

## **RECRUITMENT IN TRAINEE OFFICER CADRE – 2015-2016 : GUIDELINES**



TJSB Sahakari Bank Ltd.  
(Multi-State Scheduled Bank)  
Corporate Office: TJSB House, Plot No. B-5,  
Road No. 2, Wagle Industrial Estate,  
Thane (West) 400 604  
website: [www.tjsb.co.in](http://www.tjsb.co.in)

TJSB Sahakari Bank Ltd. is a fast growing and one amongst the leading top three Urban Co-operative Banks in the country is hiring talented and aspiring individuals for the post of “Trainee Officer” of the Bank.

Interested candidates may apply online between 23.10.2015 to 02.11.2015 (inclusive of both days) only through the Bank’s website ([www.tjsb.co.in](http://www.tjsb.co.in) – [Career Opportunities](#)) after carefully going through the instructions contained in this advertisement. **No other means/mode of application will be accepted.**

### **1. IMPORTANT DATES**

<b>Tentative Date of Online Examination</b>	<b>21.11.2015</b>
<b>Opening date of Online Registration Gateway</b>	<b>23.10.2015</b>
<b>Closing date of Online Registration Gateway</b>	<b>02.11.2015</b>
<b>Start date for payment of Application Fee</b>	<b>23.10.2015</b>
<b>Last date for payment of Application Fee</b>	<b>02.11.2015</b>
<b>Call letter Download</b>	<b>18.11.2015 to 21.11.2015</b>

## 2. ELIGIBILITY CRITERIA

<b>Educational Qualification (as on 31.10.2015)</b>	Graduate in any stream from a Recognized University
<b>Age Limit (As on 31.10.2015)</b>	Above 20 years - below 27 years i.e Candidate should not have been born before 1.11.1988 and after 31.10.1995 (both dates inclusive)

## 3. HOW TO APPLY

### Detailed Guidelines/ Procedure For

#### A. APPLICATION REGISTRATION PROCEDURE

#### B. PAYMENT OF FEES

#### C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

The eligible candidates have to apply online only through the Bank' website from 23.10.2015 to 02.11.2015. No other means/mode of application is acceptable.

### IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

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

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under guidelines for photograph and signature scan and upload.
- ii. Possess a valid e-mail ID and a mobile no. which should be kept active till completion of this recruitment process. Bank may send call letters for the examination etc. through the registered e-mail ID. In case the candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that e-mail account and mobile number.

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

**PAYMENT OF FEE ON LINE :- 23.10.2015 TO 02.11.2015**

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

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

**A. APPLICATION REGISTRATION PROCEDURE**

- i. Log on to our Bank's website [www.tjsb.co.in](http://www.tjsb.co.in) and follow the link 'Career Opportunities'. Then click "Recruitment for the post of Trainee Officer – 2015". Then click on the "apply online" which will open a new screen.
- ii. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- iii. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.
- iv. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

- v. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- vi. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- vii. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
- viii. Candidates can proceed to fill other details of the Application Form.
- ix. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- x. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- xi. Click on 'Payment' Tab and proceed for payment.
- xii. Click on 'Submit' button

## **B. PAYMENT OF FEES**

### **ONLINE MODE**

- i. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii. The payment can be made by using Debit Cards (RuPay /Visa / Master Card /Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- iii. After submitting your payment information in the online application form,

**PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE**

- iv. On successful completion of the transaction, an e-Receipt will be generated.
- v. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- vi. Candidates are required to take **a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- vii. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- viii. To ensure the security of your data, please close the browser window once your transaction is completed.
- ix. There is facility to print application form containing fee details after payment of fees.

### **C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

- In case the face in the photograph or signature is unclear, the application may be rejected.
- Candidate may edit the application and re-upload the photograph/ signature in such case.

**PHOTOGRAPH IMAGE:**

- Photograph must be a recent passport size color picture.
- Make sure that the picture is in color, taken against a light-colored, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

**SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.

- The Applicant's signature on the Call Letter and Attendance Sheet , at the time of the examination, should match the uploaded signature . In case of mismatch, the candidate will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb

#### **SCANNING THE PHOTOGRAPH & SIGNATURE:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

#### **PROCEDURE FOR UPLOADING THE PHOTOGRAPH AND SIGNATURE**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link “Upload Photograph / Signature”
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the ‘Upload’ button

#### **4. EXAMINATION CENTERS**

- ❖ The examination will be conducted online in venues across many centers in India. The tentative list of Examination centres is available in **Annexure I**. No request for change of centre for Examination shall be entertained. TJSB, however, 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. TJSB also reserves the right to allot the candidate to any centre other than the one he/she has opted for. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and TJSB will not be responsible for any injury or losses etc. of any nature.

#### **5. TEST DETAILS AND SCORES**



Sr. No.	Name Of The Test	No. Of Questions	Maximum Marks	Time
1.	Reasoning	50	50	<b>Composite Time of 120 Minutes</b>
2.	English Language	50	50	
3.	General Awareness	50	50	
4.	Quantitative Aptitude	50	50	
	<b>TOTAL :::::</b>	<b>200</b>	<b>200</b>	

**Tests will be made available only in English. For every wrong answer 1/4<sup>th</sup> marks will be deducted.**

The Scores of Online Examination 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, if the exam is conducted in more than one session.
- (iii) Test wise scores and scores on total is reported with decimal points up to two digits.

- (iv) Cut off will be applied on the test wise and/or Total Score, as per decision of bank.

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.

## **6. IDENTITY VERIFICATION**

- In the examination hall as well as at the time of interview, 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 Gazzetted 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 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. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

- **E-Aadhar Card and Ration Card are not valid id proofs for this project.**

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. 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. 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. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.

## **7. PENALTY FOR WRONG ANSWERS**

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.

## **8. INTERVIEW AND DOCUMENTS VERIFICATION :**

Minimum qualifying marks for the online examination shall be fixed and only those candidates qualifying in the test would be called for interview. The appearance of shortlisted successful candidates for interview is compulsory.

Those who do not appear in the interview will not be considered in the final selection irrespective of their performance in the online test. The exact date, time and venue for the interview shall be intimated to the qualifying candidates. The candidates called for interview must produce all original documents in support of their education, age, wherever applicable. No further extension for production of original certificate shall be given. Failure to produce the document will lead to disqualification of the candidate.

#### **9. CALL LETTERS:**

- Candidates will have to visit TJSB Bank's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause 6 above and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

#### **10. CANDIDATES REPORTING LATE**

- 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 test. Though the duration of the examination 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

## 11. AT THE EXAMINATION CENTRE

Candidates are required to bring the following to the examination center:

- i. Print out of Call Letter ( which has to be downloaded by the candidate using the registration number and password obtained at the time of registration of online application). A recent passport size photograph (matching with uploaded photograph)of the candidate has to be affixed on the Call Letter.
- ii. Currently valid photo id proof in original, as stipulated in the call letter

## 12. CHOICE OF REGION AND CENTERS FOR ONLINE TEST:

- a. The candidate has to choose any one Region from the list below, provided that he/she is presently staying at any city/district in the particular Region for last 5 years.
- b. Any request for change of center for online test/interview shall NOT be entertained.

Sr.No	Region	City/District	Examination Centre
01	Goa	Panjim	
		Ponda	
		Madgaon	
		Mapusa	Verna
02	Gujarat	Rajkot	
		Surat	
		Ahmedabad	
		Vadodara	Vadodara
03	Mumbai	Thane	
		Mumbai	Mumbai/Navi Mumbai/ Thane

Sr.No	Region	City/District	Examination Centre
04	Pune	Ahmednagar	
		Aurangabad	
		Pune	Pune
05	Kolhapur	Kolhapur	
		Sangli	
		Ichalkaranji	Kolhapur
06	Vidarbha	Amravati	
		Akola	
		Nanded	
		Nagpur	Nagpur
07	Karnataka	Hubli	
		Bangalore	Bangalore
08	Nashik	Nashik	Nashik

- c. The selected candidates will be posted in any of the branches which are in operation or may be opened in the particular Region. If in a particular Region, the vacancies are less than the number of selected candidates, then these selected candidates may be posted in any other Region where there is a short-fall.

### 13. GENERAL INSTRUCTIONS

- i. Candidate will have to appear for Online test to be conducted by the Bank. The successful candidates will be called for an interview, Subject to their being medically fit for employment, the selected candidates will be initially appointed on Training period. The Bank reserves the right to reject any application at any stage without assigning any reason and no correspondence in this regard will be entertained.

- ii. An application once made will not be allowed to be withdrawn and the application fee once paid will NOT BE refunded on any account nor would be held in reserve for any future examination or selection. The application fee shall also NOT BE refunded in case the application is rejected/not considered by the Bank.
- iii. The Bank takes no responsibility for any delay in submission of online applications or communication. Candidates in their own interest are advised to ensure that payment through Master/Visa Debit or Credit cards /NET Banking has been successfully remitted as per above instructions and submit the online applications well before the last date. Mere deduction of amount from a/c does not ensure confirmation of application. The candidate should be able to download e-receipt from the web site.
- iv. Candidates are advised to ensure that they fulfill the parameters of qualifications and age as prescribed above. Candidates, who do not fulfill the prescribed eligibility criteria, may be disqualified at any stage of the recruitment process.
- v. The emoluments (consolidated Basic pay) for the post of Trainee Officer will be ₹ 15000/- p.m approximately.
- vi. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, photocopy of photo-identity proof etc. at the time of examination. They must bring the original photo-id. for verification.
- vii. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.

- viii. The authority reserves the discretion to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage 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). If any of these shortcomings is/are detected after appointment his/her services are liable to be summarily terminated.
- ix. Not more than one application should be submitted by any candidate. 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. Multiple attendance/appearances in the examination will be summarily rejected/ candidature cancelled.
- x. Online applications once registered will not be allowed to be withdrawn and/or the application fee/intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- xi. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- xii. Canvassing in any form will be a disqualification.
- xiii. Any request for change of address, details mentioned in the online application form will not be entertained.
- xiv. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available in abovementioned websites shall prevail.
- xv. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all



correspondences with the Bank in future should be identical and there should be no variation of any kind.

- xvi. A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process/ doubt about identity at any stage could lead to disqualification.
- xvii. The possibility of occurrences 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. 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.
- xviii. The Authority shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/mention their application details with/to anyone.
- xix. The Authority reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection, etc.
- xx. Intimations will be sent by email and/ sms only to the email ID and mobile number registered in the online application form.
- xxi. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of the Bank and candidates

are advised to keep a close watch on the authorized Bank's website for latest updates.

- xxii. TJSB 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 TJSB Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, TJSB Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- xxiii. 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 TJSB Bank 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 effect.
- xxiv. Decision of TJSB Bank in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by TJSB Bank in this behalf.
- xxv. **Use of Mobile Phones, pagers, calculator or any such devices:**
  - (a) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

- (b) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
  - (c) Candidates are not permitted to use or have in possession calculators in examination premises.
- xxvi. **Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means :**
- i. 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.
  - ii. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –
  - iii. Using unfair means or
  - iv. Impersonating or procuring impersonation by any person or
  - v. 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
  - vi. Resorting to any irregular or improper means in connection with his/ her candidature or
  - vii. Obtaining support for his/ her candidature by unfair means, or

viii. 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 the Bank.
- (c) For termination of service, if he/ she has already joined the Bank.

### **Annexure I**

#### **Tentative List of Examination Centres**

<b>Sr.No</b>	<b>Region</b>	<b>City/District</b>	<b>Examination Centre</b>
01	Goa	Panjim	
		Ponda	
		Madgaon	
		Mapusa	Verna
02	Gujarat	Rajkot	
		Surat	
		Ahmedabad	
		Vadodara	Vadodara
03	Mumbai	Thane	
		Mumbai	Mumbai/Navi Mumbai / Thane
04	Pune	Ahmednagar	
		Aurangabad	
		Pune	Pune
05	Kolhapur	Kolhapur	
		Sangli	
		Ichalkaranji	Kolhapur

Sr.No	Region	City/District	Examination Centre
06	Vidarbha	Amravati	
		Akola	
		Nanded	
		Nagpur	Nagpur
07	Karnataka	Hubli	
		Bangalore	Bangalore
08	Nashik	Nashik	Nashik

Ω Ω Ω Ω Ω Ω Ω