



## **M.P.RAJYA SAHAKARI BANK MYDT., T.T.NAGAR BHOPAL**

Website: [www.apexbank.in](http://www.apexbank.in)

Tel No. 0755-2674743

### **Advertisement for Recruitment of 95 Post of Apex Bank Cadre Officers under various Class.**

Apex Bank invites Online application from eligible Indian citizen for appointment in the various posts on regular basis. Candidates are advised to apply ONLINE, through Apex Bank website at [www.apexbank.in](http://www.apexbank.in) after carefully going through all the instructions contained in this application and general instructions given in this advertisement. No other means /mode of Application / Printout will be accepted.

The tentative schedule of events is as follows:

<b>Events</b>	<b>Dates</b>
<b>Opening date of submission of online application.</b>	<b>06.08.2024</b>
<b>Last date of submission of online application.</b>	<b>05.09.2024</b>
<b>Amount of Application Fee</b>	<b>Rs. 1200/- for all (General/OBC/EWS candidates) and Rs 900/- for all (SC /ST/PwBD Candidates) 18% GST additional (Fees submitted is Non- Refundable)</b>
<b>Date of downloading of Call Letters for online examination</b>	<b>Around 7 days before examination date.</b>
<b>Date of online examination</b>	
<b>Date of declaration of result of online Examination.</b>	<b>Around 10 days after the conduct of Online examination.</b>

## Apex Bank Cadre Officer Total 95 Post

No	Name of Posts	Details and no of vacant Posts of Cadre officers														
		No of vacant posts	UR		UR-EWS		ST		SC		OBC		Out of which (PwBD)			
			Open	Female	Open	Female	Open	Female	Open	Female	Open	Female	LD	HI	VI	MD
1	Additional Chief Executive Officer (General Manager)	15	03	01	01	01	02	01	01	01	03	01	00	01	00	00
2	Manager (Accounts)	34	07	03	02	01	05	02	03	02	06	03	01	00	01	00
3	Manager (Administration)	34	07	03	02	01	05	02	03	02	06	03	00	01	00	01
4	Nodal Officer	12	03	01	01	00	01	01	01	01	02	01	01	00	00	00

**Abbreviation :** UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, EWS-Economically Weaker Section, PwBD-Person with Benchmark Disability, LD- Locomotors Disability, HI- Hearing Impaired, VI- Visually Impaired, MD- Multiple Disability

**Note:**

- i. Female candidates can also apply on Unreserved/Reserved (Open) posts as per their eligibility and social category.
- ii. SC/ST and OBC candidates are eligible to apply against unreserved category posts but they will not be eligible to get benefits of age and fee relaxation.
- iii. The maximum age limit specified is applicable to General Category candidates and Economically Weaker Section (EWS) Category Candidates
- iv. Candidates belonging to OBC Category will have to submit a certificate from competent authority that he/she is not from Creamy Layer Category. Date of issue of such certificate should not be of more than one year old when apply.
- v. Reservation procedure: - The Reservation procedure shall be in accordance to reservation rules as prescribed by the Govt. of Madhya Pradesh.
- vi. Government of Madhya Pradesh had issued the gazette notification dated 24/12/2019 for increasing OBC reservation from 14% to 27%. In pursuance of the aforementioned notification, the Bank has decided to go ahead with appointments to the Officers **95 posts** of the **cadre officers grade** for which the bank has prepared the roaster as per 27% reservation for OBC and have advertised posts accordingly. However, since the said gazette notification dated 24/12/2019 has been challenged by way of various writ petitions before Hon'ble High Court of Madhya Pradesh ,as such the bank on the basis of the legal opinion obtained from bank legal advisor dated 10/01/2022 have decided to carry out recruitment for all posts. It has also been decided that against vacant OBC post, bank will primarily declare final results for **14%** vacant OBC posts and for remaining **13%** OBC post, the final result shall be kept on hold and same shall be declared depending upon the final decision of the hon'ble Madhya Pradesh high court in the pending writ petitions.
- vii. **13% OBC result will be hold as per the position of the candidate in merit list.**

**Post-wise essential Qualification-**

Sr. No.	Name of Posts	Essential Qualifications
1.	Additional Chief Executive Officer (General Manager) – Cadre Officer Class-I	<b>1. The person to be appointed as Additional CEO shall at least a :</b> i Post Graduate in any discipline from a Govt. recognized Institute/University <b>OR</b> ii CA/CFA/ICWA <b>OR</b> iii MBA  <b>2. The person shall have at least 02 years work experience at the middle/senior level in the Banking sector.</b>
2.	Manager Accounts Cadre Officer (Class-III)	B.Com/M.Com/MBA (Finance) from a Govt. recognized Institute/University <b>OR</b> C.A./C.F.A./ICWA

3.	<b>Manager Administration</b> Cadre Officer (Class-III)	A First class graduate/Second class Postgraduate/MBA in any discipline from a Govt. recognized Institute/University
4.	<b>Nodal Officer</b> Cadre Officer (Class-III)	A First class graduate/Second class Postgraduate/MBA in any discipline from a Govt. recognized Institute/University

\* In case of dual specialisations, one of the fields of specialisation should be in the field prescribed. In case of major/ minor specializations, major specialisation should be in the stream prescribed. Candidates having PG Degree (MMS or MBA)/PG Diploma with more than two specialisations are not eligible to apply.

**\*\* Candidates should ensure that the educational qualification possessed by them shall be as per the prescribed educational qualifications mentioned in the advertisement and they fulfill the above eligibility criteria.**

**Note:(1) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before 05.09.2024.**

**Proper document from Board / University for having declared the result on or before 05.09.2024 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 should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- (3) **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class /Grade is decided on basis of Honours marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

#### **Cadre Officers Total Emoluments :**

1. Add. Chief Executive Officer (General Manager )	Pay Scale 100730-146930	Total Emoluments Rs.143792 Per Month
2. Manager (Accounts)	Pay Scale 70020-118720	Total Emoluments Rs.101382 Per Month
3. Manager (Administration)	Pay Scale 70020-118720	Total Emoluments Rs.101382 Per Month
4. Nodal Officer	Pay Scale 70020-118720	Total Emoluments Rs.101382 Per Month

#### **Age (As on 05.09.2024)**

##### **For . Additional Chief Executive Officer (General Manager ) Class-I**

Age minimum 18 years, Maximum 50 years (inclusive of all age relaxation parameter of Apex Bank service rule & MP Govt. Service rule)

i.e. a candidate must have been born not earlier then **06.09.1974** and not later than **05.09.2006** (both dates inclusive)

##### **Manager (Accounts) and Manager (Administration) Class- III**

Age minimum 18 years Maximum 35 years (Not more than 45 year after obtaining age relaxation as under)

##### **Nodal Officer (Cadre Officer) Class - III**

Age minimum 18 years Maximum 35 years (Not more than 45 year after obtaining age relaxation as under)

i.e. a candidate must have been born not earlier then **06.09.1989** and not later than **05.09.2006** (both dates inclusive)

### Relaxation in upper age limit (Only for Madhya Pradesh State Domicile)

Sr. No.	Category	Age relaxation
1.	Female Candidates	5 years
2.	Scheduled Caste/Schedules Tribe	5 years
3.	Other Backward Classes	5 years
4.	Candidates already working in any Bank or Short Term Credit Cooperative Structure of Madhya Pradesh	5 years
5.	Person with Benchmark Disability (PwBD)	5 years
6.	Ex-Service Men/Homeguard	5 years

#### NOTE :-

- i. Candidates asked for work experience and who are seeking age relaxation will be required to submit necessary certificate(s) in original/copies at the time of Interview and at any subsequent stage of the recruitment process.
- ii. Candidates belonging to SC/ST/Women and Person with Benchmark Disability (PwBD) category, maximum age relaxation though cannot be clubbed with other relaxation of age provided elsewhere. But for female the age relaxation as provided against Female & SC, ST will be allowed to be clubbed in arriving the age relaxation.
- iii. Degree of disability of Person with Benchmark Disability (PwBD) candidates should not be less than 40% to avail benefits of age relaxation and Reservation benefits under this category.
- iv. Selected Person with Benchmark Disability (PwBD) candidates will have to submit a Medical Certificate from competent authority that he/she is physically fit and competent to perform his/her duty for the selected post.
- v. Reservation and age relaxation benefits will be given only for the candidates having valid domicile of Madhya Pradesh. Eligible candidates seeking for reservation and age relaxation benefits will have to produce a State domicile and Caste certificate issued by the competent authority.  
The Candidates seeking reservation will have to submit Madhya Pradesh Domicile Certificate and Caste Certificate issued by Competent Authority of MP Govt. in original duly issued by the competent authority at the time of final selection. However the domicile of Madhya Pradesh shall not be required for other category candidates.
- vi. This advertisement is being published as per the sanction letters No/SAKH/AP/2020/509, dated 29.01.2020 & No/SAKH/AP/2021/4242, dated 17.11.2021 & No/SAKH/AP/512/2024/1469 dated 10.07.2024 issued by Registrar Cooperative Societies, Madhya Pradesh.
- vii. Candidate will be allowed to participate and register for any one post and will not be allowed to apply on multiple posts. "in case, any candidate apply for more than one post or more than once for a single post, only the latest application will be considered."
- viii. Post published for district places and candidate if selected in these post will be posted in various districts of the Madhya Pradesh.

#### HOW TO APPLY

#### DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

**Candidates can apply online only from 06.08.2024 to 05.09.2024 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 Annexure III to this Advertisement.

(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 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 no. before applying on-line and must maintain that email account and mobile number.**

**APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 06.08.2024 TO 05.09.2024**

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

**A. Application Registration**

1. Candidates to go to the Apex Bank website [www.apexbank.in](http://www.apexbank.in) click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. 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.
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/ Mark 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 FINAL SUBMIT.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION BUTTON' 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 'COMPLETE REGISTRATION BUTTON'.
13. Candidate shall not be allowed to appear in the online examination without Admission card/ Call letter and other required documents for identity verification.
14. The name of the candidate or his/her father/husband and the Date of Birth shall be indicated in the application form as it appears in the 10<sup>th</sup>/ 12<sup>th</sup> class mark sheet / certificate as well as on the valid Identity Card. Any change/alteration found may disqualify the candidature.

**B. PAYMENT OF FEES**

**ONLINE MODE**

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.**

### 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 × 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 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, left thumb impression and hand-written declaration Image:**

- The applicant has to sign on white paper with Black Ink pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
- Ensure that the size of the scanned image is not more than 20kb

#### **Left thumb impression:**

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB

#### **Hand-written declaration:**

- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - 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
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- 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.
- 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
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ 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.

### **Procedure for Uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading photograph/signature/ left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph/signature/ left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph/signature/ 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 Photograph/signature/ 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.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

### **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 Photograph/signature/ 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 Photograph/signature/ left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) 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.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) 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.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

### **DOWNLOAD OF CALL LETTER**

Candidates will have to visit 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 below and also specified in the call letter, and photocopy of the same Photo Identity Proof as brought in original.

**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 will be prior to the Start time of the test. Though the duration of the examination is 140 Minutes, 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

#### **PHOTO – Capturing and Verification**

- i. A photo of candidate is captured on the day of exam. This photo can be matched at a later stage like interview or joining of the candidates.
- ii. Thumb impression can be captured on the call letter on the day of exam. Candidates will be asked to bring their own stamp pad for this purpose so as to avoid any risk of infection.

#### **GUIDELINES FOR PERSONS WITH DISABILITY USING A SCRIBE:**

- (i) The visually impaired candidates whose writing speed adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits specified below. In all such cases where a scribe is used, the following rules will apply :
  - The candidates will have to arrange his/her own scribe at his/her own cost.
  - The scribe arranged by the candidates should not be a candidate for the same examination if violation of the above is detected at any stage of the process, candidature of both the candidates and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
  - A person acting as a scribe for one candidate cannot be scribed for another candidate.
  - Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.
  - The scribe may be from any academic stream. However, for specialised officer post, the scribe should be from an academic stream different from that described for the post.
  - Both the candidates as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of online examination.
  - Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
  - Only candidates registered for compensatory time will be allowed such concessions, since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concession.
  - During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.
- (ii) **Guidelines for candidates with locomotors disability and cerebral palsy:**

A compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).
- (iii) **Guidelines for visually impaired candidates :**

Visually impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advise of examination.

The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.
- (iv) **Guidelines for Candidates with Intellectual Disability (ID)**

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).



(v) **Guidelines for persons with specified disability having less than 40 % disability and having difficulty in writing.**

Compensatory time not less than 20 minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

- These guidelines are subject to change in terms of Govt. of MP guidelines/clarifications if any from time to time.

### **OTHER CLAUSES**

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. 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.
2. Decision of MPRSB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the MPRSB 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. MPRSB 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 MPRSB in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, MPRSB 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 MPRSB 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.

### **EWS (Economically Weaker Section)**

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
  - i.) 5 acres of Agricultural Land and above;
  - ii.) Residential flat of 1000 sq. ft. and above;
  - iii.) Residential plot of 100 sq. yards and above in notified municipalities;
  - iv.) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification/interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification/interview.
4. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
5. The instructions issued by the Government of Madhya Pradesh in this regard from time to time shall be adhered to.  
Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of Madhya Pradesh and outcome of any litigation.

These guidelines are subject to change in terms of Government of Madhya Pradesh guidelines/ clarifications, if any, from time to time

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

**Online Examination:**

**1. Additional Chief Executive Officer (General Manager)**

S. No	Name of Test (Not in Sequence)	No. of Questions	Max. Marks	Version	Time allotted for each test (Separately timed)
1	Professional Knowledge	40	40	English and Hindi except test of English Language	30 Minutes
2	Reasoning	40	40		30 Minutes
3	English Language	40	40		30 Minutes
4	General Awareness	40	40		20 Minutes
5	Quantitative Aptitude	40	40		30 Minutes
	<b>Total</b>	<b>200</b>	<b>200</b>		<b>140 Minutes</b>

**2. Manager (Accounts), Manager (Administration) & Nodal Officer**

S. No	Name of Test (Not in Sequence)	No. of Questions	Max. Marks	Version	Time allotted for each test (Separately timed)
1	Professional Knowledge	40	40	English and Hindi except test of English Language	30 Minutes
2	Reasoning	40	40		30 Minutes
3	English Language	40	40		30 Minutes
4	General Awareness	40	40		20 Minutes
5	Quantitative Aptitude	40	40		30 Minutes
	<b>Total</b>	<b>200</b>	<b>200</b>		<b>140 Minutes</b>

**NOTE:**

- i. For every wrong answer, 0.25 marks shall be deducted. In the online examination the question paper shall be of objective type multiple choice providing 5 alternates as answers. The question paper shall be both in English and Hindi.
- ii. As per circular dated 22.09.2022 issued by Govt. of M.P. candidate belongs to Economically Weaker Section (EWS) will get 10% relaxation in respective applied cut off (passing marks). Selection of the candidates will be made as per merit under this category. This relaxation will be provided only to the candidates who are domicile of Madhya Pradesh.
- iii. Online examination will consist of two stages i.e. online examination and personal interview. Online examination and personal interview will be of 200 and 20 marks separately.
- iv. Merit of the candidates applying will be decided on the basis of total marks obtained in the Online examination and Interview. Waiting list of the candidates will be prepared up to minimum one and up to 50 percent of the total vacant posts. Validity of such merit list will be one year from the date of publication of result.
- v. The common gradation list post wise category wise shall be prepared on the basis of total marks obtained in Online examination and personal interview .
- vi. Minimum 10 times applicant's registration will be required for the each advertised post to conduct online examination. But in case of not receiving 10 times the number of applications against the advertised post, the number of posts will be reduced in proportion to the number of applications received and action will be taken to conduct the written examination for that number of posts accordingly.

**Process for Arriving at Scores :**

The Scores of Online Examination are obtained by adopting the following procedure:

- i. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

- ii. The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores.\*  
\*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- iii. Test wise scores and scores on total is reported with decimal point up to 2 digits.

**Note :- Cut-off as below**

Candidates will have to obtain minimum 40% marks out of total marks in online examination so as to be considered as Passed/Qualified for appearing in interview.

**Personal Interview :**

For each advertised vacant post a maximum of 3 candidates shall qualify to appear for personal interview as per their standing in common merit list of online exam (i.e top 3). In case less than 3 candidates qualify the online exam for a post then all such candidates shall be deemed qualified to appear for interview. No candidate shall be considered for final selection without appearing in Personal Interview.

Candidate who has applied under reserved category, on the basis of own merit if qualified and finds place to appear in interview against post advertised under Unreserved category, even then his candidature shall not be debarred to have place in merit against his applied category, subject to maintaining maximum of 3 candidates for each post.

**Final selection will be on the basis of total marks of online examination and personal interview.**

**IDENTITY VERIFICATION**

In the examination hall, the call letter along with original identity proof and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/Aadhar/E-Aadhar Card with photograph/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college/university 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. Ration card and Learner's Driving License is not the valid ID proof.

**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 the interview call letter while attending the examination/interview without which they will not be allowed to take the examination/ interview. Candidates must note that the name as appearing on the call letter (providing during the process of registration) should exactly match the name appearing on the photo identify 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 the photo identify 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 original marriage certificate/affidavit in original.

**CENTRE CLAUSES :**

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. MPRSB, 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.
4. MPRSB 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 own risks and expenses and MPRSB will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, MPRSB reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, MPRSB, reserves the right to allot any other centre to the candidate.

#### **EXAMINATION CENTRES :**

The online Preliminary examination shall be conducted at various centres. The candidate shall have to indicate his/her preference **for 4 centres from** in the application form from the following:-

<b>Sr.No.</b>	<b>State</b>	<b>Name of City</b>
1	Madhya Pradesh	Bhopal
2	Madhya Pradesh	Gwalior
3	Madhya Pradesh	Indore
4	Madhya Pradesh	Jabalpur
5	Madhya Pradesh	Sagar
6	Madhya Pradesh	Ujjain
7	Madhya Pradesh	Satna

The examination will be conducted online on the venues given in the respective call letters.

1. No request for change of post applied for centre/venue/date/session for Examination shall be entertained.
2. MPRSB, however, reserves the right to cancel any of the Examination Centre and/ or add some other Centre at its discretion, depending upon the response, administrative feasibility etc.
3. MPRSB reserves the right to allot the candidate any centre other than one he/she has opted for.
4. Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and MPRSB will not be responsible for any injury or losses etc. of any nature.
5. Choice of centre once exercised by the candidate will be final.
6. If sufficient number of candidates does not opt for a particular centre for "Online" examination, MPRSB reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a particular centre, MPRSB reserves the right to allot any other centre to the candidate.
7. Every candidate should select **for 4 centres**.
8. Online examination centre may be limited in number and will be decided subsequently by the Bank.

#### **General Instructions:**

1. The candidates must read the rules and regulations carefully.
2. Incomplete application form shall not be accepted.
3. The possibility of occurrence of some problem in the administration of 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 absolute discretion of test conducting body. Candidate 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.
4. Decision of MPRSB in this regards shall be final. Candidates not willing to accept such change shall loose his/her candidature for the exam.
5. Family members of Board of Directors of MPRSB are not allowed to apply as per M.P. Co-operative Society Rules 1962 Rule no 44.
6. Since the application is being sought online and no other documents have been sought at the time of application, the candidate has to ensure that he/she possess all the qualifications for the post applied, including working experience where desired. The candidate shall appear in the examination at his/her own responsibility and he/she does not possess any right to be selected but subsequently, if the candidate is selected, he/she shall be considered for appointment only when he/she clears the personal interview & also submits all the required original documents to the concerned officer for verification and also work experience certificate as desired will have to be produced.
7. If, at any time, it comes to notice that the candidate did not possess the required qualifications at the time of filling the application form, his/her application shall be cancelled at any stage of the selection process even though he/she may have been selected.
8. Candidate belonging to SC/ST category shall be paid To and Fro fare only as per state govt. rules for attending the interview only.
9. Before joining as probationer, the selected candidate has to complete necessary formalities like personal guarantee, financial fidelity etc. as decided by the bank.

10. Probation Period shall be of twelve months, but it can be extended for further six months and six months. Total probation period shall not exceed 24 months. In case the performance of the probationer is not found satisfactory, the services of the probationer will be terminated as per Bank Staff Service Rules.
11. Selected candidates will have to furnish an affidavit in prescribed format for issuing conditional appointment letter in anticipation for submission of character verification from Police department within 90 days of joining. But the joining of the candidate will be considered only after submission of medical fitness certificate from competent authority in prescribed format. If police report does not found satisfactory his/her appointment would be terminated with immediate effect.
12. Candidates already employed in regular (confirmed) services will have to submit NOC and a good character certificate from his employer at the time of joining. In absence of such NOC, candidates will not be eligible to join on the selected post.
13. Candidates will have to serve an organization in which he/she has been appointed for a minimum period of eight year from the date of appointment. If he/she fails to serve above tenure he/she will have to deposit entire expenditure incurred on his/her training.
14. Fee once paid shall not be refunded. MPRSB reserves the right to change the vacant post details at any time and also to cancel the recruitment procedure at any stage. The decision on it of MPRSB shall be final.
15. Decision of MPRSB in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by MPRSB in this behalf.
16. 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 may be required if the node capacity is less or some technical disruption takes place at any center or for any candidate.
17. Selected candidates can be posted at any district central cooperative bank located in various districts of the Madhya Pradesh.
18. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process organized by MPRSB 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.
19. Any candidate, who has involved in such activities, which lead to moral turpitude or atrocities against women or convicted for any offences under law and got punishment by Court of law for any offence, will not be eligible for selection, but this condition will not be applicable if the time period of such offence or punishment has elapsed more than 5 years.
20. The selection of candidate will be on the basis of final merit list prepared by MPRSB on the basis of total mark obtained in online exam and interview. If more than one candidate gets equal marks selection will be on the basis of seniority in age.
21. The M.P.RAJYA SAHAKARI BANK MYDT 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 procedures adopted by M.P.RAJYA SAHAKARI BANK MYDT in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, M.P.RAJYA SAHAKARI BANK MYDT reserves the right to cancel the candidature of the concerned candidates and the result of such candidates will be disqualified & will be withheld.

**22. 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 personating 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 any means or

Carrying mobile phones or similar electronic device 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.

23. "The examination centre shall adhere to the SOP as per Govt. issued guidelines and directions amid Covid-19 and shall be available to candidates.

24. In case of any dispute relating to the selection process arises, the decision of the Registrar, Co-operative Societies of Madhya Pradesh shall be binding and final. For any litigation, the area of jurisdiction shall be Bhopal (Madhya Pradesh) only.

**Manoj Kumar Gupta**  
**Managing Director(I/c)**

BHOPAL  
DATE : 05.08.2024

Abbreviations:-  
MPRSB (Madhya Pradesh Rajya Sahakari Bank Mydt.)