

# J&K Bank Rural Self Employment Training Institutes Society

## Jobs @ JKBRSETI

### Engagement of Faculty and Office Assistant (on contract) at J&K Bank Rural Self Employment Training Institutes Society-Centres

ONLINE REGISTRATION OF APPLICATION & PAYMENT OF FEES: FROM 21-09-2023 TO 05-10-2023

Online Applications are invited from the domicile of UT of J&K for the position of Faculty and Office Assistant at J&K Bank Rural Self Employment Training Institutes Society - Centres (JKBRSETI) on contract basis fulfilling the below mentioned criteria:- Candidates are requested to apply Online through the link given on Bank's website <https://www.jkbank.com>

1. Before Applying, Candidates are requested to ensure that they fulfil the eligibility criteria for the post as per advertisement.
2. The process of registration is completed only when fee is deposited through On-line mode.
3. Candidates are advised to check website <https://www.jkbank.com> under Careers link regularly for details and updates. No separate intimation / advertisement etc. will be issued in case of any change /update.

Eligible candidates who aspire to join JKBRSETI as Faculty and Office Assistant (on contract) are required to register on-line for the Engagement Process. The process will be held in two phases i.e. online written examination & Interview/ Demonstration / Presentation. The candidates shortlisted (3 times the Vacancies) after the online test will be subsequently called for Interview/Demonstration/Presentation. Prospective candidates should apply after carefully reading the advertisement notice regarding the process of examinations and interview, eligibility criteria, online registration process, payment of prescribed application fee, pattern of online test, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

#### A. VACANCIES

##### i. Faculty

- **Vacancies:** 04 (Four). (One each at RSETI centre) Anantnag, Budgam, Pulwama, and Srinagar (J&K)

##### ii. Office Assistant

- **Vacancies:** 09 (Nine). Two each at RSETI centre - Poonch, Rajouri and Srinagar (J&K).  
One each at RSETI centre - Baramulla, Budgam, and Shopian (J&K).

#### The tentative schedule of events is as follows:

Activity	Dates
Submission of On-line Application	21-09-2023 to 05-10-2023
Payment of Application Fees/Intimation Charges (Online)	21-09-2023 to 05-10-2023
Download of call letters for Online Written Examination	Will be communicated separately
Declaration of Online Test	Will be communicated separately
Download of call letters for interview	Will be communicated separately
Conduct of interview	Will be communicated separately
Provisional Selection	Will be communicated separately

Candidates are advised to regularly keep in touch with the authorized website <https://www.jkbank.com> under Careers link for details and updates.

## I. Domicile of J&K-UT.

- (i) Candidate at the time of filing on-line application, will submit self-declaration of being domicile in terms of the Jammu and Kashmir Grant of Domicile Certificate (Procedure) Rules, 2020 as per format given under annexure-I.
- (ii) Selected candidates will have to submit the J&K-UT domicile certificate issued by competent authority, at the time of joining.

### 1. Age as on 01.01.2023:

- Between 22-40 years. However age relaxation, equivalent to the period already served satisfactorily with any RSETI will be given, subject to production of experience certificate. In addition relaxation in upper age limit for categories like SC/ST/SEBC/PwBD shall be applicable as per below mentioned table.

Category	Age relaxation
(a) Scheduled Castes	5 years
(b) Scheduled Tribes	5 years
(c) Socially and Educationally backward classes (other than Scheduled Castes and Scheduled Tribes):	3 Years
(d) Physically Challenged Persons (PCP)	10 years
* The relaxation in upper age limit in respect of Schedule Caste/Schedule Tribe/Social Caste candidates, shall be allowed on cumulative basis with one of the remaining categories for which age relaxation is permitted as mentioned above for physically challenged persons.	

### 2. Contract Tenure-

- The duration of contract will be three (03) years subject to annual review and renewal of the contract. If either party decides to discontinue the contract, for any reason, whatsoever, will be required to give one month's notice or equivalent emoluments in lieu thereof.

### 3. Qualification-

#### i) Faculty-

- Should be a Graduate / Post Graduate in Social Science/Social Work, Rural Development or related fields.
- Shall possess excellent communication skills in English and knowledge of local language is essential.
- Shall have Experience as an Entrepreneur, Teacher/Faculty preferably in Entrepreneur Development with flair for teaching.
- Proficiency in MS Office and use of internet is compulsory.
- Previous experience as Faculty preferred.

#### ii) Office Assistant-

- Should be a Graduate in Social work, Arts, Commerce with knowledge in Basic accounting.
- Shall be fluent in spoken and written local language and English.
- Shall be proficient in MS Office (Word and Excel) and internet.

#### Note:

- 1) Candidates applying against the given vacancy must hold a degree from any University/ Institution incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of the Parliament or declared to be deemed as a University under section 3 of the UGC Act, 1956 and the final result should have been declared on or before the day candidate registers online. Proper document from Board / University for having declared the result on or before the day candidate registers online has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University/ Institute. In case the result of a particular examination is

posted on the website of the University/ Institute and web based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University/ Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

- 2) Candidate has to apply for one District only. In case a Candidate registers for more than one District his/her latest application shall be considered.
- 3) Online examination for the post of Faculty and Office Assistant will be conducted only in English Language.

## B. EXAMINATION STRUCTURE

A. The structure of the Examinations which will be conducted online are as follows:

Online Examination:

### I. Faculty:-

Sr. No.	Name of Tests (NOT BY SEQUENCE)	No. of Questions	Maximum Marks	Time allotted for each test (Separately timed)
1	Computer Aptitude	50	50	30 minutes
2	General Knowledge	50	50	30 minutes
	Total	100	100	60 minutes

### II. Office Assistant:

Sr. No.	Name of Test	No. of Questions	Maximum Marks	Time allotted for each test (Separately timed)
1	Computer Aptitude	50	50	30 minutes
2	General Knowledge	50	50	30 minutes
	Total	100	100	60 Minutes

Candidates have to qualify in each of the two tests by securing cut off marks to be decided by JKBRSETI.

JKBRSETI reserves the right to modify the structure of the examination which will be intimated through its website.

### I. PROCESS FOR ARRIVING AT SCORES:

- The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.
- Scores up to two decimal points shall be taken for the purpose of calculations

### II. 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.

### III. Cut Off Score:

Each candidate will be required to obtain a minimum score in each test of online written examination and also a minimum total score to be considered to be shortlisted for interview. Depending on the number of vacancies available, cut-offs will be decided and candidates will be shortlisted for interview. Prior to the completion of the interview process, scores obtained in the online examination will not be shared with the candidates shortlisted for interview.

### IV. INTERVIEW:

Candidates who will be shortlisted in the written examination will subsequently be called for an Interview to be conducted by the JKBRSETI. Interviews will be conducted at selected

centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates from official website of bank <https://www.jkbank.com>. Please note that any request regarding change in date, centre etc. of interview will not be entertained. However JKBRSETI reserve the right to change the date/ venue/ time/ centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

The total marks allotted for Interview are 100. The minimum qualifying marks in interview will not be less than 40% .The weightage (ratio) of online written Exam and interview will be 80:20 respectively. The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the online written Examination and Interview. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.

A candidate should qualify both in the online written Exam and interview and be sufficiently high in the merit to be shortlisted for subsequent provisional selection process, details of which will be made available subsequently on official website of bank <https://www.jkbank.com>.

**While appearing for the Interview, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. JKBRSETI or its authorized agency takes no responsibility to receive/ collect any certificate/remittance/ document sent separately.**

**V. Abnormal Similarity of Responses / Copying Cases:**

The JKBRSETI will be analyzing the responses of all appeared candidates for online written examinations, to detect abnormal similarity of responses. This is the standard practice for examinations of all the Banks/Organizations. Report is analyzed to arrive for necessary action/final decision.

**VI. Examination Centres:**

The examination centres are available at following locations:

**Within J&K-UT**

Srinagar	Jammu
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- 1) The examination will be conducted online in venues across available centres in J&K-UT.
- 2) No request for change of centre for Examination shall be entertained.
- 3) JKBRSETI 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.
- 4) JKBRSETI also reserves the right to allot the candidate to any centre other than the one he/ she has opted for.
- 5) Candidate will appear for the examination at an Examination Centre at his/ her/ their own risk and expenses and JKBRSETI will not be responsible for any injury or losses etc. of any nature

**Please note that candidates will not be permitted to appear for the examination (Online Written Examination) without the following documents:**

- 1) Valid Call Letter for the respective date and session of Examination
- 2) Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and
- 3) Photocopy of photo-identity proof (as mentioned in (2) above)

**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 Online examination is 1 hour, candidates may be required to be at the venue for about 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.

## **C. IDENTITY VERIFICATION**

### **(i) DOCUMENTS TO BE PRODUCED**

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ valid recent Identity Card issued by a recognised college/ university/ Aadhaar card/ E-Aadhaar card with a photograph/ Employee ID 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/ interview.**

- Ration Card and Learner's Driving License will not be accepted as valid id proof for this process.
- In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter 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. 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 original Gazette notification / their original marriage certificate / affidavit in original.

## **D. HOW TO APPLY**

### **DETAILED GUIDELINES/PROCEDURES FOR**

- APPLICATION REGISTRATION
- PAYMENT OF FEES
- DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 21.09.2023 to 05.10.2023 and no other mode of application will be accepted.

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

Before applying online, candidates should-

- Scan their:
  - Photograph (4.5cm × 3.5cm)
  - Signature
  - Left thumb impression (on white paper with black or blue ink). (If a candidate is not having left thumb, he/she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).
  - A hand written declaration (on white paper with black or blue ink) (text given below) (In case of 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).
  - Ensuring that the all these scanned documents adhere to the required specifications.
- Signature in CAPITAL LETTERS will NOT be accepted.
- The left thumb impression should be properly scanned and not smudged.
- 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/asked by the JKBRSETI or its authorized agency.”*

- v. The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written by anybody else or in any other language, the application will be considered as invalid.
- 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. JKBRSETI 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.

**A. APPLICATION REGISTRATION:**

1. Candidates to go to the official website <https://www.jkbank.com> under careers link and click on the link “Recruitment - (Contractual) Faculty and Office Assistant for JKBRSETI” and apply for the post 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. 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.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Marks sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

**B. PAYMENT OF FEES: (ONLINE MODE)**

**APPLICATION FEES (NON REFUNDABLE) PAYMENT OF FEE ONLINE: (21.09.2023 to 05.10.2023)**

The Candidates will pay the requisite fee of Rs.1,000/- (inclusive of GST) for Unreserved category and Rs.800/- (inclusive of GST) for Reserved category, to be paid through online mode. No other Mode of payment shall be available.

***(Bank Transaction charges for Online Payment of application fees will have to be borne by the candidate.)***

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 containing fee details. 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.
10. 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, Centre of Examination, 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. **JKBRSETI** will not be 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.
11. 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.
12. 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 authorised IBPS website on account of heavy load on internet/website jam.
13. **JKBRSETI** 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 **JKBRSETI**.
14. 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 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:**

- 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.
- 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 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 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 pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink. (If a candidate is not having left thumb, he/she may use his/ her right thumb)
- 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)
- Size of file should be between 10kb - 20kb for signature.
- Size of file should be between 20kb - 50kb for left thumb impression.
- For hand written declaration size of file should be 50kb - 100 kb.
- Ensure that the size of the scanned image is not more than 100 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/MOoffice can easily obtain documents in .jpeg format by using MS Paint or MOoffice 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. (If a candidate is not having left thumb, he/she may use his/ her right thumb)
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)

**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)

**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.

**D. Document file type/ size (For Uploading of Experience Certificate):**

- All Documents must be in PDF format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB.
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

**Note:**

1. In case the 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.

- The candidates shall submit the print out of Online Registration Form and Call Letter for Online Test on the date of test/s.
- *Selected candidates for Online Written Test will be communicated through the official website of J&K Bank.*

**E. SELECTION CRITERIAN:**

The weightage (ratio) of online exam and interview will be 80:20, respectively. Selection will be made on the basis of merit of overall marks obtained in online examination and the interview.

**In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.**

The selection is subject to the candidate fulfilling the criteria and identity verification to the satisfaction of JKBRSETI. This does not constitute an offer of employment. Verification of documents with regard to eligibility criteria will be carried out by JKBRSETI. JKBRSETI reserves the right to cancel the candidature on account of deficiency of the same. Decision of JKBRSETI here shall be final and binding upon the candidates. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria his/her candidature/ chance in the process shall stand forfeited.

Issuance of offer of Contract including terms and conditions, formalities for verification, joining etc. is solely the decision of JKBRSETI and shall be final and binding. Any queries in this regard shall be directed to JKBRSETI only.

**The decision of JKBRSETI in selection shall be final and binding upon the selected candidates. However JKBRSETI reserves the right to cancel, change the process depending upon exigencies or otherwise.**

While reporting for the Interview/Joining, the candidate should produce valid prescribed documents given below in addition to the documents requested.

In the absence of documents, candidature of the candidates shall be cancelled. All the documents/ certificates stated below must be submitted to the JKBRSETI as per their directions.

A reserve list to the extent of approximately 20 percent of the vacancies shall be kept, subject to the availability of candidates. This does not guarantee selection. In the event of JKBRSETI providing further vacancies during one year from the date of declaration of result, selection will be carried out for the candidates in the reserve list. However, if no vacancy is furnished owing to exigencies or otherwise during the validity period, the candidates under the reserve list will not be considered for selection. The reserve list will expire automatically one year from date of declaration of result. Candidates who are not selected or not in the reserve list will not be considered for any further process for vacancies under this recruitment process.

**RESERVATION: Rules as applicable for UT of J&K.**

A candidate belonging to reserved category, selected on the basis of norms as applicable to General Category, will be treated at par with a General category candidate. Such own merit candidates belonging to reserved categories who are provisionally shortlisted/selected under unreserved (General) category will not be adjusted against a reserved post. However their original category as registered in the online registration will remain unchanged

#### **F. LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF INTERVIEW (AS APPLICABLE)**

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. Non submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.

- (i) Printout of the valid Interview Call Letter.
- (ii) Valid system generated printout of the online application.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in Point D of this advertisement.
- (v) Mark-sheets & certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before the day candidate registers online.

- (vi) Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a “No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered. The No Objection Certificate should not be issued for appearing in interview only. Production of such conditional NOCs at the time of interview will not be considered and such candidates will not be permitted to participate in interview/will not be considered for further selection process.
- (vii) Experience certificates, if any.
- (viii) Any other relevant documents in support of eligibility.

**Note:- Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant Eligibility documents as mentioned above.**

Non production of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.

No documents shall be directly sent to JKBRSETI or its authorized agency by candidates before or after the interview.

#### **G. GENERAL INFORMATION/INSTRUCTIONS:**

- I. Candidates are advised to take a printout of their system generated online application form after submitting the application.
- II. Candidates should satisfy themselves about their eligibility for the post applied for. The JKBRSETI would admit to the test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility.
- III. Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.
- IV. JKBRSETI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of JKBRSETI.
- V. Not more than one application per post should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee / intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination will be summarily rejected/ candidature cancelled.
- VI. Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a “No Objection Certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered.
- VII. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the engagement.
- VIII. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification. Candidate will not be allowed to appear for interview / join if original certificates are not produced for verification.
- IX. Decision of JKBRSETI in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, verification etc. and any other matter related to this recruitment process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the JKBRSETI in this regard.
- X. Candidate want to apply for both the positions need to apply separately for each post.
- XI. 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.
- XII. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.

- XIII. Any request for change of date, time and venue for online examination will not be entertained.
- XIV. Any request for change of address, details mentioned in the online application form will not be entertained.
- 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 correspondence in future should be identical and there should be no variation of any kind.
- XVI. A recent, recognizable photograph (4.5cm × 3.5cm) 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 or doubt about identity at any stage could lead to disqualification.
- XVII. The possibility of occurrence of some problem in the administration of the examination/ interview 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 JKBRSETI. 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. Bank 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. Appointment of short-listed/selected candidates is subject to his/her being declared medically fit and subject other conditions. Decision of JKBRSETI in this regard will be final and binding on candidates.
- XX. JKBRSETI reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection etc.
- XXI. **Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form.**  
JKBRSETI 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 JKBRSETI and candidates are advised to keep a close watch on the official website <https://www.jkbank.com> for latest updates.
- XXII. If at a later stage of selection process or appointment, the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different, as per expert analysis, the candidature of the candidate will be cancelled.

**H. FOLLOWING ITEMS ARE NOT ALLOWED INSIDE THE EXAMINATION CENTRE:**

- (a) Any stationery item like textual material (printed or written), bits of papers, Geometry/ Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
- (b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- (c) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
- (d) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
- (e) Any watch/Wrist Watch, Camera, etc.
- (f) Any metallic item
- (g) Any eatable item opened or packed, water bottle etc.
- (h) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

**Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.**

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. JKBRSETI or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

#### **I. 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 online 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 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 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 JKBRSETI ;
- c. for termination of service, if he/ she has already joined the JKBRSETI.

**Important:** JKBRSETI would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by JKBRSETI or any agency engaged with conduct of the online examination, in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, JKBRSETI reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained.

#### **J. CALL LETTERS**

The Centre, venue address, date and time for both online examination as well as interview shall be intimated in the respective Call Letter.

An eligible candidate should download his/her call letter from the official website <https://www.jkbank.com> by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

**Intimations will be sent by email and/ SMS to the email ID and mobile number registered in the online application form.** JKBRSETI will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of JKBRSETI. **Candidates are hence advised to regularly keep in touch with the official website of JKBRSETI <https://www.jkbank.com> 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.**

#### **K. EMOLUMENTS**

#### **4. Remuneration-**

- |                       |  |
|-----------------------|--|
| i) Faculty-           | • Rs.20,000/- per month which may be revised by 10% annually based on performance  |
| ii) Office Assistant- | • Rs.12,000/- per month which may be revised by 10% annually based on performance. |

#### **L. ANNOUNCEMENTS**

All further announcements/ details pertaining to this process will be published / provided only on authorized website <https://www.jkbank.com> under careers link from time to time. No separate advertisement will be issued in this regard.

#### **M. DISCLAIMER**

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he/ she has furnished any incorrect / false information or has suppressed any material fact(s), his /her/ their candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her/ their services are liable to be terminated. Decisions of **JKBRSETI** in all matters regarding eligibility, conduct of written examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the **JKBRSETI** in this regard.

Srinagar

Date: 18 Sep 2023

Advertisement No: JKBRSETI/NO/CHQ/2023- 150

Nodal Officer

**JKBRSETI**

SELF-DECLARATION

I, \_\_\_\_\_ Son/Daughter/wife of  
 \_\_\_\_\_ am resident of \_\_\_\_\_  
 \_\_\_\_\_ village/Street \_\_\_\_\_ Post office \_\_\_\_\_  
 \_\_\_\_\_ District \_\_\_\_\_ of Jammu and Kashmir Union Territory, Pin Code  
 \_\_\_\_\_, Aadhaar number. \_\_\_\_\_.

2. That I am domicile of Union Territory of Jammu & Kashmir and eligible to obtain domicile certificate in terms of the Jammu & Kashmir grant of Domicile Certificate (procedure) Rules, 2020 notified vide S.O.166 dated 18<sup>th</sup> May-2020.
3. If selected in JKBRSETI's recruitment drive, I will produce Domicile certificate issued by the competent authority at the time of joining otherwise my selection will be deemed to be cancelled abinitio.
4. I further certify that this declaration is true and nothing is concealed by me.
5. That I further affirm that in case information furnished above is found to be incorrect, I shall be liable for prosecution under section 177 and 191 of the Indian Penal Code

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Son/Daughter/Wife of: \_\_\_\_\_

\_\_\_\_\_