

RAJGURUNAGAR SAHAKARI BANK LTD.,
Ho:- S.No.319/320, Pune Nashik Highway, Rajgurunagar,Tal.Khed, Dist-
Pune.410505

RECRUITMENT OF CLERK (JUNIOR OFFICER) & ASSISTANT BRANCH MANAGER

Time Frame

- Website link open : 10/05/2023
- On-line Registration of Application : 10/05/2023 – 19/05/2023
- Last date to apply online Payment of Application Fees : 19/05/2023
- Downloading of call letter for On-line test : 7-10 days before examination
- On-line Test will be conducted : June 2023 (Tentative)

Please note that

1. A candidate shall apply for only one post . In case of multiple Applications only the latest application will be retained. Application fee paid for the other multiple registration(s) shall stand forfeited.
2. The process of Registration of application will be considered as completed only when application fee is deposited with the Bank through On-line mode.
3. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Admission to On-line test will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents when the candidate reports for interview.
4. Candidates are advised to check Bank's website <https://www.rajgurunagarbank.com/careers> regularly for details and updates.

Rajgurunagar Sahakari Bank Ltd., a Co-Operative Bank having Maharashtra jurisdiction with 17 branches and total business more than 2100 crores invites applications for filling up vacancies for the post of Clerks (Junior Officers) & Assistant Branch Manager

Candidates fulfilling prescribed eligibility criteria are requested to apply On-line through the Bank's website <https://www.rajgurunagarbank.com/careers> on or before the timeline indicated.

The details of post wise educational qualification, experience, age etc. are described as under:

1. CLERK (JUNIOR OFFICER)

Educational Qualification : Any Graduate/Post Graduate, MS-C IT/ equivalent Certified course.

Preference:

- a) JAIIB/CAIIB/GDC &A examination pass
- b) Diploma Banking /Co-operatives /Legal etc. from

..2..

Government recognized institute (ICM, IIBF, VAMNICOM etc.)
c) Experience in Bank/ Financial Institute will be Preferred.

Age Limit : Minimum 22 years and Maximum 35 years as on 31.01.2023.

2. Assistant Branch Manager

Educational Qualification : Any Graduate/Post Graduate, MS-C IT/ equivalent Certified course.

Preference

- : a) JAIIB/CAIIB/GDC &A examination pass
b) Diploma Banking /Co-operatives /Legal etc. from Government recognized institute (ICM, IIBF, VAMNICOM etc.)

Experience : 5 Years in Banking/ Financial Institutions as Officer.

Age Limit : Minimum 30 years and Maximum 40 years as on 31.01.2023

Post wise eligible age criteria-

Sr. No.	Posts	Maximum age	Candidates should have been born not earlier than
1	JUNIOR OFFICERS	35	31.01.1988
2	ASSISTANT BRANCH MANAGER	40	31.01.1983

Gender : Male/ Female/ Others

Nationality : Indian

Category : SC/ ST/ OBC/ EWS/ GENERAL

No age relaxation to SC /ST/OBC category.

Age, Educational qualification, Post qualification, Experience as on 31/01/2023.

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR -

- Application Registration
- Payment of Fees
- Document Scan and Upload

Candidates can apply **ONLY** through online mode from **10.05.2023 to 19.05.2023** 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 (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below)

ensuring that the all these scanned documents adhere to the required specifications as given in Point (C) below.

- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying).
- (iv) The text for the hand written declaration is as follows – “I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (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 no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Interview etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE: 10.05.2023 to 19.05.2023. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

- i. Candidates to go to the Rajgurunagar Sahakari Bank Ltd., website <https://www.rajgurunagarbank.com/careers> click on the option "APPLY ONLINE" which will open a new screen.
- ii. To register application, choose the tab “Click here for New Registration” and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- iii. Candidates are required to upload their -
 - Photograph
 - Signature
 - Left thumb impression
 - A hand written declaration as per the specifications given in **Point (C)** below.
- iv. 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.
- v. 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.

- vi. 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.
- vii. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- viii. 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) below.
- ix. Candidates can proceed to fill other details of the Application Form.
- x. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- xi. 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.
- xii. Click on 'Payment' Tab and proceed for payment.
- xiii. Click on 'Submit' button.

B. Payment of Fees

Candidates to make payment of Application Fee/Intimation Charges through **ONLINE** Mode only.

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

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, venue of interview etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. BANK will not be held responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not**

receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

An online application which is incomplete in any respect such as without proper passport size photograph, signature, left thumb impression and the hand written declaration uploaded in the online application form/ unsuccessful fee /intimation charges payment will not be considered as valid.

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 fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the official BANK website on account of heavy load on internet/website jam.

BANK 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.

Please note that the above procedure is the only valid procedure for submitting application. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

C. Guidelines for scanning and Upload of Documents

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

Photograph Image (4.5cm X 3.5cm):

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20 kb–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 Interview will be rejected/denied. Candidate him/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 Interview.
- 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 pen.
- 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, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For hand written declaration size of file should be 20 kb – 50 kb.
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration).
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

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

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The Left thumb impression should be of the applicant and not by any other person.
- Left thumb impression -
 - **File type:** jpg / jpeg.
 - **Dimensions:** 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (Width * Height).
 - **File Size:** 20 KB – 50 KB.

Hand-written declaration:

- Hand written declaration content is to be as expected.
- 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:** 50 KB – 100 KB.

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:

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

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, interview 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 impersonation by any person or
- iii. misbehaving in the examination/ interview 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 unfair means, or

vi. carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :

- to be disqualified from the examination for which he/ she is a candidate
- to be debarred either permanently or for a specified period from any examination conducted by bank
- for termination of service, if he/ she has already joined the Bank.

Selection Procedure

- The selection of candidates will be on the basis of On-line (written) test and personal interview.
- Pattern of the On-line written test:

For Clerk (Junior Officer) Post.

Sr. No.	Contents of Test	No. Of Questions	Marks	Version	Time
1	General / Financial awareness	40	40	Bilingual i.e. English & Marathi Except for the test of General English.	135 Minutes
2	General English	40	40		
3	Reasoning Ability	40	50		
4	Numerical Ability	40	50		
5	Computer Knowledge	40	20		
Total		200	200		

For Assistant Branch Manager.

Sr. No.	Contents of Test	No. Of Questions	Marks	Version	Time
1	General / Financial awareness & Banking Knowledge	40	40	Only English	140 Minutes
2	General English	40	40		
3	Reasoning Ability	50	50		
4	Quantitative Aptitude	50	50		
5	Computer Knowledge	20	20		
Total		200	200		

- There will be 5 options for each question and for every wrong answer, penalty of 0.25/or1/4th marks will be imposed

4. Candidates will be shortlisted for personal interview based on their performance in On-line Written Test, validation of Education Qualification and Experience based upon the documents submitted.
5. **Merit List:** Selection list will be prepared in descending order on the basis of scores obtained in On-line written test and interview.

Examination Centre

1. The On-line written test will be held at **Pune** centre. **Rajgurunagar Sahakari Bank Ltd.** reserves the right to allot any other center to the candidate.
2. The venue and address will be indicated in the call letters.
3. No request for the change of venue / date for the On-line written test shall be entertained.
4. Candidate will appear for the examination at an Examination Centre at his/ her own risks and expenses and **Rajgurunagar Sahakari Bank Ltd.** will not be responsible for any injury or losses etc. of any nature.
5. The **Rajgurunagar Sahakari Bank Ltd.** reserves the right to cancel the On-line written examination.
6. Personal interview will be held at **Rajgurunagar, Tal-Khed, Dist-Pune 410505.**

General instructions

- The process of registration of application will be treated as completed only when fee is deposited with **Rajgurunagar Sahakari Bank Ltd.** through On-line mode.
- The candidates are requested ensure before applying that they fulfill the eligibility criteria (viz. age, qualification and experience for the post as on **31.01.2023**).
- Qualified candidates will make eligible for the personal interview subject to verification of the details of the document (s) when they report.
- Decision of the Bank in all matters regarding eligibility of the candidates, the stages of which such scrutiny of the eligibility is to be undertaken, the document to proceed for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence for the personal enquires will be entertained by the bank in this behalf.
- In case, it is understood or detected at any stage of recruitment, that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact (s), his / her candidature will stand cancelled. If, any of these shortcoming(s) is / are detected even after entering in to the contract, at any time his / her services are liable to be terminated.
- All candidates will have to produce self-attested photo copies of certificates regarding educational qualification, work experience in support of their eligibility at the time of interview failing which there candidature will not be considered.
- Any amendment / change in the clauses related to the advertisement for selection of Clerk (Junior Officer) & Assistant Branch Manager shall be updated on the bank's website
- Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Hon'ble Courts situated at Rajgurunagar.

- Appointment of selected candidates is subject to his / her being declared medically fit as per the requirement of the Bank.
- Canvassing in any form will be disqualification.
- The Bank reserves the right to modify/stop change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
- **Rajgurunagar Sahakari Bank Ltd.** reserves the rights to reject / cancel any appointment at any stage between completion of selection process and joining of the candidates selected for the post.

Others

1. Without valid call letter and stipulated documents candidates will not be allowed to appear the On-line written test / personal interview.
2. Candidates are advised to keep the copy of the application form and the details of payment of fees.

Note. Application once made will not be allowed to be withdrawn or modified and fees once paid will **NOT** be refunded.

Decisions of the Bank in respect of all matter pertaining to this recruitment would be final and binding on all candidates.

The queries may be addressed to: <https://cgrs.ibps.in/>

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 On-line application. At the time of examination, interview or in a subsequent selection procedure or after joining the services of the Bank, if a candidate is (or has been) found guilty of

- (i) Using unfair means or
- (ii) Impersonating or procuring impersonation by any person or
- (iii) Misbehaving in the examination/ interview 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 unfair means, or
- (vi) Carrying mobile phones or similar electronic devices of communication in the examination/ interview 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.

1. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not

willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

2. Decision of **Rajgurunagar Sahakari Bank Ltd.** in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the **Rajgurunagar Sahakari Bank Ltd.** in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. **Rajgurunagar Sahakari Bank Ltd.** 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 **Rajgurunagar Sahakari Bank Ltd.** in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, **Rajgurunagar Sahakari Bank Ltd.** reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any **Rajgurunagar Sahakari Bank Ltd.** recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
6. Corrigendum if any shall be published on the Banks website <https://www.rajgurnagarbank.com/careers>.

Date:05.05.2023.

Chairman