



**THE A.P. MAHESH CO-OPERATIVE URBAN BANK LTD  
(MULTI-STATE SCHEDULED BANK)**

The A.P.Mahesh Co-operative Urban Bank Ltd., a leading Multi State Scheduled Co-op. Urban Bank in South India, with a business mix of about **Rs.2000 crores**, with a net work of 39 Branches spread across 3 states (Andhra Pradesh, Maharashtra and Rajasthan)

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Applications are invited from Indian Citizens for the post of Clerk-cum Cashier.

**1. Vacancies:**

Total No. of Vacancies: 100 (approx)

**2. Eligibility conditions (As on 30.04.2013)**

**a) Educational Qualifications:**

- Graduation in any discipline from a Recognized University (The candidate should have passed all subjects in the First Attempt only) and adequate knowledge of operating computers in MS Office and Internet Usage.
- The candidates who are appearing final year degree examinations are also eligible to apply. However, their candidature will be considered subject to clearing the graduation exam in first attempt.

**b) Age (as on 30.04.2013)**

Minimum age: 21 years (born not later than 30.04.1992)

Maximum Age limit: 28 years (born not before 01.05.1985)

**3. Application Fee Details (Non refundable)**

Application fee: Rs. 500/-

**Eligible candidates have to apply online through the Bank's website only. No other means/ mode of application are acceptable.** Before registering their applications on the website, candidates should possess the following:

- (i) An e-mail id which shall be valid for the duration of the recruitment process. In case the candidate does not have a valid e-mail id, he/ she has to create a new email id before applying online.
- (ii) Application Fees [Payable from **05-06-2013 to 25.06.2013** through NEFT

(iii) Application Fees can be remitted through The AP Mahesh Co-op Urban Bank or any other Banks (**through NEFT**). The details of the account to which fee to be remitted are as follows:

<b>Account No:</b>	<b>13079</b>
<b>Type of Account:</b>	<b>Current Account</b>
<b>Account Name:</b>	<b>APMCUB LTD CLERICAL RECRUITMENT – 2013 A</b>
<b>Name of the Bank:</b>	<b>The AP Mahesh Co-op Urban Bank Ltd</b>
<b>Name of the Branch</b>	<b>Sultan Bazar, Hyderabad</b>
<b>IFSC Code:</b>	<b>APMC0000006</b>

**4. Emoluments & Benefits:** Rs. 10,000/- p.m. (approx) during one year probation period. After satisfactory completion of the probation, CTC will be Rs.13,790/- (approx) on absorption in to the regular scale applicable to Clerk-cum-Cashier.

**5. Service Conditions:**

As applicable in the Bank from time to time. The selected candidates on appointment may be posted or transferred to any place in India as may be decided by the Company.

**6. Selection Procedure:**

The selection would be in two stages i.e On line Multiple Choice Objective Type test. All the candidates who applied and are eligible as per criteria prescribed for the post shall undergo objective type test to be conducted tentatively on **11<sup>th</sup> August, 2013** through on line.

The qualified candidates in the on-line test will be called for interview up to three times the vacancies of the respective categories and final selection will be made on the basis of performance in the on line objective test and interview. Outstation candidates called for interview are not eligible for any reimbursement of fares for having undertaken journey for interview purpose.

The objective on-line test with duration of two hours with test structure as under:

<b>Sl. No.</b>	<b>Test</b>	<b>No. of Questions</b>	<b>Marks</b>	<b>Time</b>
1.	Reasoning	50	50	<b>Composite time of two hours</b>
2.	Quantitative Aptitude	50	50	
3.	English	50	50	
4.	Basic Computer Knowledge & Clerical Aptitude*	50	50	

*\*Basic Computer Knowledge 25 Questions + Clerical Aptitude 25 Questions*

All the questions will be of objective type with five alternative choices out of which one will be the correct answer. The candidate has to select the **correct** answer and ‘mouse click’ that alternative which he/she feels is correct. There will be a penalty for wrong answers marked by the candidates. For each wrong answer marked one fourth of the marks assigned to the question will be deducted from those obtained. The alternative/option that is clicked on will be highlighted will be treated as the answer to that question.

**7. Examination Centers:** ‘On line exam’ will be held **at the Hyderabad, Vishakhapatnam & Guntur Centers only.**

Bank however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, depending upon the response, administrative feasibility, etc.

As far as possible, candidates will be allotted to a centre of his/her choice. However, Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

#### **8. Probation:**

Selected candidates if certified to be medically fit may be appointed as Clerk-cum-Cashier grade on probation for a period of 1 year.

The Bank reserves the right to terminate the services of the candidate if found unsuitable at any time during the probationary period or the extended probationary period without any Notice or assigning any reason thereof. During the probationary period, candidates may be required to undergo theoretical/practical training as may be prescribed/arranged for them.

#### **9. Service Bond**

The selected candidates will be required to give an undertaking along with appropriate monetary of financial guarantee to serve the Bank for a minimum period of **two years** including probationary period. The details of guarantee and relevant terms would be intimated later.

#### **10. HOW TO APPLY:**

Candidates have to apply **only ON-LINE** through the Bank's website i.e. [www.apmaheshbank.com](http://www.apmaheshbank.com) from 05-06-2013 to **25.06.2013**. **Candidates need not submit the system generated print out (hard copy) of the On-Line application to the Bank.**

#### **Pre-Requisites for Applying Online:**

Before applying online, candidates should--

- i) Scan their photograph and signature as detailed under guidelines for scanning the photograph and signature in **Annexure I**
- ii) Keep the necessary details/documents ready if desired to make the payment of fees by NEFT and obtain the 16 digit UTR Number from the Bank where the fee is remitted.
- iii) Candidates should have a valid E-mail ID which should be kept active till the declaration of final result. This is essential for him/her in getting Admission Letter (AL) / Interview advice, etc. by E-mail. No change in E-mail ID will be entertained during the entire process of recruitment.

#### **Procedure for applying online**

- (i) Candidates are first required to visit Bank's website [www.apmaheshbank.com](http://www.apmaheshbank.com) for filling the Online Application.
- (ii) **Candidates should pay the fees through NEFT as per the details indicated in para 3 above and get the UTR no. before applying online.**
- (iii) Candidates will have to enter their basic details and upload the photograph and signature in the online application form as per the specifications given in item 14 of the advertisement.

#### **Mode of Payment**

- i) Candidates have to pay the requisite fees through NEFT as per details indicated at ParaNo.3 above.

(ii) Candidate will receive registration no. and password by SMS/Email. Please ensure to furnish correct Mobile number / E-mail address to receive the registration confirmation.

Note- - There is also a provision to reprint the submitted application containing fee details.

The Bank does not assume any responsibility for the candidates not being able to submit the application within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

Roll No. of the candidates successful in 'On line Exam' will be available on the Bank's website.

Final selection will be on the basis of candidate's performance in the On line exam and interview taken together.

## **12. Important Dates:**

On-line Registration	05.06.2013 to 25.06.2013
Payment of Fees by candidates	05.06.2013 to 25.06.2013
Download of call letters for on-line examination	01.08.2013 to 11.08.2013 [i.e. till the date of examination]
Tentative Date of On-Line Examination	11.08.2013

## **13. General conditions:**

1. The candidates would be required to submit the attested copies of the required certificates in proof of their age/date of birth, educational qualifications at the time of interview, if called at a later stage.

2) The Bank reserves the right to restrict the number of candidates to be called for interview based on their performance in the written examination and commensurate with the number of vacancies.

3) The decision of the Bank will be final and binding in all matters. The Bank takes no responsibility for any delay in receipt of or non-receipt of application or communication at any point of time during the recruitment exercise.

4) The Bank reserves the right not to call any candidates to appear at the written examination and interview.

5) Depending upon the response of applicants, the Bank reserves the right to delete/add some of the test centers to suit to the administrative convenience and other similar considerations.

6) Applications once made will not be allowed to be withdrawn and fee/service charges paid shall not be refunded under any circumstances.

7) In case it is found at any stage of recruitment the candidate does not fulfill the eligibility criteria and/or he/she has furnished any incorrect/false/incomplete information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings detected even after appointment, his/her services are liable to be terminated forthwith. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. The decision of the Bank in respect of matters concerning eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate.

8) The Bank shall not entertain any correspondence or personal enquiries.

9) Canvassing in any form will disqualify the candidate for consideration for the posts.

10) Any resulting dispute arising out of this process/advertisement shall be subject to the sole jurisdiction of the Courts situated in Hyderabad.

11) In case an applicant is not short-listed, no claim for refund of cost of application or fee shall be entertained.

**Date: 04 June 2013**

**DEPUTY GENERAL MANAGER**

## ***Annexure I***

### **GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

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

#### **(i) PHOTOGRAPH IMAGE :**

- \_ Photograph must be a recent passport style 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 is 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.

#### **(ii) SIGNATURE IMAGE:**

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

#### **SCANNING THE PHOTOGRAPH & SIGNATURE:**

- \_ Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- \_ Set Color to True Color
- \_ File Size as specified above
- \_ Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- \_ The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(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 should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

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

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (iii) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the 'Upload' button

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

#### **Note :**

- a. In case the face in the photograph or signature is unclear the candidate's application may be rejected.
- b. Candidates are advised to take a printout of their system generated online application forms after registering.
- c. In case the photograph or signature is unclear, the candidate may edit his application and reupload his photograph or signature.