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**SAMBALPUR DISTRICT CO-OPERATIVE CENTRAL BANK**  
**HEAD OFFICE: BARGARH-768028**

Ref No. 495

Date 05.05.2020

**ADVERTISEMENT FOR THE POST OF  
SUPPORT STAFF (PEON) IN THE BANK**

Sambalpur District Cooperative Central Bank (SDCCB) one of the leading Bank in Cooperative Sector in the State of Odisha invites applications from the candidates who are permanent residents of the district of Bargarh, Sambalpur, Deogarh and Jharsuguda to fill up **30(Thirty)** vacant posts of Support Staff (Peon) through direct recruitment. Before applying, Candidates are advised to go through the details of the recruitment process given below.

**1. Tentative schedule of Events:-**

<b>Events</b>	<b>Tentative Dates</b>
Online Registration of application	<b>06.05.2020 to 25.05.2020</b>
Payment of Application fees online	<b>06.05.2020 to 25.05.2020</b>
Written Examination through OMR Sheets(Offline)	To be intimated in the Call letter

The candidates have to apply **online** only by logging to the Bank's Official website **www.sambalpurccb.com** and no other mode of submitting the application will be allowed.

**2. Examination fees:-**

<b>Category of Candidates</b>	<b>Fees Amount</b>
Unreserved/SEBC	<b>700/- (including GST)</b>
SC/ST/PWD/Ex-Serviceman	<b>400/- (including GST)</b>

Bank transaction charges (if any) for online payment of Examination fees will have to be borne by the candidate.

### 3. Number of provisional vacancies:-

Unreserved		ST		SC		SEBC		Total
Men	Women	Men	Women	Men	Women	Men	Women	
10	05	05	02	03	02	02	01	30

**\*\*Out of the total provisional vacancy of 30(Thirty), 1(One) no. of vacancy is earmarked for eligible Person with Disabilities and 1(One) no. of vacancy is earmarked for Ex-Serviceman from any of the above categories as per availability. In case, suitable PWD/ Ex-servicemen candidates are not available in any category, the vacancies shall be filled up out of the successful merit listed candidates from that category.**

### 4. Eligibility Criteria as on 01.04.2020:-

- The applicant must be a permanent resident of the area of operation of the Bank i.e. from the districts of Bargarh, Sambalpur, Deogarh and Jharsuguda.
- Candidates must have passed 10<sup>th</sup> Standard Examination/ Matriculation with Odia as one of the subjects upto Class-vii or its equivalent examination. **No preference shall be given to the candidates having higher qualifications.**
- After recruitment, the recruitees shall have to work within the area of operation of the Bank i.e. within the Branches located in the district of Bargarh, Sambalpur, Deogarh and Jharsuguda or at the Head Office of the Bank as per requirement.

### 5. Age Criteria:-

The applicant should not be less than 21 years of age and should not be more than 32 years of age as on **01.04.2020**. The upper age limit prescribed for recruitment shall be relaxed as follows:-

SEBC	3 (three) years
ST/SC/women/Ex-Serviceman	5 (five) years
Persons with Disabilities	10(ten) years

- In case of Ex-serviceman candidates the break in service and the date of application should not exceed 2 (two) years.

## **6. Reservation:-**

- Reservation will be given in terms of reservation rules/ regulations of Govt. of Odisha.
- The candidate who claims for ST/SC/SEBC reservation benefit will have to submit the Caste Certificate issued by competent Authority of his/her home district.
- The candidate who claims for reservation under PWD category will have to submit disability certificate and abide by all terms and condition of Govt. of Odisha.
- The candidates claiming reservation as Ex-serviceman is to submit his/her I.D attested copy of Pension Book at the time of joining.

## **Guidelines for Persons with Disabilities using a Scribe:-**

The Visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their own cost during the online examination. In all such cases where a scribe is used, the following rules shall be applicable:-

- The candidates will have to arrange his/her own scribe at his/her own cost.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all stipulated eligibility criteria for a scribe mentioned above. Further, in case if it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- The same scribe cannot be used for more than one candidates. In addition, the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected, candidature of both candidate and the scribe will be cancelled.

## **7. Scale of Pay & other allowance:-**

The Support Staffs (peons) are eligible for Scale of Pay of Rs.16600-52400/-(Level-I) in the Pay Matrix as prescribed by Odisha Revised Scale of Pay Rules, 2017 and dearness allowances as declared by the Govt. of Odisha and as approved by the Management of the Bank, from time to time with other allowances as admissible to the employees of the Bank.

## 8. Process of Selection:-

Shortlisting of candidates will be done on the basis of marks secured in Class-X (Matriculation) and other required documents as mentioned in the advertisement. There shall be written examination of the shortlisted candidates on the subjects of General Knowledge, Arithmetic and Reasoning (Offline mode, through OMR sheet). The written examination shall be of objective type (multiple choice). There shall be **no negative marking** for wrong answers. Question paper for the examination will be bilingual i.e. Odia and English as per the structure of the test given below:-

Sl No.	Section	No. of Questions	Maximum Marks	Time
1	General knowledge	35	35	Composite time of 120 minutes
2	Arithmetic	35	35	
3	Reasoning	30	30	
<b>Total</b>		<b>100</b>	<b>100</b>	

The date and centre of the written examination will be intimated to the candidates in the Call Letters/Admit Cards which shall be downloaded by candidates from Bank's Official website. They will also be informed through through SMS and e-mail.

- **There shall be no viva-voce test.**

Candidates will be selected on the basis of marks secured in the written examination, subject to fulfillment of other eligibility criteria.

## 9. Examination Centres

The written examination will be conducted in selected venues within the districts of Bargarh, Sambalpur, Deogarh and Jharsuguda which is to be decided by the Authority looking into the convenience of the applicants and availability of required infrastructure. Name of the centre and venue address shall be communicated through Call letters which can be downloaded by the candidates from the Banks's Official website [www.sambalpurccb.com](http://www.sambalpurccb.com). The examination hall will be under CCTV surveillance.

Please note that request for change of examination centre/venue will not be entertained.

The eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and an attested photocopy in support of their eligibility and identity as indicated in the application form pertaining to nationality, category, age and educational qualification etc., at the time of joining in the post, if selected. Please note that no request for change of any information submitted in application form will be

entertained. Merely applying or appearing in the examination does not imply that a candidate will necessarily be offered employment.

#### **10. How to apply**

- a. The candidates have to apply **ONLINE** through the link specified in Bank's website **www.sambalpurccb.com**. One recent passport size color Photograph and full signature of the candidate shall be scanned and uploaded online. Guidelines for scanning Photograph and signature is given in **Annexure-I**.
- b. Candidates should carefully fill in the details in the online application form at the appropriate places very carefully. The Name of the candidate/Father's Name/Mother's Name/Date of Birth should tally with the data recorded in the matriculation certificates.
- c. Once application is filled in completely, candidate may click on "SUBMIT" button at the end of online application form. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. **No change/edit will be allowed after submission.**
- d. Candidates shall mention their valid **Mobile number and email ID** in the application form, which will be used as an additional mode of communication with regard to the recruitment process.
- e. The application form is integrated with the payment gateway. The Application fees can be paid by using Rupay /Master / Visa debit or Credit Cards/ UPI or Internet Banking.
- f. If the online transaction has been successfully completed, a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- g. They are also advised to take a print out of the Application form which is required at the time of final selection (if shortlisted).

#### **11. Documents to be submitted during filling up of the online application form**

The following document(s) are to be attached with the online application in **scan copy:-**

1. Photograph.
2. Full Signature (**signature in CAPITAL LETTERS will not be accepted**).
3. Matriculation certificate indicating Date of birth.

Guidelines for scanning the documents are given in **Annexure-I**.

## **12. Identity Verification**

Candidates have to produce any Photo identity proof such as Aadhar Card/PAN Card/Passport/ Driving license / Voter's ID card/Bank Passbook with Photograph etc. **in Original and a photocopy**, along with valid Examination call letter at the examination centre. If identity of the candidate is in doubt, the candidate will not be allowed to appear for the written examination.

## **13. Downloading of Call letters**

- Call letters can be downloaded from the link specified in the Banks's Official website **www.sambalpurdecb.com**. Intimation for downloading call letter will also be sent through email/SMS. Candidates have to use their Registration Number and Password /Date of Birth for downloading the call letter.
- Candidates needs to affix one Photograph (same as provided in the online application form) in the Call Letter before appearing at the examination centre.

**No call letter will be posted at the address of applicants.**

## **14. General Instruction**

- a. Candidates are advised to report at the examination centre atleast half an hour before the reporting time as mentioned in their Call letters.
- b. Candidates reporting late i.e. after the reporting time specified on the call letter for Examination, will not be permitted to appear the examination.
- c. The possibility of occurrences of some problem in administration of the examination cannot be ruled out completely which may impact the conduct of the test. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay or postponement of the test. In such case, the test conducting body shall have the absolute discretion to take necessary decision. 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, will be debarred from the recruitment process.

- d. Mobile phones, pagers, calculator or any other electronic equipment are not allowed inside the examination hall. Any deviation of these instructions shall entail cancellation of candidature and disciplinary action including ban for future examinations will be initiated against them.
- e. Candidates have to attend the written examination at their own cost. No traveling allowance will be provided by the Bank.
- f. The recruitment is being conducted as per the order of Managing Committee of the Bank. In case any dispute relating to the selection process arises, the decision of the Management shall be final.
- g. For any litigation, the area of jurisdiction shall be High Court of Odisha.
- h. Fees once paid shall not be refunded.

**Canvassing in any form during any stage of the recruitment process will be a disqualification.**

#### **15. Verification of Documents at the time of final selection**

The following documents, in original and photocopies, duly attested by a Gazetted Officer in support of eligibility and identity of the candidates are to be invariably submitted at the time of joining, if selected.

- a. Printout of valid system generated online application form.
- b. Proof of Date of birth (as mentioned in Class X certificate).
- c. Matriculation Examination certificates and mark sheets including certificates indicating higher qualification (if any).
- d. Residential certificate issued by competent Authority issued not before 1 (one) year from the date of joining in the Bank (if selected).
- e. Valid Caste certificate issued by the competent authority in the prescribed format as stipulated by Government of Odisha in case of ST/SC/SEBC category candidates. In case of candidates belonging to SEBC Category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. Caste name mentioned in the certificate should tally letter by letter with the Govt. Notification.
- f. Medical certificate in prescribed format by the competent authority in case of Persons with Disabilities.

- g. Ex-serviceman candidates has to produce a copy of Discharge Certificate/Pension Payment order and documentary proof of rank last held from the Competent Authority.
- h. Any other relevant documents in support of eligibility.

### **16. Disqualification**

The persons sentenced for any offence involving moral turpitude and where such sentence has not been reversed or offence pardoned, the persons dismissed from service of any Bank, Cooperative Institutions, Public Sector Undertakings, Local authority, State or Central Govt. shall not be eligible to apply for the post.

## **ANNEXURE-I**

### **GUIDELINES FOR UPLOADING SCANNED PHOTOGRAPH, SIGNATURE AND MATRICULATION CERTIFICATE**

#### **Photograph Image:**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, 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.
- **MOBILE Selfies and Unclear images are NOT ALLOWED.**
- The photo image shall preferably have the name of the applicant on it.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions Min 100px, Max: 150px.
- Size of file: Max 50 KB, **only jpg format is allowed.**
- 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 ball point pen.
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature on the online application form should tally with the signature on the answer script and the Attendance Sheet at the time of written examination, failing which the applicant will be debarred from appearing the written examination.
- Dimensions Min 50px, Max: 150px. **only jpg format is allowed.**
- Size of file: Max 20 KB.

**Matriculation Certificate Image:**

- Size of file: Max 200 KB. **only pdf format is allowed.**
- The scanned image should be clearly visible and unclear images will not be accepted.
- Name of the Candidate/ Father's Name/Mother's Name/ Roll Number of the candidate should be clearly visible in the scanned image.

**Procedure for Uploading the Photograph and Signature and Matriculation Certificate:**

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

Chief Executive Officer



05/05/2020

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