

Procedure for applying online:

1. Candidates are first required to go to the Bank's website www.jccb.co.in and click on the "Recruitment" page to open link which will be available from **08-08-2017 to 22-08-2017**.
2. Candidates will have to enter their details and upload the photograph and signature in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
3. The Candidates can also fill the forms at any LOK-MITRA KENDRA run by the department of IT, Himachal Pradesh, who have already been requested to help the desirous candidates.

Detailed guidelines/procedures for:

- A. Online application registration
- B. Photograph & signature scan and upload
- C. Payment of fees

Candidates can apply online and submit their applicable non-refundable fee only from **08-08-2017 to 22-08-2017** (both days inclusive) and no other mode of application will be accepted.

A. Online Application Registration

- i. The process of online application form and payment towards recruitment application fees can be made from **08-08-2017 to 22-08-2017**.
- ii. 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.
- iii. Before registering their applications on the website, candidates should possess a valid e-mail id. In case the candidate does not have a valid e-mail id, he/ she will have to create a new email id before applying online.
- iv. Candidates should carefully fill in the details in the Online Application at the appropriate places very carefully. Candidates are advised to verify every field filled in the application. The name of the candidate should be spelt correctly in the application as it appears in the identity proof/Certificate/Mark sheets & PAN Card.
- v. Candidates are first required to go to the Bank's website www.jccb.co.in and click on the Recruitment link.
- vi. Then **select "RECRUITMENT FOR THE POSTS OF ASSISTANT MANAGER AND EXECUTIVE ASSISTANT -2017"**. Then click on the option "**APPLY ONLINE**" which will open a new screen.
- vii. 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.
- viii. 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.
- ix. 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.

- x. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Identity Proof/Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
- xi. Validate your details and Save your application by clicking the '**VALIDATE YOUR DETAILS**' and '**SAVE & NEXT**' button.
- xii. 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".
- xiii. Candidates can proceed to fill other details of the Application Form.
- xiv. Click on the Preview Tab to preview and verify the entire application form before **FINAL SUBMIT**.
- xv. 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.
- xvi. Click on '**PAYMENT**' Tab and proceed for payment.
- xvii. Click on '**SUBMIT**' button.

Candidates are required to take a printout of the online application using the above registration number and password. The printout of application form is required to be submitted at the time of interview. Do not send the application form to the Bank.