

	<h1 style="text-align: center;">Telangana State Co-operative Apex Bank Ltd</h1> <p style="text-align: center;">(State Govt. Partnered Scheduled Bank) Troop Bazar, Hyderabad-500 001</p>
	<p style="text-align: right;">url: <a href="https://tscab.org">https://tscab.org</a> 040-24685517, 559 Email: <a href="mailto:hrd-policies@tscab.org">hrd-policies@tscab.org</a></p>

## RECRUITMENT NOTIFICATION

**Applications are invited for Appointment to the post of 'Staff Assistant'  
in Telangana State Cooperative Apex Bank Ltd., (TSCAB), Hyderabad**

Opening Date for ON-LINE Registration of Application	<b>28.09.2022</b>
Closing date for ON-LINE Registration of Application	<b>16.10.2022</b>
Dates for Payment of Application Fee [ONLINE remittance only, through Net Banking/ Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets]	<b>28.09.2022 to 16.10.2022</b>
Tentative date of online Preliminary examination	<b>November, 2022</b>

### 01. VACANCIES:

OC		EWS		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PC-VI		PC-HI		PC-OH		PC-ID		EXS		Total		Grand		
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	Total		
1	1	2	0	0	0	1	0	0	0	1	0	0	0	1	1	1	0	0	0	0	1	0	1	1	0	1	0	1	0	9	4	13

Abbreviations stand for: (OC – Open Competition; EWS- Economically Weaker Section; BC – Backward Class; SC – Scheduled Caste; ST – Scheduled Tribe; EXS – Ex-Servicemen; PC – Physically Challenged; VI-Visually Impaired; HI – Hearing Impaired; OH – Orthopedically Handicapped; ID- Intellectual Disability; G-General and W-Women)

### **Note :**

**(i) Reservation for BC-E Group will be subject to adjudication of the litigation pending before the Hon'ble Courts and Government Orders thereon.**

(ii) Reservation under BC Categories is applicable to candidates belonging to **Non-Creamy Layer category** only.

(iii) The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement. Further the Bank reserves the right to enhance or lower down the vacancies, as per requirements at the time of final selection/appointment.

(iv) The Bank reserves the right to fill up the vacancies that may arise subsequently on account of retirements, promotions and in accordance with the decision of the Board of Directors of the Bank, from out of the waitlist, during the validity period of the waitlist.

- (v) Where there are no vacancies in a particular category, candidates belonging to such category will be considered under OC (Open Competition). However, such candidates will be eligible for concession in application fee /Age relaxation, as the case may be, as per notification.

## **02. PAY SCALE & EMOLUMENTS:**

The Scale of Pay for the post of Staff Assistant, at present is Rs.17900 - 1000/3 – 20900 - 1230/3 – 24590 - 1490/4 -30550 - 1730/7 – 42660 - 3270/1 – 45930 - 1990/1 – 47920 (20 stages) + 9 stagnation increments at the rate of Rs.1990/- at frequencies of 2 years

**Note:** Other allowances & perquisites are admissible as per the rules of the Bank.

## **03. ELIGIBILITY CRITERIA:**

Nativity:

Applicant should be a local candidate of the State of Telangana.

The following will be the methodology adopted to define the local candidate of the Telangana State:

Definition of the local candidate of Telangana State

(a) 'Local Area' (Local candidate of State of Telangana) in tune with the spirit of Presidential Order 1975:

The ten (erstwhile) Telangana districts, viz., Adilabad, Hyderabad, Rangareddy, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal, shall be regarded as 'Local Area' of Telangana State.

(b) Local Candidate – 'Local Area':

- 1) A candidate for direct recruitment, shall be regarded as local candidate in relation to the 'Local Area' on the following conditions:
  - i. If he/she has studied in an educational institution(s) in 'Local Area' above, for a period of not less than four consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for SSC or equivalent examination; or
  - ii. Where during the whole or any part of the four consecutive academic years ending with the academic year in which he/she appeared or as the case may be, first appeared for the SSC or equivalent examination he/she has not studied in any educational institution(s), if he/she has resided in the 'Local Area' above for a period of not less than four years immediately preceding the date of commencement of the SSC or equivalent examination in which he/she appeared or as the case may be, first appeared.
- 2) A candidate for direct recruitment, who is not regarded as local candidate under subparagraph (1) above, in relation to the 'Local Area' shall:

- (i) If he/she has studied in an educational institution(s) in the State, for a period of not less than Seven consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for SSC or equivalent examination be regarded as a local candidate in relation to:
    - (a) Local Area as above if he/she has studied in the Local Areas for the maximum period out of the said period of seven years; or
    - (b) Where the period of his/her study in the local areas specified above and other areas, are equal, if he/she has studied last in the local area specified above, in such equal periods;
  - (ii) If during the whole or any part of the Seven consecutive academic years ending with the academic year in which he/she appeared or as the case may be, first appeared for the SSC or equivalent examination he/she has not studied in any educational institution(s) in Local Area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to:
    - (a) Local Area specified above if he/she has resided for a maximum period out of the said period of seven years in the Local Areas; or
    - (b) Where the periods of his/her residence in the Local Area and other areas are equal, if he/she has resided last in the Local Areas in such equal periods;
- 3) (a) In reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his/her study by reason of his/her failure to pass any examination, shall be disregarded.
- (b) The question, whether any candidate for direct recruitment to any post has resided in the local area shall be determined with reference to the places where the candidate actually resided and not with reference to the residence of his/her parents or other guardian.
- (c) If the claim for local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7 years period in the 'Local Area'. If, however, it is based on residence, a certificate should be obtained from an officer of the Revenue Department not below the rank of a Mandal Revenue Officer/Tahsildar in independent charge of a Mandal that he/she has resided in the districts of 'Local Area'.
- (d) If, however, a candidate has resided in more than one Mandal / District during the relevant 4/7 years period but within the Districts of 'Local Area' as the case may be, separate certificates from the Mandal Revenue Officers exercising jurisdiction have to be obtained in respect of different areas of the 'Local Area'.

Note:

- (i) In the normal course, Single Certificate, whether of study or residence would suffice for enabling the candidate to apply as a candidate belonging to the Local Area;
- (ii) Residence Certificate will not be accepted, if a candidate has studied in any educational institution upto SSC or equivalent examination. Such candidates have to produce study

certificates invariably. The candidates who acquired degree from Open Universities without studying SSC/Matriculation or equivalent in educational institutions, have to submit residence certificate only.

(iii) In reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his/her study by reason of his/her failure to pass any examination, shall be disregarded.

**04. AGE (as on 01.09.2022):**

Minimum 20 years – Maximum 28 years i.e. candidates should have been born on or after 02.09.1994, but not later than 01.09.2002 (both dates inclusive).

**Relaxation of upper age limit:**

<b>Sl. No.</b>	<b>Category</b>	<b>Age Relaxation</b>
1	Scheduled Caste/Scheduled Tribe / Backward Class/ Economically Weaker Section Candidates	5 years
2	Physically Challenged – General Category Candidates	10 years
3	Physically Challenged–SC/ST/BC/EWS Category Candidates	15 years
4	Ex-Servicemen/Disabled Ex-Servicemen	Actual period of service rendered in defense services + 3 years (8 years for disabled ex-servicemen belonging to SC/ST) subject to maximum age of 50 years
5	Widows, Divorced women and women judicially separated from their husbands & who are not remarried	Maximum age limit is 35 years for General candidates and 40 years for SC/ST/BC/EWS Candidates
6	Candidates who have been in continuous service in TSCAB and/or DCCBs of Telangana State.	5 Years in addition to the age relaxation in their respective categories.

**Note:**

1. No other combination of age relaxation other than specified in the table above, will be applicable.
2. If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-serviceman.

### **Definition of Ex-Servicemen (EXSM) :**

i) Ex-Servicemen (EXSM): Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

ii) Disabled Ex-Servicemen (DISXS): Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as Disabled Ex-Servicemen (DISXS).

**Note:** The Territorial Army Personnel will be treated as ex-servicemen w.e.f. 15.11.1986.

3. Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India/State Government orders and instructions in this regard. To claim age relaxation, reserved category candidates will be required to submit a copy of relevant certificate/s at the time of appointment.

### **Reservation for Physically Challenged (PC)/Persons with Benchmark Disabilities (PWBD)**

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The post is identified suitable for the Persons under categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time.

A. **"OH" category:** A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following benchmark:

- OA - One arm affected (Right or Left)
- OL- One leg affected (Right or Left)
- OAL- One arm & One leg affected
- BL- Both legs affected but not arms

Persons with OA and OAL category should have normal bilateral hand functions.

- a. "Leprosy cured person" means a person who has been cured of leprosy but is suffering from:
- i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
  - ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
  - iii. extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

- b. "Cerebral palsy" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
- c. "Dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
- d. "Muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
- e. "Acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

**B. Visual Impairment ("VI" Category):** Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

a. Blindness:

- i. Total absence of sight; OR
- ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR
- iii. Limitation of the field of vision subtending an angle of less than 10 degree. OR

- b. Low Vision: i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR
- ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

**C. Hearing Impaired ("HI" Category):**

- a. Deaf: means person having 70 DB hearing loss in speech frequencies in both ears.
- b. Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

**D. "ID" Category:** Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

1. Intellectual disability.

- a. **Autism Spectrum disorder (ASD)** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.
- b. **"Specific Learning Disability" (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and

includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

- c. **“Mental Illness” (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence

2. **“Multiple Disabilities”** means multiple disabilities amongst clause “A”; “B”; “C”; “D (1)”.

Note: Only those persons with benchmark disabilities would be eligible for reservation. “Benchmark disability” means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority.

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India/ Government of Telangana guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.

### **GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

**The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason will be provided scribe by TSCAB during the online examination, subject to limits as in (i) and (ii) below.** In all such cases where a scribe is used, the following rules will apply:

- 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 concessions.

#### **(i) Guidelines for Candidates with locomotor disability and cerebral palsy**

A compensatory time of 20 minutes for every 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 down the performance of function (minimum of 40% impairment).

#### **(ii) 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.
- 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.

### **(iii) Guidelines for Intellectual Disability candidates**

A compensatory time of 20 minutes per every 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).

These guidelines are subject to change in terms of GOI/Govt. Of Telangana guidelines/clarifications, if any, from time to time.

### **Definition of 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 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 i.e., 2021-22. 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 of 1000 sq. ft. and above;
  - iii. Residential plot of 100 sq. yards and above in notified municipalities;
  - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
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 the Competent Authority. The Income and Asset Certificate issued by any one of the following Authorities shall only be accepted as proof of candidate's claim as belonging to EWSP:
  - i. District Magistrate/ Additional District Magistrate/ Collector/ Sub-Divisional Magistrate/ Mandal Revenue Officer;
  - ii. Revenue Officer not below the rank of Tahsildar; and
  - iii. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
4. The candidates shortlisted for provisional allotment shall be required to bring the requisite certificate as specified by the Bank at the time of appearing for the process of document verification.
5. 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.
6. The instructions issued by the Government of Telangana in this regard from time to time shall be adhered to.

**Disclaimer:** EWS Vacancies are tentative and subject to further directives of Government of India/ Government of Telangana and outcome of any litigation.

These guidelines are subject to changes made in guidelines or clarifications issued by Govt. of India/ Govt. of Telangana, if any, from time to time.

## 05. Educational Qualification (as on 01.09.2022):

(i) Any Graduate from a Recognized University.

(ii) Proficiency in Telugu Language is essential

- The candidate should be able to read, write and speak Telugu language.
- Candidates who have already studied Telugu language in standard VIII or any level above standard VIII in Govt. recognized Board of Education/School or having any certificate to the effect for standard VIII or any level above standard VIII would be considered proficient in Telugu language.
- Where the candidate does not meet the aforesaid requirement in Telugu language at the time of selection, he/she will be given a time of 6 months from the date of joining to acquire the proficiency. This period can be extended by the TSCAB, provided that the such extension will not be beyond the probation period.

## 06. Application Fee including Bank and other Charges (Non-Refundable):

The application fee including intimation charges (non-refundable), is prescribed as under:

Sl. No.	Category	Fees (in Rs.)
1.	SC/ST/PC /EXSM	250
2.	Others	950

Bank Transaction charges for Online Payment of fees/intimation charges and GST will have to be borne by the candidate including the candidate applying under reserved category. The fee/intimation charges as mentioned in the above table is excluding GST and transaction charges.

Candidates have to make the payment of requisite fees/intimation charges through **ONLINE mode only**.

## 07. SELECTION PROCEDURE:

The selection of the candidates shall be made on the basis of the Online Examination conducted in two levels i.e., Preliminary Examination and Main Examination. The Online Examination will be conducted in English only. All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for the Online Examination. The structure of the examinations will be as follows:

### A. Online Examination structure:

i. Preliminary Examination (Objective)\*\*

Sl. No.	Name of Tests	No. of questions	Max. Marks	Time allotted for each test (Separately timed)
1	English language.	30	30	20 Minutes
2	Numerical Ability	35	35	20 Minutes
3	Reasoning Ability	35	35	20 Minutes
	Total	100	100	60 Minutes

\*\* Candidates have to qualify in each of the three tests by securing cut-off marks to be decided by TSCAB. Adequate number of candidates in each category as decided by TSCAB depending upon requirements will be shortlisted for Online Main Examination.

ii. Main Examination (Objective)

Sl. No.	Name of Tests	No. of questions	Max. Marks	Time allotted for each test (Separately timed)
1	A) General/ Financial Awareness	40	40	35 Minutes
	B) Awareness on Credit Cooperatives	10	10	
2	General English	40	40	35 Minutes
3	Reasoning Ability & Computer Aptitude	50	60	45 Minutes
4	Quantitative Aptitude	50	50	45 Minutes
	Total	190	200	160 Minutes

**B.** Detailed information regarding the examination will be given in an Information Handout which will be made available to the candidates to download along with the call letter for examination from the Bank's Website.

**C. PENALTY FOR WRONG ANSWERS (Applicable to both - Online Preliminary and Online Main Examination):**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e., no answer is marked by the candidate, there will be no penalty for that question.

**D. CUTOFF SCORE**

- (i) 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 is required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- (ii) Each candidate will have to secure a minimum score in each of the test of Online Preliminary and Main Examination to be considered to be shortlisted for provisional allotment. The cut-off points to qualify in each of the tests will be decided based on the group norms. Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on Total score in the order of merit to be shortlisted for provisional allotment.

<b>MARKS OBTAINED IN THE ONLINE MAIN EXAMINATION ONLY WILL BE CONSIDERED FOR FINAL MERIT LISTING</b>
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**E. QUALIFYING IN THE ONLINE EXAMINATION:**

Candidates will have to pass in each of the objective test. The passing marks in each of the tests will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Candidates are also required to score minimum marks on aggregate to be considered. Minimum marks on aggregate will be decided by the Bank. There is provision for relaxation in marks for SC/ST/BC/EWS/EXS candidates.

The marks obtained in the Online Preliminary examination will be reckoned for shortlisting for Main examination. Depending upon the number of vacancies, only those candidates who rank

sufficiently high in the online preliminary examination will be called for Main examination in the ratio of **1:8**. Mere eligibility/pass in the Preliminary examination shall not vest any right for being called for Main examination. The list of candidates shortlisted for Main examination will be made available on Bank's Website.

The final selection will be based on Online Main examination conducted by IBPS and no interviews will be conducted in this recruitment process.

The Scores of Online Examination (Prelims & Mains) will be 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 points upto two digits.

**Note:** Cutoffs may be applied in two stages:

- (i) On scores in individual tests
- (ii) On Total Score

**Examination Centres :**

- (i) The examination will be conducted online in venues in the following places across the State of Telangana:

Sl. No.	Place
1.	Hyderabad
2.	Karimnagar
3.	Khammam
4.	Mahabubnagar
5.	Nalgonda
6.	Nizamabad
7.	Warangal

- (ii) Choice of centre once exercised by the candidate will be final. No request for change of centre/venue/date/session for Examination shall be entertained.
- (iii) As far as possible candidates will be allotted to a Centre of his/her choice. However, the Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

- (iv) The Bank 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.
- (v) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and the Bank will not be responsible for any injury or losses etc. of any nature.
- (vi) If sufficient number of candidates do not opt for a particular centre for "Online" examination, the Bank 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 centre, the Bank reserves the right to allot any other centre to the candidate.
- (vii) 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, etc. 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.

## **08. 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 28.09.2022 to 16.10.2022 and no other mode of application will be accepted.**

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

Before applying online, candidates should-

- (i) scan their :
  - photograph (4.5cm × 3.5cm)
  - signature (on white paper with black)
  - 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 this Notification.
- (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 and should NOT BE IN CAPITAL LETTERS. 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.
- (vii) Have a valid personal email ID and mobile number, 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 number before applying on-line and must maintain that email account and mobile number.

**PAYMENT OF APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE) SHALL BE MADE ONLINE FROM 28.09.2022 TO 16.10.2022.**

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

**(A) Application Procedure**

1. Candidates to go to the TSCAB website <https://tscab.org>, 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. **Candidates who intend to apply for both the posts, i.e., Staff Asst. and Manager (Scale-I) should register separately for each post, by selecting the appropriate post in the application.**
4. **Not more than one application should be submitted by any candidate for each post. In case of multiple applications, 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.**
5. 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.

6. 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.
7. 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.
8. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
9. 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".
10. Candidates can proceed to fill other details of the Application Form.
11. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
12. 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.
13. Click on 'Payment' Tab and proceed for payment.
14. Click on 'Submit' button.

## **(B) PAYMENT OF FEES**

### **ONLINE MODE ONLY**

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. 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.**

## **[C] Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature**

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 himself/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.
- 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)
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

**Left thumb impression:**

- 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: 10 KB - 20 KB

**Hand-written declaration:**

- Hand written declaration content is to be as specified.
- 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: 20 KB – 50 KB

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 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.
- **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.**

### **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:**

- (a) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected. 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.

- (b) After registering online, candidates are advised to take a print out of their system generated online application forms.
- (c) The link for registration of application will be open on our website <https://tscab.org> on the dates indicated at the top of this notification **(28.09.2022 to 16.10.2022)**.
- (d) There is a provision to save and then edit the application. Once submitted, the application cannot be edited.
- (e) Candidates should take utmost care to furnish the correct details while filling in on-line application.
- (f) After applying on-line, the candidate should take a print out of the system generated on-line application form and retain it along with Registration Number & Password safely for future reference. They should not send this print out to the Bank.
- (g) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/inability/failure to log on to the TSCAB website on account of heavy load on internet/website jam.
- (h) The TSCAB does not assume 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 Bank.
- (i) 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 any such incomplete/incorrect applications would be rejected.
- (j) The Candidate should note/remember the password for future reference and use.
- (k) **NOTE** - There is also a provision to reprint the Application form at later stage.
- (l) **Important** - In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact the helpline telephone nos. **040-24685517, 040-24685559 (Available between 10 AM to 5 PM only)**.
- (m) **The candidate must ensure that the filled in information is correct and no correction will be accepted subsequently in any field.**

#### **09. VERIFICATION OF CREDENTIALS:**

The candidate who is qualified and selected will be subjected to verification of credentials, such as, Original Certificates of Educational Qualifications, other Qualifications, Caste Certificates, EWS certificate, Physically Challenged certificates, etc., and also subjected to verification with the respective Universities/ Authorities.

**In case of physically challenged candidates, they would be required to appear before the Medical Board, for medical examination of their disability, at the time of appointment and they will be issued appointment orders only upon receipt of the medical report confirming their disability at prescribed levels as indicated in the notification.**

## 10. APPOINTMENT & CONTRACT BOND:

Candidates selected for current vacancies shall be taken into the service in the order of merit-cum-rule of reservation roster.

At the time of joining the candidate has to execute a Contract Bond with a liability of Rs.2.00 lakhs that, he/she would serve the Bank continuously for a minimum period of 3 years. In case of SC/ST candidates, the liability is fixed as Rs.1.00 lakh for contract bond.

### Identity Verification

In the examination hall (Preliminary and Main), 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 recognized College/ University/ Aadhar card/ E-Aadhar Card 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 (Preliminary and Main). In case of candidates who have changed their names, they will be allowed only if they produce original Gazette notification/ original marriage certificate/affidavit in original.

**Ration Card and Learner Driving License are not valid ID proofs for this recruitment process.**

**Note:**

- 1) The Candidates should provide the name as appearing in SSC Memo while registering the application.**
- 2) 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 Preliminary and Main examination respectively, without which they will not be allowed to take up the examination.
- 3) Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof.
- 4) 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 Photo Identity Proof, the candidate will not be allowed to appear for the examination (Preliminary and Main).**
- 5) Decision of the Bank in respect of all matters pertaining to this examination would be final and binding on all candidates.

Candidates are advised to regularly visit the TSCAB website <https://tscab.org> 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.

## 11. GENERAL INSTRUCTIONS:

- a) As the applications are to be processed by a Computerized System, it is essential that the application should be filled in properly and completely.

- b) Before applying, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this notification. TSCAB would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank shall be final on qualification and other eligibility norms.
- c) Candidates should ensure that the photographs and signatures appended by them in all the places, viz., uploaded in online application, call letter, attendance sheet, etc., and in all correspondence with the Bank, in future, should be identical and there should be no variation of any kind.
- d) Application once made will not be allowed to be withdrawn.
- e) Candidates need not submit/send to any address, application printouts or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application.
- f) TSCAB shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- g) Candidates seeking age relaxation are required to show originals and submit copies of necessary certificate(s) at the time of appointment.
- h) A declaration is required to be submitted in the prescribed format by candidate seeking reservation under BC Category, that, he/she does not belong to the creamy layer as on 01.09.2022. The BC Certificate containing the creamy layer status should have been issued on or after 01.09.2021.**
- i) Income and Asset Certificate issued by any one of the Authorities as notified by the Government of Telangana is required to be submitted in the prescribed format in the case of EWS category candidates. The EWS Certificate should have been issued on or after 01.09.2021.**
- j) Candidates belonging to categories where vacancies are "NIL"; viz., SC/ST/BC/PC/EWS/EXS will be eligible for fee and/or age relaxations as the case may be.
- k) Candidates already in employment should produce 'Relieving certificate' from their employer, at the time of appointment, in the absence of which their candidature will not be considered.**
- l) Candidate willing to serve anywhere in the state of Telangana only should apply.
- m) The decision of TSCAB in all aspects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages, culminating in the selection or otherwise of any candidate, shall be final in all respects and binding on all concerned, under the powers vested with it under the Bye-laws and Service Regulations of the Bank and it also reserves its right to alter and modify the terms and conditions laid down in the notification at various stages upto selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of the recruitment process, or as deemed necessary by the Bank at any stage.
- n) Decision of the TSCAB in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the document(s) to be produced for the purpose of the conduct of examination, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this behalf.
- o) The requests of the applicants seeking marks obtained by them in the online test (Preliminary and Main) will not be entertained.
- p) TSCAB may, at its discretion, hold re-examination wherever necessary in respect of any center/venue/specific post of venue or a candidate(s). Further, TSCAB reserves its right to postpone/cancel the online test, if the situation warrants.
- q) TSCAB shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/institution.

- r) Data once registered cannot be changed.
- s) Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- t) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated at **Hyderabad** only.
- u) TSCAB takes no responsibility for any certificate/remittance sent separately by candidate.
- v) No Candidate is permitted to use calculator, Mobiles, pagers or any other such instruments during the examination. The candidates will appear for the online examination at the allotted centers at their own expenses and risks and the Bank will not be responsible for any injury/loss etc., of any nature.

- ✳ Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.
- ✳ Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointments will be subject to the Staff Service Regulations of TSCAB.

- w) Competent Authority for issue of Certificate to SC/ST/BC/PC/EWS and proof of Local Candidate is as under: (to be produced at the time of appointment)

- ✳ For SC/ST/BC/EWS – District Magistrate/Addl. Distt. Magistrate/Collector/Deputy Commissioner/Addl. Dy. Commissioner/Dy. Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/Revenue Officer not below the rank of Tahsildar Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- ✳ For local candidate – Bonafide study certificate from the Educational Institution/s  
OR  
Residential Certificate issued by MRO/Competent Revenue Authorities, as the case may be.

- x) Action Against Candidates Found Guilty of Misconduct:

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 TSCAB 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 affect.

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of written examination (Preliminary and Main, if a candidate is (or has been) found guilty of :

- (i) using unfair means during the examination; or
- (ii) impersonating or procuring impersonation by any person; or
- (iii) misbehaving in the examination hall; or
- (iv) resorting to any irregular or improper means in connection with his/her candidature for selection; or
- (v) obtaining support for his/her candidature by unfair means;

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 or recruitment conducted by the **Telangana State Co-operative Apex Bank Ltd., Hyderabad.**
- c) For termination of service, if he/she has already joined the **TSCAB.**

The Bank 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 the Bank in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves right to cancel the candidature of the candidates concerned and the result of such candidates (disqualified) will be withheld.

## **12. Call letters for Online Examination (Preliminary and Main):**

Candidates will have to visit the TSCAB website <https://tscab.org> for downloading call letters for online examination. Intimation for downloading call letter will be sent through email/ SMS, about ten days in advance of the date of examination. Once the candidate clicks on 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 which is same as that provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as specified in the call letter and photocopy of the same Photo Identity Proof as brought in original and (iii) one additional photograph (same as pasted by the candidate on call letter).

**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 examination. Though the duration of the online preliminary examination is one (1) hour candidates may be required to be at the venue for about two (2) hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.,

For the online main examination, the duration of the examination is two hours and forty minutes (2 hours 40 minutes), candidates may be required to be at the venue for about Four (4) hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.,

**NOTE:** Formats of School Study Certificate, Certificate of residence, Community, Nativity and Date of Birth Certificate, Application-cum-Certificate to decide Creamy Layer Certificate, Income & Asset certificate and Certificate of Disability (Form-I, Form-II & Form-III) are annexed.

**Place:** Hyderabad  
**Date:**28.09.2022

**Sd/-**  
**MANAGING DIRECTOR**

**ANNEXURE**

**SCHOOL STUDY CERTIFICATE**

Name of the student:

Father's Name:

<b>Class</b>	<b>Name and Place of School</b>	<b>District</b>	<b>Duration of study giving month &amp; year</b>
IV			
V			
VI			
VII			
VIII			
IX			
X or SSC			

Note: Should be obtained from the Educational Institution(s)

Name of the School(s):

Village / Town:

Mandal:

District:

Station:

Signature of the Head of the Educational Institute(s) with seal

Date:

**ANNEXURE**

**CERTIFICATE OF RESIDENCE.**

(To be produced by such candidates who have not studied in any educational Institution during the whole or part\* of the relevant 4/7 years period but claim to be local candidates by virtue of residence for which there is reservation for local candidates.)

It is hereby certified,

(a) that Sri/ Smt./ Kum \_\_\_\_\_ S/o  
D/o W/o \_\_\_\_\_ appeared for the  
first time for the Matriculation (S.S.C.) Examination in \_\_\_\_\_ (Month)  
\_\_\_\_\_ (year).

(b) that he/she has not studied in any educational Institution during the whole or part\* of the 4/7 consecutive academic years ending with the academic year in which he/she first appeared for the aforesaid examination.

(c) that in the 4/7 years immediately preceding the commencement of the aforesaid examination he/she resided in the following place/places namely;

Sl.No.	Village	Mandal	District	Period
01				
02				
03				
04				
05				

Office Seal:

Station:

**Officer of Revenue Department not below the  
rank of M.R.O. holding independent Charge of  
a Mandal.**

Dated:

**\* Strike off whole/part as the case may be.**

**ANNEXURE**

**FORM FOR COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE**

Serial No.

SC.

District Code:

ST.

Mandal Code:

BC.

Village Code:

**COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE**

(1) This is to certify that Sri/Smt./Kum \_\_\_\_\_  
S/o D/o W/o \_\_\_\_\_ of Village/Town  
\_\_\_\_\_ Mandal \_\_\_\_\_ District \_\_\_\_\_ of  
the State of Telangana belongs to \_\_\_\_\_ Community which is recognised as  
S.C./S.T./B.C. Sub group \_\_\_\_\_ .

The Constitution (Scheduled Caste) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

G.O. Ms. No. 1793, Education, dated 25-09-1970 as amended from time to time  
(BCs)/S.C.s, S.T.s list (modification) Order, 1956 S.Cs. and S.T.s (Amendment) Act,  
1976.

(2) It is certified that Sri/ Smt./ Kum \_\_\_\_\_ is a  
native of \_\_\_\_\_ Village/Town \_\_\_\_\_  
Mandal \_\_\_\_\_ District of State of Telangana.

(3) It is certified that the place of birth of  
Sri/ Smt./ Kum \_\_\_\_\_ is \_\_\_\_\_  
Village/Town \_\_\_\_\_ Mandal \_\_\_\_\_ District of  
State of Telangana.

(4) It is certified that the date of birth of Sri/Smt./Kum\_\_\_\_\_ is \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year (in words) \_\_\_\_\_ as per the declaration given by his father/mother/guardian and as entered in the school records where he/she studied.

Signature:

Date:

Name in Capital Letters:

Designation:

(Seal)

Explanatory Note: While mentioning the community, the competent authority must mention the sub-caste (in case of Schedules Tribes) as listed out in the S.C.s and S.Ts (Amendment) Act, 1976.

**ANNEXURE**

**APPLICATION CUM CERTIFICATE TO DECIDE THE CREAMY LAYER STATUS OF A  
PERSON BELONGING TO BC CATEGORY**

1. Name of the Applicant:
2. Date of Birth:
3. Caste and Group:  
(Certificate issued by the competent authority  
Should be enclosed)
4. Religion:
5. Address:
  - a) Present Address:  
  

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  - b) Permanent Address:  
  

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6. Occupation of the Applicant:
7. Name of the Father:
8. Date of Birth of Father:
9. PAN No / TAN No. of the Father:
10. Name of the Mother:
11. Date of Birth of Mother:
12. PAN No. / TAN No. of the Mother:

**OCCUPATION / INCOME / WEALTH STATUS OF PARENTS AND FAMILY**

Father                      Mother

**A) Constitutional posts**

i) Holding / held any Constitutional post

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ii) If, yes, Name of the post holding / held

--	--

**B) Government Employment**

i) Holding / held any Government Employment

--	--

ii) If, yes, Employment under central Govt. / State Govt. / Public Sector Under taking.

--	--

iii) Designation of initial appointment

--	--

iv) Status of initial appointment (Group-I or II or III or IV)

--	--

v) Designation of present post held and status of the post.

--	--

vi) If the initial appointment is of Group II Category and the individual was promoted to Group-I category, date of promotion and age at which promoted to Group-I category

--	--

**C) Military / Paramilitary forces**

i) Designation of the post holding or held

--	--

ii) Is the post holding or held is equivalent to Colonel or above ?

--	--

**D) Land holdings possessed by the family (Father, Mother and unmarried children)**

- i) Extent of double crop irrigated land
- ii) Extent of single crop irrigated land
- iii) Extent of unirrigated / dry land
- iv) Nature of Crops / Plantations raised
- v) If the entire land possessed by the family is irrigated land, does the extent of irrigated land exceed 85% of the Ceiling limit as per Land Ceiling Act:
- vi) If the land possessed by the family is both irrigated and unirrigated land and after conversion of unirrigated land on the basis of conversion formula, does the extent of irrigated land so obtained exceed 80 % of the Ceiling Limit as per Land Ceiling Act.
- vii) If the plantations like Rubber, Coffee, Tea etc. are raised, the annual income from them during last three years.

**E) Income from other sources – Private employment, professional Services, Business, Commerce, Rents etc.**

i) Sources of income to the Family with full details of source:

Private employment

Professional Services

Business

Commerce

Rents

Others

ii) The annual income during last three years, year wise:  
(enclose income tax returns)

**F) Wealth Tax for having vacant land and / or building (s) in urban areas and urban agglomeration**

- i) Location of property and value
- ii) Details of property
- iii) Use to which it is put
- iv) Whether Wealth Tax is being paid and Tax per annum

**DECLARATION BY THE APPLICANT AND PARENTS OF THE APPLICANT**

It is certified that the above mentioned particulars are true to the best of our knowledge and belief.

**Signature of Mother**

**Signature of the Father**

**Signature of the Applicant**

**CERTIFICATE BY THE ISSUING AUTHORITY**

The particulars mentioned above have been verified and found that

- a) The applicant does not come under creamy layer of BCs/OBCs under any of the categories.
- b) The applicant comes under creamy layer of BCs/OBCs under the category of \_\_\_\_\_ (A/B/C/D/E) mentioned above.

**Signature of the Issuing Authority**

**Date:**

Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

(Prescribed proforma subject to amendment from time to time)

Certificate No. ....

Date : .....

VALID FOR THE YEAR .....

This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of ..... permanent resident of .....Village/Street ..... Post Office..... District..... in the State/Union Territory ..... Pin Code ..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes

Signature with seal of Office .....

Name .....

Designation .....

Recent  
Passport size  
attested  
photograph of  
the applicant

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose 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.

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**NOTE:-**

**The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -**

- i. District Magistrate/ Additional District Magistrate/ Collector/ Sub-Divisional Magistrate/ Mandal Revenue Officer;
- ii. Revenue Officer not below the rank of Tahsildar and
- iii. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

**FORM-I  
Certificate of Disability**

**(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness) (Prescribed proforma subject to amendment from time to time)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent passport size attested photograph (Showing face only) of the person with disability
--

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_  
 \_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_\_ Age \_\_\_\_\_  
 years, male/female \_\_\_\_\_ registration No. \_\_\_\_\_  
 permanent resident of House No. \_\_\_\_\_ Ward/Village/Street  
 \_\_\_\_\_ Post Office \_\_\_\_\_ District  
 \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- Dwarfism
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is \_\_\_\_\_

(1) He/ She has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/ dwarfism /blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified)

(2) The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.
--

**FORM - II**  
**Certificate of Disability**  
**(In case of multiple disabilities)**  
**(Prescribed proforma subject to amendment from time to time)**

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent passport size attested photograph (Showing face only) of the person with disability
--

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_  
 \_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_\_ Age \_\_\_\_\_  
 years, male/female \_\_\_\_\_ registration No. \_\_\_\_\_  
 permanent resident of House No. \_\_\_\_\_ Ward/Village/Street  
 \_\_\_\_\_ Post Office \_\_\_\_\_ District  
 \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above, and am satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines ((.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sr.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid Attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			

15.	Mental-Illness			
16.	Chronic Neurological conditions			
17.	Multiple Sclerosis			
18.	Parkinson's Disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle cell disease			

(B)In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows:-

In figures: - \_\_\_\_\_ percent

In words: - \_\_\_\_\_percent

2.This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.
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**FORM - III**  
**Certificate of Disability**  
**(In cases other than those mentioned in Form I and II)**  
**(Prescribed proforma subject to amendment from time to time)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent passport size attested photograph (Showing face only) of the person with disability
--

Certificate No.:

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum.

son/wife/daughter of Shri \_\_\_\_\_  
 Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_ \_\_\_\_ Age \_\_\_\_\_ years, male/female  
 \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of House  
 No. \_\_\_\_\_ Ward/Village/Street  
 \_\_\_\_\_ Post Office  
 \_\_\_\_\_ District State \_\_\_\_\_,

whose photograph is affixed above, and am satisfied that he/she is a Case of \_\_\_\_\_ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

Sr.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid Attack Victim			
6.	Low Vision	#		
7.	Deaf	£		
8.	Hard of Hearing	£		
9.	Speech and Language disability			
10.	Intellectual disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental-Illness			

14.	Chronic Neurological conditions			
15.	Multiple Sclerosis			
16.	Parkinson's Disease			
17.	Hemophilia			
18.	Thalassemia			
19.	Sickle cell disease			

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

**(Authorised Signatory of notified Medical Authority)  
(Name and Seal)  
Countersigned**

**{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}**

Signature/Thumb impression of the person in whose favour disability certificate is issued.
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