THE BIHAR STATE CO-OPERATIVE BANK LTD.,
ASHOK RAJ PATH, PATNA – 800 004.

The BSCB has been appointed the Nodal agency for direct recruitment by the Registrar Cooperative Societies, Bihar, Patna, vide order no-5196 dt14-11-2013 under section 11AV (D) of chapter VI-D of Bihar Co-operative societies (Amendment) 2008.

BSCB has been authorized to conduct recruitment for vacancies of Assistant (Multipurpose) of Bihar State Cooperative Bank Ltd. And District Central Cooperative Banks of resolutions passed in their Board meetings as per the Registrar's order.

Advertisement for 441 posts in The Bihar State Cooperative Bank and 20 District Central Cooperative Banks

Online Registration of Application : **11-03-2016 to 28-03-2016**

Payment of Fees online : **11-03-2016 to 28-03-2016**

Online Examination Dates : **April/ May 2016 (Tentative)**

Applications from the Indian citizen are invited for the post of Assistant (Multipurpose) post of The Bihar State Cooperative Bank Ltd. and District Central Cooperative Banks of Bihar as under :-

Name of Institution	Name of Vacant post and number						
The Bihar State Cooperative Bank Ltd.	**Assistant (Multipurpose)** **(Total Post 34)**						
	Gen	SC	ST	MBC	BC	WBC	Total
	11	4	1	10	6	2	34

Name of Institution	Name of Vacant post and number						
20 District Central Cooperative Banks : **Arrah, Begusarai, Bhagalpur, Gopalganj, Katihar, Khagaria, Muzaffarpur, Motihari, Munger, Nalanda, Nawadah, Patliputra, Rohika, Samastipur, Sitamarhi, Sasaram, Siwan, Magadh ,Vaishali,Aurangabad**	**Assistant (Multipurpose)** **(Total Post 407)**						
	Gen	SC	ST	MBC	BC	WBC	Total
	207	69	4	67	46	14	407

Eligibility and Manner of Application :

1.   Educational Qualification :   Graduate or Equivalent from any recognized university of India

2.   Interested candidates should register themselves on BSCB website www.biharbank.bih.nic.in. They must deposit required online examination fee via online payment gateway. Other instructions regarding filing of application form and examination fee payment are available in the application form at BSCB website www.biharbank.bih.nic.in All candidates are compulsorily required to furnish mobile no. and E-mail ID in online form which is mandatory. Application could be submitted from **11-03-2016 to 28-03-2016**.

3.   EXAMINATION FEE :-   Rs. 400/- (Four hundred only)-For SC/ST

     Rs.600/-(Six hundred only)-For others.

i.) There is no reservation for PWD and EXS- so there is no relaxation in age and/or fee for them

ii.)   When reserved cat candidates apply against gen vacancies they will have to fulfill gen age criteria and pay gen fee.

4.   Payment of Examination fee can be made through online gateway incorporated in the online application form. Payment of fees through any other mode will not be accepted. Once the fee is paid , it would not be refunded.

5.   Bankwise vacancies, reserved posts, educational qualifications, age limit, profile of examination and emoluments for selected candidates are available on BSCB website in details. Vacancies might be increased or reduced.

6.   No call letter will be posted at the address of applicants. Call letters can be downloaded from BSCB website www.biharbank.bih.nic.in Online examination will be conducted in the Month of April and or May 2016 on various dates and at various examination centers for which candidates will be informed later.

7.   In case of any dispute relating to the recruitment process, the decision of the Registrar, Cooperative Societies, Bihar, Patna shall be final.

                              Managing Director
                              BIHAR STATE CO-OPERATIVE BANK LTD.

                              PATNA-4

Cooperative Banks Recruitment Exam – 2015-16

Recruitment information and Important Dates

Bankwise Position of 441 vacant Posts in The Bihar State Cooperative Bank and 20 District Central Cooperative Banks of Bihar state
Bankwise position of posts is as follows :

Name of Institution	Name of Vacant post and number							Pay Scale	Gross Pay
The Bihar State Cooperative Bank and Central Cooperative Banks	**Assistant (Multipurpose) (Total Post 34)**							**Rs.7200/= Rs.19300/= (UNREVISED)**	Rs.**16968/=**
	Gen	**SC**	**ST**	**MBC**	**BC**	**WBC**	**Total**		
	11	4	1	10	6	2	34		

Sl. No.	Name of Institution	Name of Vacant post and number							Pay Scale	Gross Pay
	20 Central Cooperative Bank	**Assistant (Multipurpose) (Total Post 407)**								
		Gen	**MBC**	**BC**	**WBC**	**SC**	**ST**	**Total**		**Rs.16860/=**
1	Arrah	25	09	06	01	08	01	50	**Rs.4270/=Rs. 11950/= (UNREVISED)**	**Rs.11778/=**
2	Begusarai	0	03	03	01	03	0	10	**Rs.11765/= Rs.42020/=**	**Rs.18960/=**

3	Bhagalpur	06	02	0	0	03	1	12	**Rs.7200/=** **Rs.19300/=** **(UNREVISED)**	**Rs.17786/=**
4	Gopalganj	07	02	01	0	0	0	10	**Rs.7200/=** **Rs.19300/=** **(UNREVISED)**	**Rs.16500/=**
5	Katihar	08	02	03	0	02	0	15	**Rs.7200/=** **Rs.19300/=** **(UNREVISED)**	**Rs.15846/=**
6	Khagaria	18	05	0	01	06	0	30	**Rs.7200/=** **Rs.19300/=** **(UNREVISED)**	**Rs.15610/=**
7	Muzaffarpur	07	06	04	0	03	0	20	**Rs.7200/=** **Rs.19300/=** **(UNREVISED)**	**Rs.15899/=**
8	Motihari	03	01	01	0	01	0	06	**Rs.7200/=** **Rs.19300/=** **(UNREVISED)**	**Rs.15810/=**
9	Munger	09	03	02	01	03	0	18	**Rs.1000/=** **Rs.2860/=** **(UNREVISED)**	**Rs.10298/=**
10	Nalanda	07	02	02	01	03	0	15	**Rs.7200/=** **Rs.19300/=** **(UNREVISED)**	**Rs.15810/=**
11	Nawadah	05	03	01	01	02	0	12	**Rs.4270/=** **Rs.11950/=** **(UNREVISED)**	**Rs.11920/=**
12	Patliputra	37	12	07	02	11	01	70	**Rs.7200/=** **Rs.19300/=** **(UNREVISED)**	**Rs.16672/=**
13	Rohika (Madhubani)	20	06	04	02	06	01	39	**Rs.7200/=** **Rs.19300/=** **(UNREVISED)**	**Rs.16533/=**
14	Samastipur	13	04	02	01	05	0	25	**Rs.7200/=**	**Rs.15720/=**

								Rs.19300/= (UNREVISED)	
15	Sitamarhi	07	02	02	01	03	0	15	Rs.7200/= Rs.19300/= (UNREVISED)	Rs.16333/=
16	Sasaram	15	02	03	01	03	0	24	Rs.1690/= Rs.5700/= (UNREVISED)	Rs.9323/=
17	Siwan	06	01	0	0	02	0	09	Rs.7200/= Rs.19300/= (UNREVISED)	Rs.16964/=
18	Magadh	05	01	01	01	01	0	09	Rs.7200/= Rs.19300/= (UNREVISED)	Rs.16860/=
19	Vaishali	04	01	02	0	01	0	08	Rs11765/= Rs.31540/=	Rs.19259/=
20	Aurangabad	05	02	01	0	02	0	10	Rs.7200/= Rs.19300/= (UNREVISED)	Rs.16533/=
	Total	207	67	46	14	69	04	407		

Abbreviations :
MBC -   Most Backward Class
BC   _   Backward Class
WBC _   Woman Backward Class
SC   _   Scheduled Caste
ST   _   Scheduled Tribe
Gen. _   General

Note :   Allotment of Bank will be on the basis of merit and preferences given by the candidate, for various banks, provided the vacancy for that particular category in which a candidate qualifies, exists in the preferred Bank(s) . For example, if a candidate gives First Preference to a Bank where there is no Vacancy for, he will be considered for next lower preference, where he/she has applied. Candidates shall indicate their preferences for the post of Assistant (Multipurpose) for all the above 20 banks. Any application for change in the preferences indicated in the online form shall not be considered.

EDUCATIONAL QUALIFICATION (As on 01-01-2016) should be as follows :

A Graduation Degree in any subject from a recognized university, or any equivalent qualification recognized by the Govt. of India. Knowledge of

Computer is essential.A basic Diploma in computer application (DCA) is required.

Note : The date of passing the eligibility examination will be the date appearing on the marksheet/Provisional certificate or the date on which the result was posted on the website of the university/institution.

Age (as on 01-01-2016) :
Minimum Age : 21 years; Maximum Age: 33 years (As on 01.01.2016). Candidates born not earlier than 02.01.1983 and not later than 01.01.1995 (both days inclusive) are only eligible to apply. Relaxation in age shall be given to the following :
i)   SC/ST/MBC/WBC/BC candidates shall get relaxation of 5 years as per Bihar State Govt. rule.
ii)   Relaxation of 5 years shall also be given to permanent staff working in Cooperative Banks registered in Bihar State.
iii)   There is no reservation for PWD and EXS- so there is no relaxation in age and/or fee for them.
iv)   When reserved category candidates apply against general vacancies they will have to fulfill general age criteria and pay general fee.

The profile and pattern of online preliminary examination subject wise is as follows :

Sr. No.	TEST	Questions	Marks	Time
1	English	30	30	Max. Time 1 hours
2	Reasoning	35	35	
3	Numerical ability	35	35	

Each correct answer will fetch one marks and for every wrong answer, 0.25 marks shall be deducted. The question paper shall be of objective multiple choice.

The question paper shall be in both English and Hindi Except for English.

The pattern of online main examination subject wise is as follows:-

Sr. No.	Name of Tests	No. of Qs.	Max. Marks	Time
1	Reasoning	40	50	
2	Computer Knowledge	40	20	
3	General Awareness	40	40	
4	English Language	40	40	
5	Numerical Ability	40	50	Composite Time of 2 hours
	Total	200	200	

Each correct answer will fetch one marks and for every wrong answer, 0.25 marks shall be deducted. The question paper shall be of objective multiple choice.
The question paper shall be in both English and Hindi Except for English

IDENTITY VERIFICATION

In the examination hall, 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 Gazzetted Officer on official letter head / Photo identity proof issued by a People's Representative on official letter head/valid recent Identity Card issued by a recognized college/ university/ 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.

E-aadhar card and ration card are not valid id proofs for this purpose

Note : Candidates will have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with examination call letter while attending the examination, without which they will not be allowed to appear in the examination. 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 names 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 Gazette notification/their marriage certificate/affidavit.

Note :-Selection will be on the basis of marks obtained in the written test (Main) and marks obtained in the interview.10 times of vacant posts will be shortlisted for the Main Examination and 03 times of the vacant posts will be shortlisted for the interview.

Note : Selected candidates shall be appointed on the above mentioned emoluments on probation for a period of two years. During the probation period, the appointed candidates shall not be entitled to any benefits and allowances except the emoluments mentioned above and PF deductions shall be done as per rules.

The online examination shall be conducted at various centers. The candidate shall indicate his/her preference for one centre in the application form from the following :-

Bihar	**Arrah**
Bihar	**Aurangabad (Bihar)**
Bihar	**Bhagalpur**
Bihar	**Bihar Sharif**
Bihar	**Darbhanga**
Bihar	**Gaya**
Bihar	**Hajipur**
Bihar	**Muzaffarpur**
Bihar	**Patna**
Bihar	**Purnea**
Bihar	**Samastipur**
Bihar	**Siwan**
Jharkhand	**Ranchi**
Jharkhand	**Jamshedpur**
Jharkhand	**Hazaribagh**
Jharkhand	**Bokaro**
Jharkhand	**Dhanbad**
Jharkhand	**Deoghar**
West Bengal	**Kolkata**
West Bengal	**Howrah**
West Bengal	**Hooghly**
West Bengal	**Kalyani**
West Bengal	**Haldia**
West Bengal	**Durgapur**
West Bengal	**Asansol**
West Bengal	**Bardhaman**
West Bengal	**Bishnupur**
West Bengal	**Siliguri**
West Bengal	**Behrampur**
West Bengal	Bankura

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 BSCB, however, reserves the right to cancel any of the Examination Centers and/or add some other Centers at its discretion, depending upon administrative feasibility,logistics etc.
4. The BSCB 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 owns risk and expenses and The BSCB shall not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular centre for "Online" examination, The BSCB reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre,The BSCB reserves the right to allot any other centre to the candidate.

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 (SC/St/BC/MBC/WBC) 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** years service bond with the concerned bank as per the guidelines of the Cooperative Department.
7. Probation period shall be of 1 year. Further, selected candidates will have to pass computer efficiency test within 1 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 Patna and corresponding District Central Cooperative Bank.
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 any disqualify the candidature.

15. The examination is being conducted as per the orders of Registrar, Cooperative Societies, Bihar issued under Rule 39 of the Bihar Cooperative Societies Rules. In case any dispute relating to the selection process arises, the decision of the Registrar, Cooperative Societies, Bihar, shall be final.

16. Candidates will have to visit BSCB 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 stipulated in clause D (Identity Verification at Page 8) above and also 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 will not be permitted to take 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 form the process.

18 Decision of BSCB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by The BSCB 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 center or for any candidate.

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

21 Instances for providing incorrect information and/or process violation by a
For recruitment in the Bihar State Cooperative Bank Ltd. and any of the 20 Cooperative banks mentioned below, the preferences should be indicated at the time of submitting the application. Successful candidates shall be selected on the basis of merit, preferences and vacancies in the banks.

22 **HOW TO APPLY ;**
DETAILED GUIDELINES/PROCEDURES FOR
A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD
D. GUIDELINES FOR CANDIDATES

Candidates can apply online only from **11-03-2016 to 28-03-2016** 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. Intimation to download the call letter for the Examination will be sent by email/sms. Candidates should keep visiting BSCB website for exam related information. In case, email/sms is not delivered, BSCB will not be responsible. 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 online and must maintain that email account and mobile number till the examination process is completed.

iii. **APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE)**
     PAYMENT OF FEE ON-LINE -11-03-2016 to 28-03-2016
     Bank Transaction charges for online payment of application fees/intimation charges will have to be borne by the candidate.

A.   Application Procedure

1.   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 carefully and verify/get the details verified to ensure that the same are correct prior to final submission.
4.   Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the FINAL SUBMIT 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 and in the Identity Card. Any change/alteration found may disqualify the candidature.
6.   Validate your details and Save your application by clicking the 'Validate your details' and "Save & Next" button.
7.   Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8.   Candidates can proceed to fill other details of the Application Form.
9.   Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on "FINAL SUBMIT" 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.

B. PAYMENT OF FEES

ONLINE MODE

1. **EXAMINATION FEE :-**
   Assistant (Multipurpose)　　　　　Rs. 400/- (For SC/ST)
   　　　　　　　　　　　　　　　　Rs.600/-(For others)

2. The application form is integrated with the payment gateway and the payment process can be completed by following the instruction :-
3. The payment can be made by using only Debit Cards (RuPay/Visa/Master Card/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
4. 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.
5. On successful completion of the transaction, an e-Receipt will be generated.
6. 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.
7. 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.**
8. 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.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. There is facility to print application form containing fee details after payment of fees.

C. 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 colour picture.
- The picture should be 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 200x230 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 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.
- 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 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/MS Office can easily obtain photo and signature in jpeg format not exceeding 50KB & 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.

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.

D.   Guidelines for Candidates

1. 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 will apply:
   - 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 examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favrourably entertained.

23. **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 or in a subsequent selection procedure, if a candidate is (or has been) found guilty of :-

(i)   Using unfair means or
        Impersonating or procuring impersonation by any person or

(ii)   misbehaving in the examination 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

(iii)   Resorting to any irregular or improper means in connection with his/her candidature or

(iv)   obtaining support for his/her candidature by unfair means, or

(v)   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 BSCB

(c)   for termination of service, if he/she has already joined the Bank.