



# THE HYDERABAD DISTRICT CO-OP. CENTRAL BANK LTD.

Head Office, Nampally Station Road, Nampally, HYDERABAD – 500 001.

Phone No.66758303/04/08 & 66756508,  
Website : <http://www.hyderabadccb.org>

## RECRUITMENT NOTIFICATION

**Applications are invited for Appointment to the posts of 'Staff Assistant'  
in The Hyderabad District Cooperative Central Bank Ltd., Hyderabad  
(2018-19)**

Opening Date for ON-LINE Registration of Application	19.12.2018
Closing date for ON-LINE Registration of Application	05.01.2019
Dates for Payment of Application Fee (ONLINE remittance only, through Net Banking/ Debit Cards (RuPay/Visa/Master Card/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets)	From 19.12.2018 to 05.01.2019
Tentative date of online test	16 <sup>th</sup> /17 <sup>th</sup> February, 2019 (tentative)

### 01. VACANCIES :

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		PC-VI		PC-HI		PC-OH		EXS		Total		Grand
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	Total
16	12	3	0	1	3	0	0	1	1	2	0	7	2	2	1	0	0	2	0	1	0	2	0	37	19	56

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

### Note :

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

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

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

- (iv) The Bank reserves the right to fill up the vacancies that may arise subsequently on account of retirements, promotions and in accordance with the decision of the Board of Management of the Bank, from out of the waitlist, during the validity period of the waitlist as per service regulations in force from time to time.
- (v) Where there are no vacancies in a particular category, candidate belonging to such category will be considered under OC (Open Competition). However, such candidates will be eligible for application fee concession/Age relaxation, as the case may be, as per notification.

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

The Scale of Pay for the post of Staff Assistant, at present is Rs.11765-570/5-14615-655/6-18545-815/5-22620-980/2-24580-1145/5-30305 (24 stages) plus 4 stagnation increments of Rs.1145/- each biannually after reaching maximum in the scale. At present the total starting emoluments are around Rs.20,000/- per month, inclusive of DA & HRA at the current rates. The existing pay scales are due for revision w.e.f.01.11.2017.

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

## **03. ELIGIBILITY CRITERIA :**

The DCC Bank has its area of operations within the erstwhile Districts of Hyderabad and Ranga Reddy and as such all positions are within the District only. The Criterion reckoned for the eligibility is as under:

**Note: District for the purpose of this recruitment means erstwhile Hyderabad & Ranga Reddy Districts.**

### **Nativity:**

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

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

### **Definition of the local candidate of Telangana State**

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

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

**(b)** Local Candidate - 'Local Area' :

(1) A candidate for direct recruitment, shall be regarded as local candidate in relation to the 'Local Area' on the following conditions :

- (i) If he/she has studied in an educational institution(s) in 'Local Area' above, for a period of not less than four consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for SSC or equivalent examination ; or

- (ii) Where during the whole or any part of the four consecutive academic years ending with the academic year in which he/she appeared or as the case may be, first appeared for the SSC or equivalent examination he/she has not studied in any educational institution(s), if he/she has resided in the 'Local Area' above for a period of not less than four years immediately preceding the date of commencement of the SSC or equivalent examination in which he appeared or as the case may be, first appeared.
- (2) A candidate for direct recruitment, who is not regarded as local candidate under sub-paragraph (1) above, in relation to the 'Local Area' shall:
- (i) If he/she has studied in an educational institution(s) in the State, for a period of not less than Seven consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for SSC or equivalent examination be regarded as a local candidate in relation to :
- (a) Local Area as above if he/she has studied in the Local Areas for the maximum period out of the said period of seven years ; or
- (b) Where the period of his/her study in the local areas specified above and other areas, are equal, if he/she has studied last in the local area specified above, in such equal periods ;
- (ii) If during the whole or any part of the Seven consecutive academic years ending with the academic year in which he/she appeared or as the case may be, first appeared for the SSC or equivalent examination he/she has not studied in any educational institution(s) in Local Area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to :
- (a) Local Area specified above if he/she has resided for a maximum period out of the said period of seven years in the Local Areas ; or
- (b) Where the periods of his residence in the Local Area and other areas are equal, if he/she has resided last in the Local Areas in such equal periods ;
- (3) **(a)** In reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study by reason of his failure to pass any examination, shall be disregarded.
- (b)** The question, whether any candidate for direct recruitment to any post has resided in the local area shall be determined with reference to the places where the candidate actually resided and not with reference to the residence of his parents or other guardian.
- (c)** If the claim for local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7 year period in the 'Local Area'. If, however, it is based on residence, a certificate should be obtained from an officer of the Revenue Department not below the rank of a Mandal Revenue Officer/Tahsildar in independent charge of a Mandal that he has resided in the districts of 'Local Area'.
- (d)** If, however, a candidate has resided in more than one Mandal / District during the relevant 4/7 year period but within the Districts of 'Local Area' as the case may be, separate certificates from the Mandal Revenue Officers exercising jurisdiction have to be obtained in respect of different areas of the 'Local Area'.

**Note :**

- (i) In the normal course, Single Certificate, whether of study or residence would suffice for enabling the candidate to apply as a candidate belonging to the Local Area ;
- (ii) Residence Certificate will not be accepted, if a candidate has studied in any educational institution upto SSC or equivalent examination. Such candidates have to produce study certificates invariably. The candidates who acquired degree from Open Universities without studying SSC/Matriculation or equivalent in educational institutions, have to submit residence certificate only.
- (iii) In reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study be reason of his failure to pass any examination, shall be disregarded.

**04. AGE (as on 01.09.2018) :**

Above 18 years – Below 30 years i.e. candidates should have been born on or after **02.09.1988**, but not later than **01.09.2000** (both dates inclusive).

**Relaxation of upper age limit :**

<b>Sl. No.</b>	<b>Category</b>	<b>Age Relaxation</b>
1	Scheduled Caste/Scheduled Tribe Candidates	5 years
2	Backward Class Candidates	3 years
3	Physically Challenged – General Category Candidates	10 years
4	Physically Challenged–SC/ST Category Candidates	15 years
5	Physically Challenged – BC Category Candidates	13 years
6	Ex-Servicemen/Disabled Ex-Servicemen	Actual period of service rendered + 3 years, subject to maximum of 45 years
	Ex-Servicemen/Disabled Ex-Servicemen (Belonging to BC Category)	Actual period of service rendered + 6 years, subject to maximum of 45 years
	For ex-servicemen/Disabled Ex-servicemen (Belonging to SC/ST Categories)	Actual period of service rendered + 8 years, subject to maximum of 50 years
7	Widows, Divorced women and women judicially separated from their husbands & who are not remarried	Maximum age limit is 35 years for General candidates, 38 years for BCs and 40 years for SC/ST Candidates
<b>8</b>	<b>Inservice candidates of DCCBs</b>	<b>In case of an employee who has been in continuous service in any DCCB/s of the 'Local Area' and joined its service before he attained 30 years, the restriction as regards age shall be relaxed to the extent of the period of such service in the said DCCB, subject to a maximum of 5 years.</b>

**Note :**

1. No other combination of age relaxation other than specified in the table above, will be applicable.
2. An ex-serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in any Public Sector Undertaking, ceases to enjoy ex-servicemen status for further employment.
3. Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs. The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-servicemen' may apply for re-employment one year before the completion of the specified term of engagement (from the last date of application) and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

**Definition of Ex-Servicemen (EXS) :**

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

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

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

4. Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India/State Government orders and instructions in this regard. To claim age relaxation, reserved category candidates will be required to submit a copy of the Community Certificate at the time of interview, if called by the Bank.

**Definition: Physically Challenged Persons (PC) - Definition of Categories of Disabilities:**

- (a) An Orthopedically Challenged (PC-OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central/State Govt.) would be eligible for reservation in services/ posts.

Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

(b) Deaf & Hearing Impaired (HI): The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means **loss of sixty decibels** or more in the better ear in the conversational range of frequencies.

(c) Visually Impaired: (VI) The visually impaired persons are those suffering from blindness of low vision.

**Blindness**- refers to a condition where a person suffers from any of the following conditions:

(i) total absence of sight (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.

**Person with low vision** - means a person with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

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

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

- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

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

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment).

#### **(ii) Guidelines for Visually Impaired candidates**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

**05. Educational Qualification (as on 01.09.2018):**

Any Graduate from a Recognized University.

- 1) Essential: Proficiency in Telugu language.
- 2) Knowledge of English is required.

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

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

Sl. No.	Category	Fees
1.	SC/ST/PC/EXS (intimation charges)	Rs.250/-
2.	General/BC (application + intimation charges)	Rs.500/-

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

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

**07. SELECTION PROCEDURE :**

The selection of the candidates shall be made on the basis of the Online Test/Examination and interview. The Online Test/Examination will be conducted in English. All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for the Online test/Examination, which will comprise the following:

- A. Online Test/Examination : 100 marks & Interview - 12.5 marks ;**
- B. There shall be Negative Marking for wrong answers (0.25 marks will be deducted for each wrong answer) ;**
- C. Online Test question contents would be as under :**

Objective type of test.

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

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

**E. 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.

## **F. CUTOFF SCORE**

- (i) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session is required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
- (ii) Each candidate will have to secure a minimum score in each of the tests as well as on the total score to be called for interview. The cut-off points to qualify in each of the tests will be decided based on the group norms. Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on Total in order of merit to be called for interview. A candidate should qualify both in the Online Test/Examination and Interview high on merit, for being considered for appointment in the vacancies notified.

## **G. QUALIFYING IN THE ONLINE TEST/EXAMINATION :**

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

Marks obtained in the Online test will be reckoned for shortlisting for interview. Accordingly, candidates will be called for interview. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the Online test will be called for the interview in the ratio of **1:5**. Mere eligibility/pass in the test shall not vest any right for being called for interview. The list of candidates shortlisted for interview, will be made available on Bank's website.

Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the Online test/Examination and interview.

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

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*.

\*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Test-wise scores and scores on total is reported with decimal points upto two digits.

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

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



**Test/Examination (on-line mode) :**

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

<b>Sl. No.</b>	<b>Place</b>
<b>1.</b>	<b>Hyderabad</b>
<b>2.</b>	<b>Ranga Reddy</b>

- (ii) Choice of centre once exercised by the candidate will be final. No request for change of centre/venue/date/session for Examination shall be entertained.
- (iii) As far as possible candidates will be allotted to a Centre of his/her choice however the Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (iv) DCCB, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (v) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and DCCB will not be responsible for any injury or losses etc. of any nature.
- (vi) If sufficient number of candidates do not opt for a particular centre for "Online" examination, DCCB 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, DCCB reserves the right to allot any other centre to the candidate.
- (vii) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

**08. HOW TO APPLY :**

**DETAILED GUIDELINES/PROCEDURES FOR :**

- A. APPLICATION REGISTRATION**
- B. PAYMENT OF FEES**
- C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

**Candidates can apply online only from 19.12.2018 to 05.01.2019 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 and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- (ii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. DCCB may send 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.

(iii) APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE). PAYMENT OF FEE ONLINE : **19.12.2018 to 05.01.2019.**

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

### **(A) Application Procedure**

1. Candidates to go to the respective DCCB website, click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration".
3. **A screen containing the links for online registration of 7 DCCBs of Telangana State appears.**
4. **Candidates may choose the appropriate DCC Bank to which they intend to apply and click on the same.**
5. **Candidates who intend to apply for both the posts, i.e., Staff Asst. and Asst. Manager should register separately for each post, by selecting the appropriate post in the application.**
6. **Candidates shall also note that, in case of online registration for the same post, only the last application submitted will be considered valid and fee against all other applications registered will be forfeited. Candidates should apply against one DCCB and not submit separate application/fee for different DCCBs for same post. Exams for all DCCBs will be held together on same day/session. Candidate's candidature will be valid only against one DCCB (latest valid/completed registration). Multiple applications for same post against different DCCBs should strictly not be made.**
7. **Enter Name, Contact details and Email-id.**
8. 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.
9. 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.

10. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the FINAL SUBMIT BUTTON.
11. 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.
12. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
13. 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".
14. Candidates can proceed to fill other details of the Application Form.
15. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
16. 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.
17. Click on 'Payment' Tab and proceed for payment.
18. Click on 'Submit' button.

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

### **ONLINE MODE ONLY**

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

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

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

### **Photograph Image:**

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.

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

### **Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

### **Scanning the photograph & signature:**

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

### **Procedure for Uploading the Photograph and Signature**

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

Your Online Application will not be registered unless you upload your photograph and signature as specified.

**Note:**

- (a) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (b) After registering online, candidates are advised to take a print out of their system generated online application forms.
- (c) The link for registration of application will be open on our website <http://www.hyderabadccb.org> on the dates indicated at the top of this advertisement (19.12.2018 to 05.01.2019).
- (d) **Candidates are advised to ensure that they click on the appropriate DCC Bank logo of the DCC Bank to which they intend to apply.**
- (e) There is a provision to save and then edit the application. Once submitted, the application cannot be edited.
- (f) Candidates should take utmost care to furnish the correct details while filling in on-line application.
- (g) After applying on-line, the candidate should take a print out of the system generated on-line application form and retain it along with Registration Number & Password safely for future reference. They should not send this print out to the Bank. The print out of the on-line application will have to be invariably submitted at the time of Interview.
- (h) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/inability/failure to log on to the Bank's website on account of heavy load on internet/website jam.
- (i) The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- (j) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and any such incomplete/incorrect applications would be rejected.
- (k) The Candidate should note/remember the password for future reference and use.
- (l) **NOTE** - There is also a provision to reprint the Application form at later stage.
- (m) **Important** - In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact the helpline telephone nos. **040-24685517, 040-24685559 & 040-66758304.**
- (n) **The candidate must ensure that the filled in information is correct and no correction will be accepted at subsequent stage in any field.**

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

The candidates who qualify for interview will be subjected to verification of credentials, such as, verification of Original Certificates of Educational Qualifications, other Qualifications, Caste Certificates, Physically Challenged certificates, etc., and also subjected to verification with the respective Universities/ Authorities. **In case of physically challenged candidates, they would be required to appear before the respective District Medical Boards, for medical examination of their disability, at the time of appointment and they will be issued appointment orders only upon receipt of the medical report confirming their disability at prescribed levels as indicated in the notification.**

## **10. APPOINTMENT :**

Candidates selected for current vacancies shall be taken into the service in the order of merit-cum-roster as per the requirement. The candidate, upon selection, has to execute a Contract Bond with a liability for an amount of Rs.2.00 lakhs that, he/she would serve the DCCB continuously for a minimum period of 2 years. In case of SC/ST candidates, the liable amount is Rs.1.00 lakh.

## **11. SPECIAL INSTRUCTIONS :**

Candidates have to submit the **online examination call letter** at the time of online examination.

### **Identity Verification**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. 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.

**Ration Card is not a valid ID proof for this project.**

### **Note:**

- 1) Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/interview respectively, without which they will not be allowed to take up the examination/interview.
- 2) Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof.
- 3) **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.**
- 4) Decision of the DCCB in respect of all matters pertaining to this examination would be final and binding on all candidates.

## **Biometric Data – Capturing and Verification**

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Examination.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process.

- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes, etc., may be captured.

Candidates are advised to regularly keep in touch with the DCCB's website <http://www.hyderabadccb.org> for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

## **12. GENERAL INSTRUCTIONS :**

- a) As the applications are to be processed by a Computerized System, it is essential that the application should be filled in properly and completely.
- b) Before applying, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this notification. DCCB would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the DCCB shall be final on qualification and other eligibility norms.
- c) Candidates should ensure that the photographs and signatures appended by them in all the places, viz., uploaded in online application, call letter, attendance sheet, etc., and in all correspondence with the DCCB, in future, should be identical and there should be no variation of any kind.
- d) Application once made will not be allowed to be withdrawn.
- e) Candidates need not submit/send at any address, application printouts or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application.
- f) The DCCB shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- g) Candidates seeking age relaxation are required to show originals and submit copies of necessary certificate(s) at the time of interview.
- h) A declaration is required to be submitted in the prescribed format by candidate seeking reservation under BC Category, that, he/she does not belong to the creamy layer as on 01.09.2018. The BC Certificate containing the creamy layer status should have been issued during the period of 1 year prior to 01.09.2018. The BC Certificate containing the creamy layer status should have been issued during the period of 1 year prior to 01.09.2018.**

- i) Candidates already in employment should produce 'no objection certificate' from their employer, at the time of interview, in the absence of which their candidature will not be considered.
- j) Candidate willing to serve anywhere in the District should only apply.**
- k) The decision of the DCCB in all aspects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages, culminating in the selection or otherwise of any candidate, shall be final in all respects and binding on all concerned, under the power vested with it under the byelaws and Service Regulations of the DCCB and it also reserves its right to alter and modify the terms and conditions laid down in the notification for conducting the various stages upto selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of the recruitment process, or as deemed necessary by the DCCB at any stage.
- l) Decision of the DCCB in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the document(s) to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this behalf.
- m) The requests of the applicants seeking marks obtained by them in the online test/interview will not be entertained.
- n) DCCB, may at its discretion hold re-examination wherever necessary in respect of any center/venue/specific post of venue or a candidate(s). Further, the DCCB reserves its right to postpone/cancel the online test, if the situation warrants.
- o) The DCCB shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/institution.
- p) Data once registered cannot be changed.
- q) Canvassing in any form will be a disqualification.
- r) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated at **Hyderabad** only.
- s) DCCB takes no responsibility for any certificate/remittance sent separately by candidate.
- t) No Candidate is permitted to use calculator, Mobiles, papers or any other such instruments during the examination. The candidates will appear for the online examination/interview at the allotted centers at their own expenses and risks and the Bank will not be responsible for any injury/loss etc. of any nature.
  - ✳ Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.
  - ✳ Appointment of selected candidates is subjected to his/her being declared medically fit as per the recruitment of the DCCB. Such appointments will be subject to the Service & Conduct Rules of the DCCB.
- u) Competent Authority for issue of Certificate to SC/ST/BC/PC and proof of Local Candidate is as under: (to be produced at the time of interview)
  - ✳ For SC/ST/BC - District Magistrate/Addl. Distt. Magistrate/Collector/Deputy Commissioner/Addl. Dy. Commissioner/Dy. Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/Revenue Officer not below the rank of Tahsildar Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.



- ✳ For local candidate – Bonafide study certificate from the Educational Institution/s  
OR  
Residential Certificate issued by MRO/Competent Revenue Authorities, as the case may be.

v) Action Against Candidates Found Guilty of Misconduct:

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any DCCB 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.

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

- (i) using unfair means during the examination or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination hall
- (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or
- (v) obtaining support for his/her candidature by unfair means ; such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :
  - a) To be disqualified from the examination for which he/she is a candidate.
  - b) To be debarred either permanently or for a specified period from any examination or recruitment conducted by the **Hyderabad District Cooperative Central Bank Ltd., Hyderabad.**
  - c) For termination of service, if he/she has already joined the **DCCB.**

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

**13. Call letters for Online Examination:**

Candidates will have to visit the DCCB's website <http://www.hyderabadcccb.org> for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS, about ten days in advance of the date of examination. 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 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 is prior to the Start time of the test. Though the duration of the examination is **1 hour**, candidates may be required to be at the venue for about 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

**NOTE:** Formats of School Study Certificate, Certificate of residence, Community, Nativity and Date of Birth Certificate and Application-cum-Certificate to decide Creamy Layer Certificate, are annexed.

**Place : Hyderabad**  
**Date : 19.12.2018**

**Sd/-**  
**CHIEF EXECUTIVE OFFICER**

**ANNEXURE**

**SCHOOL STUDY CERTIFICATE**

Name of the student:

Father's Name:

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

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

Name of the School(s):

Village / Town:

Mandal:

District:

Station:

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

Date:

**ANNEXURE**

**CERTIFICATE OF RESIDENCE.**

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

It is hereby certified,

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

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

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

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

Office Seal:

Station:

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

Dated:

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

**ANNEXURE**

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

Serial No.

SC.

District Code:

ST.

Mandal Code:

BC.

Village Code:

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

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

The Constitution (Scheduled Caste) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

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

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

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

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

Signature:

Date:

Name in Capital Letters:

Designation:

(Seal)

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

**ANNEXURE**

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

1. Name of the Applicant:
2. Date of Birth:
3. Case and Group:  
(Certified issued by the competent authority  
Should be enclosed)
4. Religion:
5. Address:
  - a) Present Address:  
  
\_\_\_\_\_
  - b) Permanent Address:  
  
\_\_\_\_\_
6. Occupation of the Applicant:
7. Name of the Father:
8. Date of Birth of Father:
9. PAN No / TAN No. of the Father:
10. Name of the Mother:
11. Date of Birth of Mother:
12. PAN No. / TAN No. of the Mother:

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

Father

Mother

**A) Constitutional posts**

i) Holding / held any Constitutional post

--	--

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

--	--

**B) Government Employment**

i) Holding / held any Government Employment

--	--

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

--	--

iii) Designation of initial appointment

--	--

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

--	--

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

--	--

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

--	--



**C) Military / Paramilitary forces**

i) Designation of the post holding or held

--	--

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

--	--

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

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

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

- i) Sources of income to the Family with full details of source:
  - Private employment
  - Professional Services
  - Business
  - Commerce
  - Rents
  - Others
- ii) The annual income during last three years year wise: (enclose income tax returns)

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

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

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

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

**Signature of Mother**

**Signature of the Father**

**Signature of the Applicant**

**CERTIFICATE BY THE ISSUING AUTHORITY**

The particulars mentioned above have been verified and found that

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

**Signature of the Issuing Authority.**