any discipline with knowledge of Hindi and English typing is essential.
- one year Computer Diploma Course from any one of the following recognized institutions:-
 - Diploma from any University recognized by UGC.
 - Diploma from any Open university recognized by UGC.
 - Equivalent to Diploma examination from DOEACC.
 - Modern Office Management course form Government polytechnic College.
 - One year certificate course in "Computer Operator and programming Assistant (COPA) conducted by Government I.T.I.

In addition to above Diploma certificate issued by above recognized institutions, the following qualifications will also be considered as equivalent to one year Computer Diploma Course:-

- 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.(IT/CS)
- Diploma in Computer Science/ Computer Applications and Information Technology approved by A.I.C.T.E.

- B.Sc./B.Com. with Computer as one subject will not be considered as equivalent to the above qualification.

Note –One year computer diploma course

is not necessary for candidates having degree/ PG as under -

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.(IT/CS)

Total Emoluments :

Basic Pay Scale: 11600-24060 - Total initial emoluments. Rs.33617/-per month approx.

Age (As on 01.01.2017)

Minimum 18 years Maximum 35 years

i.e. a candidate must have been born not earlier than 02.01.1982 and not later than 01.01.1999 (both dates inclusive).

Relaxation in upper age limit:

Sr.No.	Category	Age relaxation
1.	Scheduled Caste/Scheduled Tribe candidate.	5 Years
2.	Women candidates	10 Years
3.	Candidates already working in Short Term Credit Cooperative Structure of Madhya Pradesh (STCCS - MPRS Bank, DCCBs and PACS)	5 Years
4.	Ex-Serviceman Candidates belonging to M.P. only	Actual period of service rendered in the defense forces + 3 years subject to a maximum age limit of 45 years.
5.	Physically handicapped	10 years

Note:

- i. Candidates seeking age relaxation will be required to submit necessary certificate(s) in original copies at any subsequent stage of the recruitment process.
- ii. Candidates belonging to SC/ST/Women and physically handicapped category, maximum age relaxation cannot be clubbed with other relaxation of age provided elsewhere.
- iii. Degree of disability of Physically Handicapped candidates should not be less than 40% to avail benefits of age relaxation and Reservation benefits under this category.
- 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 certificate issued by the competent authority.
- Vi. All successful candidates before their appointment will have to submit Madhya Pradesh Domicile certificate duly issued from competent authority.
- vii. This advertisement is being published as per the sanction letters dated 21.01.2016 issued by Registrar Cooperative Societies, Madhya Pradesh.

HOW TO APPLY

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in the Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this recruitment process. Intimation to download the call letter for the Examination will be sent by email. Candidates should keep visiting MPSCB website www.apexbank.in for exam related information. In case, email is not delivered, MPSCB will not be responsible. 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 online and must maintain that email account and mobile number till the completion of examination process.
- iii. Application fee is Rs,800 for all General/O.B.C. category candidates and Rs. 600 for SC and ST candidates (NON REFUNDABLE).
- iv. Bank Transaction charges for online payment will have to be borne by the candidate.

Detailed Application Procedure:

1. 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 indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he/she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application. Candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his/her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/Mark sheets and in the Identity card. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. 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.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.
13. Candidate shall not be allowed to appear in the online examination without Admission card/ Call letter and other required documents for identity verification.
14. 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 10th 12th class mark sheet/certificate as well as on the valid Identity Card. Any change/alteration found may disqualify the candidature.

DOWNLOAD OF CALL LETTER

Candidates will have to visit Bank's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email. 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 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 will be prior to the Start time of the test. Though the duration of the examination is 45 minutes for phase-I and Two hours, for phase-II, 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.

BIOMETRIC DATA – Capturing and Verification

It has been decided to capture the biometric data (thumb impression) and the photographs of the candidates on the day of main examination for the candidates who qualify after the preliminary examination and appear for the main examination.

The biometric data and photographs will be verified subsequently. Decision of biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

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

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

GUIDELINES FOR PERSONS WITH DISABILITY USING A SCRIBE:

(i) The visually impaired candidates, whose writing speed is adversely affected permanently for any reason, can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply :

- The 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 candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- A person acting as a scribe for one candidate cannot be scribed for another candidate.
- The scribe may be from any academic stream.
- Both the candidates as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of 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.

(ii) **Guidelines for candidates with loco motor disability and cerebral palsy:**

A compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with loco motor 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 advise of examination.

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

The pattern of online examination is as follows:-

Test structure for Phase I :

S. No.	Name of Subject	Medium of Exam.	No. of Questions	Maximum Marks	Composite Duration
1.	Reasoning	Hindi/English	40	40	45 minutes
2.	Numerical Ability	Hindi/English	40	40	
	Total		80	80	

Note: Candidates up to five times of vacant posts will qualify to appear for main exam (phase II)

Test structure for Phase –II:

S. No.	Name of Subject	Medium of Exam.	No. of Questions	Maximum Marks	Composite Duration
1	Reasoning	Hindi/English	40	50	2 Hours
2	Computer Knowledge	Hindi/English	40	20	
3	General Awareness	Hindi/English	40	40	
4	English Language	English	40	40	
5	Numerical Ability	Hindi/English	40	50	
	Total		200	200	

- i. For every wrong answer, 0.25 percent marks shall be deducted. In the online examination, the question paper shall be of objective type multiple choice providing 5 alternates as answers. The question paper shall be in both English and Hindi.
- ii. There will be no Interview for the post of Banking Assistant. Candidates will be selected on the basis of marks obtained in the main examination.
- iii. Merit of the candidates applying for the post of Banking Assistant will be decided on the basis of total marks obtained in the online main examination. Waiting list of the candidates will be prepared upto 50% of total vacant posts. Validity of such merit list will be one year from the date of publication of result.

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.

Marks of Phase-I examination will not be reckoned for final selection. Final selection will be only on the basis of marks of main examination (Phase-II).

The candidates will have to obtain minimum 30% marks in English language and 40% marks out of total marks in Phase II shall be considered as passed/qualified.

Phase II - Cut-offs are applied in two stages.

- i.) On scores in individual test of English language.
- ii.) On total score.

IDENTITY VERIFICATION

In the examination hall, the call letter along with original Identity Proof and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Aadhar/E-Aadhar card with photograph/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. Ration card is not the valid ID proof.

Note:

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with examination call letter while attending the examination respectively without which they will not be allowed to take the examination. Candidates must note that the name as appearing on the call letter (providing during the process of registration) should exactly match the name appearing on the photo identify proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the call letter and the photo identify proof, the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name will be allowed only if they produce gazette notification/their original marriage certificate/affidavit in original.

EXAMINATION CENTRES:

The online examination shall be conducted at various centres. The candidate shall have to indicate his/her preference for 6 centres (maximum 3 centre from Madhya Pradesh) in the application form from the following:-

Sr.No.	State	Name of City
1	Uttar Pradesh	Allahabad
2	Uttar Pradesh	Jhansi
3	Uttar Pradesh	Kanpur
4	Gujarat	Ahemdabad
5	Gujarat	Vadodara
6	Maharashtra	Nagpur
7	Maharashtra	Nasik
8	Delhi	Delhi/NCR
9	Madhya Pradesh	Balaghat
10	Madhya Pradesh	Betul
11	Madhya Pradesh	Bhopal
12	Madhya Pradesh	Chhatarpur
13	Madhya Pradesh	Chhindwara
14	Madhya Pradesh	Damoh
15	Madhya Pradesh	Guna
16	Madhya Pradesh	Gwalior
17	Madhya Pradesh	Indore

18	Madhya Pradesh	Jabalpur
19	Madhya Pradesh	Khandwa
20	Madhya Pradesh	Khargone
21	Madhya Pradesh	Mandsaur
22	Madhya Pradesh	Ratlam
23	Madhya Pradesh	Rewa
24	Madhya Pradesh	Sagar
25	Madhya Pradesh	Satna
26	Madhya Pradesh	Shahdol
27	Madhya Pradesh	Sidhi
28	Madhya Pradesh	Ujjain
29	Chhattisgarh	Raipur
30	Chhattisgarh	Bilaspur
31	Chhattisgarh	Bhilai

1. The examination will be conducted online on the venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. MPRSB, however, reserves the right to cancel any of the Examination Centre and/or add some other Centre at its discretion, depending upon the response, administrative feasibility etc.
4. MPRSB also reserves the right to allot the candidate to any centre (within or outside Madhya Pradesh) 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. MPRSB will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular centre for "Online" examination, MPRSB reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a particular centre, MPSCB reserves the right to allot any other centre to the candidate.
8. Every candidate should select six examination Centres (maximum three from MP)
9. The main examination centre may be limited and decided subsequently by Bank.

General Instructions:

1. The candidates must read the rules and regulations carefully.
2. Incomplete application form shall not be accepted.
3. 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 centres or to conduct another examination if considered necessary. Decision of MPSCB in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for the exam.
4. Family members of Board of Directors of MPSCB cannot be allowed to apply as per M.P. Co-operative Society Rules 1962 Rule no 44.
5. 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 he/she possess all the qualifications for the post applied. The candidate shall appear in the examination at his/her own responsibility and he/she does not possess any right to be selected but subsequently, 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.

6. 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
7. Before joining as probationer, the selected candidate has to complete necessary formalities like personal guarantee, financial fidelity etc. as decided by the bank.
8. Probation Period shall be of twelve months, but it can be extended for further six months and six months. Total probation period shall not exceed 24 months. In case the performance of the probationer is not found satisfactory, the services of the probationer shall be terminated as per Bank Staff Service Rules.
9. Selected candidates will have to furnish an affidavit in prescribed format for issuing conditional appointment letter in anticipation for submission of character verification report from Police department within 90 days of joining. But the joining of the candidate will be considered only after submission of medical fitness certificate from competent authority in prescribed format. If police report does not found satisfactory his/her appointment would be terminated with immediate effect.
10. Candidates already employed in regular (confirmed) services will have to submit NOC from his employer at the time of joining. In absence of such NOC, candidates will not be eligible to join on the selected post.
11. Candidates will have to serve an organization in which he/she has been appointed for a minimum period of one year from the date of appointment. If he/she fails to serve above tenure he/she will have to deposit entire expenditure incurred on his/her training.
12. Fee once paid shall not be refunded.
13. Decision of MPSCB in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by MPSCB in this behalf.
14. 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.
15. Selected candidates can be posted in Apex Bank Head office as well as its branches and Training College of Apex Bank.
16. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process organized by MPSCB in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
17. Any candidate, who has involved in such activities, which lead to moral turpitude or atrocities against women or convicted for any offences under law and got punishment by Court of law for any offence, will not be eligible for selection, but this condition will not be applicable if the time period of such offence or punishment has elapsed more than 5 years ..
18. The selection of candidate will be on the basis of merit list prepared by IBPS. If two or more candidates get equal marks in the examination, selection will be on the basis of seniority of age.
19. **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 personating 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 any illegal means or
- vi) Carrying mobile phones or similar electronic device 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 Bank.
 - c) For termination of service, if he/she has already joined the Bank.
20. In case of any dispute relating to the selection process arises, the decision of the Registrar, Co-operative Societies of Madhya Pradesh shall be binding and final. For any litigation, the area of jurisdiction shall be Bhopal (Madhya Pradesh) only.

Pradeep Neekhra
Managing Director(I/c)