Advertisement for the post of Banking Assistant Grade - II ,Assistant Manager Grade-II& System Manager under different Central Cooperative Banks in the State of Odisha.

Online Registration of Application	:	20.03.2020 to 15.04.2020
Payment of Fees online		20.03.2020 to 15.04.2020
Online Examination Dates	:	Preliminary examination during May 2020 & Main examination during May/ June 2020.

Applications are invited from the residents of Odisha for the post of Assistant Manager Grade-II, Banking Assistant Grade-II & System Manager of the 17 District Central Cooperative Banks as indicated below.

Sl. No	Name of the Bank	Assistant Manager Grade-II				
		ST	SC	SEBC	UR	Total
1	2	3	4	5	6	7
1.	Angul	2(w-1)	1	1	4(W-1)	8
2.	Aska	4(w-1)	3(w-1)	2(w-1)	9(w-3)	18
3.	Balasore	4(w-1)	3(w-1)	2(w-1)	9(w-3)	18
4.	Banki	4(w-1)	3(w-1)	2(w-1)	8(w-3)	17
5.	Berhampur	5(w-2)	4(w-1)	3(w-1)	12(w-4)	24(Exs-1 PWD-1)
6.	Bhawanipatna	5(w-2)	3(w-1)	2(w-1)	10(w-3)	20(Exs-1, PWD-1)
7.	Bolangir	5(w-2)	3(w-1)	2(w-1)	10(w-3)	20(Exs-1, PWD-1)
8.	Boudh	2(w-1)	1	1	3(w-1)	7
9.	Cuttack	7(w-2)	5(w-2)	3(w-1)	15(w-5)	30(Exs-1, PWD-1)
10.	Keonjhar	2(w-1)	1	1	3(W-1)	7
11.	Khordha	4(w-1)	3(w-1)	2(w-1)	9(w-3)	18
12.	Koraput	5(w-2)	4(w-1)	3(w-1)	11(w-4)	23(Exs-1, PWD-1)
13.	Mayurbhanj	2(w-1)	2(w-1)	1	5(w-2)	10
14.	Nayagarh	2(w-1)	2(w-1)	1	6(w-2)	11
15	Sambalpur	4(w-1)	2(w-1)	2(w-1)	8(w-3)	16
16.	Sundargarh	2(w-1)	1	1	5(w-2)	9
17.	Puri-Nimapara	2(w-1)	2(w-1)	1	6(w-2)	11
	Total	61(w-22)	43(w-14)	30(w-10)	133(w-45)	267

Sl. No	Name of the Bank	Banking Assistant Grade-II				
		ST	SC	SEBC	UR	Total
1	2	3	4	5	6	7
1.	Angul	7(w-2)	5(w-2)	4(w-1)	17(w-6)	33(Exs-1, PWD-1)
2.	Aska	4(w-1)	3(w-1)	2(w-1)	9(w-3)	18
3.	Balasore	15(w-5)	11(w-4)	8(w-3)	34(w-11)	68(Exs-2, PWD-2)
4.	Banki	5(w-2)	3(w-1)	2(w-1)	10(w-3)	20(PWD-1, Exs-1)
5.	Berhampur	8(w-3)	6(w-2)	4(w-1)	19(w-6)	37(EXS-1, PWD-1)
6.	Bhawanipatna	-	-	-	-	-
7.	Bolangir	9(w-3)	6(w-2)	4(w-1)	19(w-6)	38(EXS-1, PWD-1)
8.	Boudh	5(w-2)	4(w-1)	3(w-1)	11(w-4)	23(PWD-1, Exs-1)
9.	Cuttack	5(w-2)	3(w-1)	2(w-1)	10(w-3)	20(PWD-1, Exs-1)
10.	Keonjhar	7(w-2)	5(w-2)	3(w-1)	15(w-5)	30 (Exs-1, PWD-1)
11.	Khordha	3(w-1)	2(w-1)	1	6(w-2)	12
12.	Koraput	4(w-1)	3(w-1)	2(w-1)	9(w-3)	18
13.	Mayurbhanj	7(w-2)	5(w-2)	3(w-1)	15(w-5)	30(Exs-1, PWD-1)
14.	Nayagarh	5(w-2)	4(w-1)	3(w-1)	11(w-4)	23(PWD-1, Exs-1)
15.	Sambalpur	17(w-6)	12(w-4)	8(w-3)	38(w-13)	75(Sport-1, Exs-2, PWD-2)
16.	Sundargarh	6(w-2)	5(w-2)	3(w-1)	14(w-5)	28(Exs-1, PWD-1)
17.	Puri-Nimapara	3(w-1)	2(w-1)	1	6(w-2)	12
	Total	110(w-37)	79(w-28)	53(w-18)	243(w-81)	485

Sl. No	Name of the Bank	System Manager		
		Reserved (ST)	Unreserved	Total
1	2	3	4	5
1.	Angul	1	1	2
2.	Aska	1	1	2
3.	Balasore	1	1	2
4.	Banki	1	1	2
5.	Berhampur	1	1	2
6.	Bhawanipatna	1	1	2
7.	Bolangir	1	1	2
8.	Boudh	1	1	2
9.	Cuttack	1	1	2
10.	Keonjhar	1	1	2
11.	Khordha	1	1	2
12.	Koraput	1	1	2
13.	Mayurbhanj	1	1	2
14.	Nayagarh	1	1	2
15.	Sambalpur	1	1	2
16.	Sundargarh	1	1	2
17.	Puri-Nimapara	1	1	2
	Total	17	17	34

The above vacancies based on roster points as per the provisions of State Government have been arrived basing upon report of DCCBs.

Area of Operation :- The recruitees shall have to work within the operational area of Bank concerned as indicated at below

NAME OF THE DISTRICT CENTRAL COOPERATIVE BANKs(DCCBs)

Sl. No.	Name of the DCCB	District Covered under CCB,the inhabitants of which are eligible for submitting applications to the post of Assistant Manager grade-II/Banking Assistant Grade-II in the DCCB concerned.
1	Angul	Angul & Dhenkanal
2	Aska	Bhanjanagr and Aska Sub-Division of Ganjam District.
3	Balasore-Bhadrak	Balasore & Bhadrak
4	Banki	Athagarh and Banki Sub-division of Cuttack District.
5	Berhampur	Berhampur Sub-division of Ganjam & Gajapati
6	Bhawanipatna	Kalahandi & Nuapada

7	Bolangir	Bolangir and Subarnapur
8	Boudh	Boudh & Kandhamal
9	Cuttack	Cuttack.Jagatsingpur,Kendrapara and Jajpur
10	Keonjhar	Keonjhar
11	Khurdha	Khurdha
12	Koraput	Karaput,Malkanagiri,Nawarangpur and Rayagada
13	Mayurbhanj	Mayurbhanj
14	Nayagarh	Nayagarh
15	Sambalpur	Sambalpur,Deogarh,Jharsuguda and Baragarh
16	Sundargarh	Sundargarh
17	United Puri-Nimapara	Puri

Scale of Pay

Assistant Manager Grade-II :- Rs. 9300/- to 34800/- with G.P. 4200/- alongwith D.A. and other allowances as admissible.(Pre revised)

Banking Assistant Grade-II :- Rs.5200/- to Rs.20200/- with G.P. 2000/- alongwith D.A. and other allowances as admissible.(Pre revised)

System Manager :- Rs. 9300/- to 34800/- with G.P. 4200/- alongwith D.A. and other allowances as admissible.(Pre revised)

Eligibility criteria

for the post of Assistant Manager Grade-II

i. The applicant must be resident of the State of Odisha and indicate the DCCBs the applicant intends to apply in order of preference (Minimum One &Maximum three)

ii. Graduate in any discipline having proficiency in computer application is eligible to apply for the post.

for the post of System Manager

i. The applicant must be resident of the State of Odisha and indicate the DCCBs the applicant intends to apply in order of preference (Minimum One &Maximum three).

ii. Candidates securing minimum 60% marks in MCA, B.Tech. with Computer Science or IT from recognized university.

for the post of Banking Assistant Grade-II

i. The applicant must be resident of the State of Odisha and indicate the CCBs the applicant intends to apply in order of preference (Minimum One &Maximum three).

ii. Graduate in any discipline having proficiency in computer application is eligible to apply for the post.

Candidates can apply for each post also.

Age Criteria

They should not be less than 21 years of age and should not be more than 32 years of age as on 01.01.2020 .In case of candidates belonging into SC, ST, Ex-service man /Woman the upper age limit shall be relaxed for 5 year. Similarly the upper age limit for the candidates belonging to category of SEBC and person with disability shall be relaxed 3 and 10 years respectively.

Provided that break in service and date of application in case of Ex-Serviceman should not exceed two years.

RESERVATION:

a. Reservation will be given in terms of reservation rules/regulations of Govt. of Odisha.

b. The benefit of reservation is given only to the permanent domiciles of Odisha. The Candidate who claims for SC/ST/SEBC reservation benefit will have to submit the Cast Certificate issued by the Competent Authority of his/her home district and resident certificate issued not before than one year must be submitted alongwith application.

c. The Candidate who claims for reservation under PWD category will have to submit disability certificate and abide all terms and condition of Govt. of Odisha.

d. If a Candidate does not produce valid certificate for reservation. (as applicable), in original at the time of document's verification, his/her claim for such reservation benefit will be forfeited and his/her Candidature will be considered under UR category.

   The candidates claiming reservation as Ex-serviceman is to submit his/her I.D attested copy of Pension Book at the time submission of application.

e. No call letter will be posted at the address of applicants. Call letters can be downloaded from the RCS official website. Online examination will be conducted on various dates and at various examination centers for which candidates will be informed later on.

Examination Centers

Online written examination shall be conducted at Balasore, Bhubaneswar, Cuttack, Berhampur-Ganjam, Rourkela, Dhenkanal, Sambalpur, Kolkata, Vizianagaram, Raipur and other centers to be decided by the authorities looking into conveniences of the applicants and availability of the required infrastructure. Candidates can apply online only from 20.03.2020 to 15.04.2020 by logging to RCS official website and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION
Candidates should upload

- Photograph (4.5cm*3.5cm)
- Signature
- Left thumb impression ((If candidate is not having left thumb, he/she may use his/her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/right hand or toe).

i. Signature in CAPITAL LETTER will NOT be accepted.

ii. The left thumb impression should be properly scanned and not smudged

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

iv. Have a valid personal Email ID, which should be kept active till the completion of this round of common Requirement Process. Under no circumstances, a candidate should share with/mention Email ID to /of any other person. In case a candidate does not have a valid personal Email ID, he/she should create his/her new Email ID before applying online and must maintain that Email account.

APPLICATON FEES/INTIMATION CHARGES (NON REFUNDABLE)

1. Examination Fees

SL.No.	Category of candidates	Fees
1.	Each category of post for UR & SEBC candidates	Rs. 1000/-
2.	Each category of post for SC/ST candidates	Rs.600/-

Bank transaction charges for online payment of application fees/intimation charges will have to be borne by the candidate.

A. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/SIGNATURE IN SUCH CASE.
- PHOTOGRAPH IMAGE;
- Photograph must be a recent passport size color picture.
- The picture should be against a light-colored, preferably white, background.

- Look straight at the camera with a relaxed face.
- If the picture is taken in 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 the 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-50kb.
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, adjust the settings of the scanner such as the DPA resolution, no. of colors 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.
- At the time of examination the signature on the attendance sheet should match with the uploaded signature.
- Dimensions 140x60 pixels (preferred).
- Size of file should be between 10kb-20kb.
- Ensure that the size of the scanned image is not more than 20kb.

SCANNING THE PHOTOGRAPH & SIGNATURE:

- 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, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG OR JPEF format. An example file name is: 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/MS Office can easily obtain photo and signature in jpeg format not exceeding 50 KB & 20 KB respectively by using MS Paint or MS Office 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 photograph and signature

Signature and left thumb impression 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

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: 20KB - 50 KB

The signature and left thumb impression should be of the applicant and not by 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 in CAPITAL LETTERS Shall NOT be accepted.

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 & Select the location where the Scanned Photo/Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button.

i.   **Guidelines for Candidates**

B. **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 cost during the online examination. In all such cases where a scribe is used, the following rules shall be applicable

- The candidate 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 the stipulated eligibility criteria for a scribe mentioned above. Further, in case 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 by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for, and who wish to use, the services of a scribe in the application form. Any subsequent request may not be favourably entertained.

Viva-Voce Test and Documents Verification.

Minimum qualifying marks for the online preliminary examination shall be fixed and only those candidates qualifying in preliminary examination will shortlisted for main examination .Further, the candidate who will qualify in the main examination will be short listed viva-voce test. Those who do not appear in the viva-voce will not be considered in the final selection irrespective of their performance in the online test. The exact date, time & venue for the viva-voce shall be intimated to the qualifying candidates/published in the websites. The candidates called for viva-voce must produce all original documents in support of their education, age, SC/ST/SEBC/PH/EX-S/Sportsman status wherever applicable. No further extension for production of original certificate shall be given. Failure to produce the document in original at the time of Viva-Voce and document verification will lead to disqualification of the candidate.

Method of Examination:-

There shall be a online examination of multiple choice followed by viva-voce test by the committee as constituted for the purpose by RCS (O).Viva-voce test for Assistant Manager Grade-II& System Manager will be held in respective Banks Headquarter. However no viva-Voce test shall be conducted in respect of the post of Banking Assistant Grade-II .

There will be two rounds of written examination indicated below for both posts of Banking Assistant Grade-II, Assistant Manager Grade-II .There shall be single round written test for the post of System Manager.

Banking Assistant Grade-II

Online Preliminary Examination

Sl. No.	Name of the Tests	No. of Questions	Maximum Marks	Time allotted for each test (Separately timed)
1.	English	30	30	20 minutes
2.	Numerical Ability	35	35	20 minutes
3.	Reasoning Ability	35	35	20 minutes
	Total	100	100	60 minutes

Online Main Examination

Sl.No.	Name of the Tests	No. of questions	Maximum Marks	Time allotted for each test(Separately timed)
1.	General/Financial Awareness	40	40	30 minutes
2.	General English	40	40	40minutes
3.	Reasoning Ability	40	40	35 minutes
4.	Numerical Ability	40	40	35 minutes
		160	160	140minutes

For Assistant Managers Grade-II

Preliminary Examination

Sl. No.	Name of Tests	No. of questions	Maximum Marks	Version of Tests	Time allotted for each test (Separately timed)
1.	English Language	**30**	**30**	**English**	**20 minutes**
2.	Quantitative Aptitude	**35**	**35**	**English & Hindi**	**20 minutes**
3.	Reasoning Ability	35	35	**English & Hindi**	**20 minutes**
	Total	100	100		

Online Main Examination

SL. No.	Name of Tests	No. of Questions	Maximum Marks	Time allotted for each test (Separately timed)
1.	General/Financial Awareness	40	40	30 Minutes
2.	General English	40	40	40 Minutes
3.	Reasoning Ability	40	40	35 Minutes
4.	Quantitative Aptitude	40	40	35 Minutes
	Total	**160**	**160**	**140 Minutes**

For System Managers

SL. No.	Name of Tests	No. of Questions	Maximum Marks	Time allotted for each test (Separately timed)
1.	General Awareness	30	30	20 Minutes
2.	General English	30	30	30 Minutes
3.	Reasoning Ability	30	30	30 Minutes
4.	Quantitative Aptitude	40	40	35 Minutes
5.	Professional Knowledge	30	30	25Minutes
	Total	**160**	**160**	**140 Minutes**

General Instructions:

1. The candidates must read the rules and regulations carefully.
2. Incomplete application form shall not be accepted.
3. Since the application is online, the information submitted by the candidates shall be presumed to be right for entrance in the exam, but subsequently, if the candidate is selected, he/she shall be considered for appointment when he/she submits all the required original documents to the concerned officer.
4. If, at any time, it comes to the notice that the candidate did not possess the required qualifications at the time of filling the application form, his/her application shall be cancelled at any stage of the selection process even though he/she may have been selected.
5. Merely indicating in the application form any special Class while he/she does not belong to that class shall not entitle the candidate for employment and any wrong information shall be treated as misconduct and his/her application can be cancelled at any stage of detection of the false information.
6. Before joining as probationers, the selected candidates have to fulfill all the necessary formalities fixed by the bank and shall execute a two year service bond with the concerned bank as per the guidelines of the Cooperation Department.
7. Probation period shall be two years. Further, selected candidates will have to pass computer efficiency test within year of probation period.
8. Confirmation shall be done on successful completion of probation period.
9. For appointment, the selected candidates before joining duty shall complete the necessary formalities decided by the bank which includes the candidate's medical test, police verification, personal guarantee and financial fidelity as decided by the bank.

10. Since the application is being sought online and no other documents have been sought at the time of application, the candidate has to ensure that they possess all the qualifications for the post applied for. The candidate shall appear in the exam at his/her own responsibility, merely appearing in the examination does not entail right of selection.

11. Fees once paid shall not be refunded.

12. For any litigation, the area of jurisdiction shall be **High Court of Odisha.**

13. Candidate shall not be allowed to appear in the online examination without the call letter and stipulated documents mentioned on it.

14. The name of the candidate or his/her father/ husband and the Date of Birth shall be indicated in the application form as it appears in the 10th Class mark sheet/certificate as well as on the valid Identity Card. Any change/alteration found in documents shall disqualify the candidature.

15. The examination is being conducted as per the orders of Registrar, Cooperative Societies, Odisha. In case any dispute relating to the selection process arises, the decision of the Registrar, Cooperative Societies,Odisha shall be final.

16. Candidates will have to visit RCS official website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window to download the call letter. 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.

17. CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination candidates will not be permitted to appear the examination. The possibility for occurrences of some problem in 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 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.

18. Decision of RCS(O) in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the RCS(O) in this behalf.

19. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session may be required if the node capacity is less or some technical disruption takes place at any candidate.

20. The organization would be analyzing the response (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If, in the analytical procedures adopted by RCS,Odisha, in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, RCS,Odisha reserves the right to cancel the candidature of the concerned candidates and the result of such candidates will be disqualified.

21. The candidate shall apply for the vacancies of DCCBs to a Minimum One &maximum choice of three Banks .

22. The authority reserves right to cancel /postpone the recruitment without assigning the reason there of.

Disqualification :

The Persons sentenced for any offence involving moral turpitude and where such Sentence has not been reversed or offence pardoned, the person 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. While verifying the antecedents of the applicant after selection if he/she is found guilty for any offences as narrated above, he/she shall be removed from service without assigning any reason.

Registrar
Cooperative Societies,Odisha.