

# ALMORA URBAN CO-OPERATIVE BANK LIMITED

## NOTIFICATION FOR ENGAGEMENT OF SPECIAL OFFICER AND RECRUITMENT OF CLERKS/CASHIERS AND CLERKS/TYPISTS (Revised)

Almora Urban Co-operative Bank Limited is primary urban co-operative bank having its area of operation in Uttarakhand and established in the year 1991 with a glorious track record since 1991, Almora Urban Co-operative Bank Limited is the largest urban co-operative bank of north India, operating its Head Office from Almora(Uttarakhand). At present the Bank has 50 branches across Uttarakhand.

**Almora Urban Co-operative Bank Limited invites applications for appointment to the following posts. The desirous candidates are requested to apply for different positions as per the details here under:-**

1 DETAILS OF POST, VACANCY, AGE, SELECTION PROCESS					
	Post Sr. No.	Name of the Post	No. of Vacancies	Age in Years as on 01-April-2022	
				Minimum	Maximum
	1	<b>Special Officer IT</b> The Special Officer may be absorbed in the initial stage of fix pay Rs. 30000 (per month) of Officers Grade-IV. After satisfactory completion of two year's active period of assignment. The Special Officer after absorption in Officers Grade-IV 16400-1155-27950-1410-35000-1755-43775 shall remain on probation for a period of two year.	-15-	25	40
	2	<b>Special Officer Law</b> The Special Officer may be absorbed in the initial stage of fix pay Rs. 30000 (per month) of Officers Grade-IV. After satisfactory completion of two year's active period of assignment. The Special Officer after absorption in Officers Grade-IV 16400-1155-27950-1410-35000-1755-43775 shall remain on probation for a period of two year.	-2-	25	40
	3	<b>Clerk/Cashier</b> The Clerk/Cashier may be absorbed in the initial stage of fix pay of Rs. 18000 (per month) of Executive. After satisfactory completion of two year's active period of assignment. The Clerk/Cashier (Executive) after absorption in Clerk/Cashier (Executive) 14650-850-23150-980-28050-1210-34100 shall remain on probation for a period of two year.	-75-	21	40
	4	<b>Clerk/Typist</b> The Clerk/Typist may be absorbed in the initial stage of fix pay of Rs. 18000 (per month) of Executive. After satisfactory completion of two year's active period of assignment. The Clerk/Typist (Executive) after absorption in Clerk/Typist (Executive) 14650-850-23150-980-28050-1210-34100 shall remain on probation for a period of two year.	-8-	21	40

<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The candidate must hold domicile of the state in which the bank has area of operations.</li> <li>The number of vacancies mentioned above is provisional and may vary according to the actual requirement of the Bank.</li> <li>Bank reserves the right to cancel the recruitment process partly/ entirely at any time.</li> <li>In cases where experience in a specific field is required, the relevant experience certificate must contain specifically, that the candidate has experience in that specific field.</li> <li>The candidates can be posted/ subsequently transferred to any of the existing/ proposed Branches/ Offices of the Bank as per banking exigencies.</li> <li>Candidate shall be abided with the terms of conditions of the bank mentioned in the Code of Conduct of the bank &amp; appointment letter at the time of joining.</li> </ul> <p><b>The candidates can apply for one post only.</b></p>
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<b>2</b>	<b>DETAILS OF EDUCATIONAL QUALIFICATION/ EXPERIENCE</b>
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Post Sr. No.	Post Name	Essential Qualification as on 01-April-2022	Post qualification Experience as on 01-April-2022
1.	<b>Special Officer IT</b>	B.Tech Computer Science or MCA or Graduate with DOEACC 'B' Level From a recognized University/Institute with proficient knowledge SQL/Oracle	<b>Preferable Experience:</b> Candidate having 1-2 years' experience in banking/ financial/ institutions/ NBFCs will be given preference.
2	<b>Special Officer Law</b>	LLB from a recognized University.	<b>Experience:</b> (I) Candidate having minimum 5 years of experience in banking/ financial/ institutions/ NBFCs. Or (II) Candidate having minimum 5 years as an advocate experience of handling banking related matters. Or Candidate having minimum 5 years of combined experience in any (I) & (II)
3	<b>Clerk/Cashier</b>	Graduation from a recognized University. One Year Minimum Computer Diploma/Course is essential. (Preferable with knowledge of MS Excel).	<b>Preferable Experience:</b> Candidate having 1-2 years' experience in banking/ financial/ institutions/ NBFCs will be given preference.
4	<b>Clerk/Typist</b>	Graduation from a recognized University. One Year Minimum Computer Diploma/Course is essential (Preferable with knowledge of MS Excel) with proficient knowledge of English and Hindi Typing.	<b>Preferable Experience:</b> Candidate having 1-2 years' experience in banking/ financial/ institutions/ NBFCs will be given preference. Candidate Must be proficient in Hindi and English Typing.

Where the University has awarded CGPA / GPA score to the candidate, the percentage marks shall be calculated by dividing the total marks obtained by the candidate in all the subjects in all the semesters by aggregate maximum marks in all the subjects irrespective of honors / optional / additional optional subject. Only candidates having educational qualifications from recognized university/institute from India are eligible for these posts.

**The candidates must have proficient knowledge of Hindi and English language.**

<b>3.</b>	<b>REMUNERATION</b>
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Post Sr. No.	Post Name	Pay Scale/ CTC
1.	<b>Special Officer IT</b>	Lump sum payment of Rs. 30000 per month for assignment period of two year. After satisfactory completion of two year's active period of assignment. The Special Officer after absorption in Officers Grade-IV 16400-1155-27950-1410-35000-1755-43775 shall remain on probation for a period of two year.
2	<b>Special Officer Law</b>	Lump sum payment of Rs. 30000 per month for assignment period of two year. After satisfactory completion of two year's active period of assignment. The Special Officer after absorption in Officers Grade-IV 16400-1155-27950-1410-35000-1755-43775 shall remain on probation

			for a period of two year.
	3	<b>Clerk/Cashier (Executive)</b>	Lump sum payment of Rs. 18000 per month for assignment period of two year. After satisfactory completion of two year's active period of assignment. The Clerk/Cashier (Executive) after absorption in Clerk/Cashier (Executive) 14650-850-23150-980-28050-1210-34100 shall remain on probation for a period of two year.
	4	<b>Clerk/Typist (Executive)</b>	Lump sum payment of Rs. 18000 per month for assignment period of two year. After satisfactory completion of two year's active period of assignment. The Clerk/Typist (Executive) after absorption in Clerk/Typist (Executive) 14650-850-23150-980-28050-1210-34100 shall remain on probation for a period of two year.
<b>4.</b>	<b>SECURITY</b>		
	Candidates are advised to carefully note that they will be required to submit security amount of Rs. 50,000.00 (at the time of joining).		
<b>5.</b>	<p><b><u>IDENTITY VERIFICATION</u></b></p> <p>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 (bearing exactly the same name as it appears on the call letter) such as Aadhar Card, PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ valid recent Identity Card issued by a recognized College/ University or 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.</p> <p>Ration Card and Learner's Driving License are <b>not</b> valid id proof.</p> <p><b>Note:</b> Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.</p>		

6.

**HOW TO APPLY**

Before applying online, candidates should ensure that the all these scanned documents adhere to the required specifications as given in this Advertisement.

**DETAILED GUIDELINES/PROCEDURES FOR APPLICATION REGISTRATION PAYMENT OF FEES**

**DOCUMENT SCAN AND UPLOAD**

**Candidates can apply online only from 21-May-2022 to 21-June-2022 and no other mode of application will be accepted.**

**IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

- (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)
- (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.”***

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.

Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

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 do 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 : 21-May-2022 to 21-June-2022**

Special Officer	Rs. 1,500.00 (Rupees one thousand five hundred only)including GST
Clerks	Rs. 1,500.00 (Rupees one thousand five hundred only)including GST

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 recruitment section of bank’s website at [www.almoraurbanbank.com](http://www.almoraurbanbank.com) 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.
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.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

#### **PAYMENT OF FEES**

##### **ONLINE MODE**

The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

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

On successful completion of the transaction, an e-Receipt will be generated.

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.

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.**

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.

To ensure the security of your data, please close the browser window once your transaction is completed.

**There is facility to print application form containing fee details after payment of fees.**

##### **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, signature, left thumb impression and the hand written declaration 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

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

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 / Upload 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'
- 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 or signature or 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.

#### **Procedure for uploading the documents**

While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration

Click on the respective link "Upload left thumb impression / hand written declaration"

Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.

Select the file by clicking on it

Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.

If the file size and format are not as prescribed, an error message will be displayed.

Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

#### **Note:**

In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

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

#### **Important:**

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are therefore advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form. An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. **Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. 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, whatsoever.** Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

**Downloading of Call Letters:**

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

**At the Examination Centre:**

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

**Print out of Call Letter** (which has to be downloaded by the candidate using the registration number and password obtained at the time of registration of online application). A recent passport size photograph of the candidate has to be affixed on the Call Letter.

Candidates are required to carry with them their currently valid photo identity proof (**in original**) and photocopy thereof, failing which they will not be allowed to appear for the test.

**Without the above mentioned documents the candidate will not be admitted for the examination.**

**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 145 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.

**Choice of Center for examination:**

Online Exam for engagement of Special Officer and recruitment of Clerks will be conducted in centers at following location:

Sr. No.	Centres
1	Almora
2	Haldwani
3	Dehradun
4	Roorkee

**Candidates will have to choose any one center of their preference and convenience.**

**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. The Bank 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. The Bank 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 the Bank will not be responsible for any injury or losses etc. of any nature.

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

**Candidates will have to appear for personal interview to be conducted by the Bank.**

**For the post of Clerk/Typist typing test will be conducted by the Bank.**

The successful candidates in the Online written test will be called for an interview. On selection of the candidates based on the online written test and interview, appointment letters will be issued for joining in Officers or Clerical Cadre as the case may be subject to their being medically fit for assignment. The Bank reserves the right to reject any application without assigning any reason and no correspondence in this regard will be entertained.

**Vacancies will be filled in at the existing and future branches/offices/ area of operation of the Bank.**

The data /information once submitted by the candidate in the online application form will be considered as final and cannot be changed at a later stage. The application fee once paid will **NOT BE REFUNDED** for any reason nor would be held in reserve for any future examination or selection. The application fee shall also **NOT BE REFUNDED** in case the application is rejected / not considered by the Bank.

The Bank takes no responsibility for any delay in submission of online applications or communication. Candidates in their own interest are advised to ensure that online payment through Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, UPI ID/ VPA has been successfully remitted as per above instructions and submit the online applications well before the last date accordingly.

Candidates are advised to ensure that they fulfil the parameters of qualifications and age as prescribed above.

Candidates, who do not fulfil the prescribed eligibility criteria, may be disqualified at any stage during the recruitment process.

**Test details are as given below:**

Sr. No.	Name of the Test	No. of questions	Maximum Marks	Version	Duration
1	Reasoning	40	40	Only English	35 Minutes
2	English Language	40	40		35 Minutes
3	General Awareness (with special reference to Banking)	40	40		20 Minutes
4	Computer Knowledge	40	40		20 Minutes
5	Quantitative Aptitude	40	40		35 Minutes
	<b>Total</b>	<b>200</b>	<b>200</b>		<b>145 Minutes</b>

Penalty for wrong answer	Yes, 0.25 marks for each wrong answer
Number of Answer choices per question	5 Options

**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 (or has been ) found guilty of –

- i) using unfair means or
- ii) impersonating or procuring impersonation by any person or
- iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- iv) resorting to any irregular or improper means in connection with his/ her candidature or
- v) obtaining support for his/ her candidature by unfair means, or
- vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  - a. to be disqualified from the examination for which he/ she is a candidate
  - b. to be debarred either permanently or for a specified period from any examination conducted by bank
  - c. for termination of service, if he/ she has already joined the Bank.

**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 the Bank in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank 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. The Bank would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the Bank 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 Almora Urban Co-operative Bank Ltd.'s recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
6. The candidates would be bound by the Bye-laws and Service Regulations of Almora Urban Co-operative Bank Ltd.
7. After the receipt of results marks obtained by the candidates in the written examination conducted by the IBPS, the qualifying candidates shall be called for the interview on a date fixed by Almora Urban Co-operative Bank Ltd. The candidates shall be selected by Almora Urban Co-operative Bank Ltd. on the basis of their merit, based upon the composite marks obtained in the written examination and the interview. The Almora Urban Co-operative Bank Ltd. shall then give appointments to the selected candidates.

#### 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 upto two digits.

Note: Cutoffs are applied in two stages:

on scores in individual tests

on Total Score

#### IMPORTANT DATES

**ALMORA URBAN CO-OPERATIVE BANK LIMITED**

<b>Commencement of on-line registration of application</b>	<b>21-May-2022</b>
<b>Closure of registration of application</b>	<b>21-June-2022</b>
<b>On-line Fee Payment</b>	<b>Rs 1500/- (Including GST)</b>
<b>Tentative Period of exam</b>	<b>Tentatively In July/August 2022</b>

**Secretary-cum-General Manager  
Almora Urban Co-operative Bank Limited  
Head Office, Gururani Complex,  
Lala Bazar, Almora- 263601 (Uttarakhand)**

