



The Andhra Pradesh State Co-operative Bank Limited

(Government Partnered Scheduled Bank)
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Human Resources Development Department : Fax: 23443870

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**Applications are invited for Appointment to the post of 'Staff Assistant' in
The A.P. State Cooperative Bank Ltd., (APCOB), Hyderabad
(2013-14)**

Opening Date for ON-LINE Registration of Application	19.09.2013
Closing date for ON-LINE Registration of Application	09.10.2013
Dates for Payment of Application Fee (ONLINE remittance through Net Banking/Debit Card)	From 19.09.2013 to 09.10.2013
Dates for Payment of Application Fee (OFFLINE remittance)	From 21.09.2013 to 14.10.2013
Tentative date of online test	17.11.2013

01. VACANCIES :

Break up of vacancies to the post of Staff Assts. :

OC		BC-A		BC-B		BC-C		BC-D		BC-E		SC		ST		EXS		PC		Total		Grand Total
G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	
39	19	5	3	8	5	2	0	5	3	4	2	13	8	4	4	2	1	2	1	84	46	130
																		VI-1	VI			
																		HI-1				

Abbreviations stand for: (OC – Open Competition; BC – Backward Classes; SC – Scheduled Caste; ST – Scheduled Tribe; PC – Physically Challenged; VI – Visually impaired; HI – Hearing Impaired; EXS – Ex-servicemen, G-General and W-Women.)

Note :

(i) **Reservation for BC-E Group will be subject to adjudication of the litigation pending before the Hon'ble Courts and Government Orders thereon.**

(ii) The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement. Further the Bank reserves the right to enhance or lower down the vacancies as per requirements at the time of final selection/appointment.

02. PAY SCALE & EMOLUMENTS :

The Scale of Pay for the post of Staff Assistant at present is Rs.7200 – 400/3 – 8400–500/3–9900–600/4–12300–700/7–17200–1300/1–18500–800/1–19300 (20 stages) plus six stagnation increments of Rs.800/- each tri-annually and seventh stagnation increment will be released after two years of release of Sixth Stagnation Increment.

Approximate Gross emoluments at the minimum of scale of pay is Rs.14,774/- (as at August 2013) plus other allowances applicable such as Medical Allowance, Conveyance Allowance, etc., and other benefits such as Contributory PF, Medical Reimbursement, Leave Encashment, LTC, Annual Medical Check up reimbursement, etc.

Note: The pay scales to the Staff Assistant cadre is on par with IBA scales extended to clerical cadre. Other allowances and perquisites admissible as per the rules of the Bank. The existing pay scales are due for revision w.e.f.1.11.2012.

03. ELIGIBILITY CRITERIA :

1) Domicile/Nativity :

Candidate should be a domicile of Andhra Pradesh and should have been residing continuously for 5 years or more in Andhra Pradesh prior to **01.09.2013**.

- 2) Among the total vacancies, 42% (Fair Share) will be filled up from the persons hailing from Telangana Region as per merit-cum-roster, duly adopting the fair share to the Telangana Region in tune with the spirit of Presidential Order, 1975 and the GOs/Rules issued by Govt. of A.P., thereon – this would be subject to the disposal of the Writ Petition WP No.10776/2013, before the Hon'ble High Court of Andhra Pradesh.

The following will be the methodology adopted to define the local candidate of the Telangana Region and also the procedure that will be followed in the recruitment :

Definition of the local candidate of Telangana Region

- (a) 'Specified Local Area' (Local candidate of Telangana Region) in tune with the spirit of Presidential Order 1975 :

The ten Telangana districts, viz., Adilabad, Hyderabad, Rangareddy, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal, shall be regarded as 'Specified Local Area' of Telangana region.

- (b) Local Candidate – 'Specified Local Area':

- (1) A candidate for direct recruitment, shall be regarded as local candidate in relation to the 'Specified Local Area' on the following conditions :

- (i) If he/she has studied in an educational institution(s) in 'Specified Local Area' above, for a period of not less than four consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for SSC or equivalent examination ; or
- (ii) Where during the whole or any part of the four consecutive academic years ending with the academic year in which he/she appeared or as the case may be, first appeared for the SSC or equivalent examination he/she has not studied in any educational institution(s), if he/she has resided in the 'Specified Local Area' above for a period of not less than four years immediately preceding the date of commencement of the SSC or equivalent examination in which he appeared or as the case may be, first appeared.

- (2) A candidate for direct recruitment, who is not regarded as local candidate under sub-paragraph (1) above, in relation to the 'Specified Local Area' shall:

- (i) If he/she has studied in an educational institution(s) in the State, for a period of not less than Seven consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for SSC or equivalent examination be regarded as a local candidate in relation to :

- (a) Specified Local Area as above if he/she has studied in the Specified Local Areas for the maximum period out of the said period of seven years ; or

- (b) Where the period of his/her study in the local areas specified above and other areas, are equal, if he/she has studied last in the local area specified above, in such equal periods ;

- (ii) If during the whole or any part of the Seven consecutive academic years ending with the academic year in which he/she appeared or as the case may be, first appeared for the SSC or equivalent examination he/she has not studied in any educational institution(s) in Specified Local Area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to :

- (a) Specified Local Area specified above if he/she has resided for a maximum period out of the said period of seven years in the Specified Local Areas ; or

- (b) Where the periods of his residence in the Specified Local Area and other areas are equal, if he/she has resided last in the Specified Local Areas in such equal periods ;

- (3) (a) In reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study by reason of his failure to pass any examination, shall be disregarded.

- (b) The question, whether any candidate for direct recruitment to any post has resided in the specified local area shall be determined with reference to the places where the candidate actually resided and not with reference to the residence of his parents or other guardian.

(c) If the claim for local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7 year period in the 'Specified Local Area'. If, however, it is based on residence, a certificate should be obtained from an officer of the Revenue Department not below the rank of a Mandal Revenue Officer/Tahsildar in independent charge of a Mandal that he has resided in the districts of 'Specified Local Area'.

(d) If, however, a candidate has resided in more than one Mandal / District during the relevant 4/7 year period but within the Districts of 'Specified Local Area' as the case may be, separate certificates from the Mandal Revenue Officers exercising jurisdiction have to be obtained in respect of different areas of the 'Specified Local Area'.

Note :

- (i) In the normal course, Single Certificate, whether of study or residence would suffice for enabling the candidate to apply as a candidate belonging to the Specified Local Area ;
- (ii) Residence Certificate will not be accepted, if a candidate has studied in any educational institution upto SSC or equivalent examination. Such candidates have to produce study certificates invariably. The candidates who acquired degree from Open Universities without studying SSC/Matriculation or equivalent in educational institutions, have to submit residence certificate only.
- (iii) In reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study be reason of his failure to pass any examination, shall be disregarded.

Recruitment Procedure :

- a) 42% of the total posts notified, shall be filled from candidates hailing from 'Specified Local Area' by following the spirit of Presidential Order 1975.
- b) From amongst all the eligible applicants, whether such applicants are local candidates of 'Specified Local Area' or not, an overall merit list shall be drawn at the first stage and the said merit list shall be placed in the roster as per rule of reservation and a provisional merit-cum-roster list prepared.
- c) The provisional merit-cum-roster list shall be scrutinized to ascertain whether the number of local candidates of 'Specified Local Area' find a place in the provisional selection list. If it equals or exceeds the number of posts allowed (fair share of 42%) in favour of candidates belonging to the 'Specified Local Area', such provisional merit-cum-roster list shall be deemed to be the final selection list.
- d) In case the provisional merit-cum-roster list, so prepared, falls short of the required number of candidates belonging to the 'Specified Local Area', then, the candidates, other than of the 'Specified Local Area', referred to as candidates of other Region (other districts of AP), who find a place in the provisional merit-cum-roster list, shall be successively eliminated in the reverse order, from the bottom of such list and replaced with candidates of 'Specified Local Area' selected in the order of merit from the remaining merit list, ensuring that the provisions of rule of reservation are observed, to extent that they are not inconsistent. For eg. A candidate at the bottom, in the reverse order, from out of the merit-cum-roster list, is replaced with a candidate of 'Specified Local Area' with the same category of the candidate who is for replacement. This replacement has to be done in order of merit to that particular category, from out of the 'Specified Local Area' Candidates of the remainder list.

The process of successive elimination of other region candidates and their replacement by the candidates of 'Specified Local Area' shall be continued till the number of local candidates of 'Specified Local Area' in the provisional merit-cum-roster list equals to the fair share of number of posts allowed to such candidates. At this stage, the provisional merit-cum-roster list, as modified, shall be deemed to be the final selection list.

04. AGE (as on 01.09.2013) :

Above 18 years - Below 28 years i.e. candidates should not have been born earlier than 02.09.1985 and later than 01.09.1995 (both dates inclusive)

Relaxation of upper age limit :

Sl. No.	Category	Age Relaxation
1	Scheduled Caste/Scheduled tribe Candidates	5 years
2	Backward Class Candidates	3 years

3	Physically Challenged – General Category Candidates	10 years
4	Physically Challenged – SC/ST Category Candidates	15 years
5	Physically Challenged – BC Category Candidates	13 years
6	Ex-Servicemen/Disabled Ex-Servicemen	Actual period of service rendered in defense services + 3 years (8 years for disabled ex-serviceman belonging to SC/ST) subject to the maximum age of 50 years
7	Widows, Divorced women and women judicially separated from their husbands & who are not remarried	9 years (subject to a maximum age limit of 35 years for General and 38 years for BC & 40 years for SC/ST candidates)

Note :

1. No other combination of age relaxation other than specified in the table above, will be applicable.
2. An ex-serviceman who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, including a job in any Public Sector Undertaking, ceases to enjoy ex-servicemen status for further employment.
3. Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs. The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-servicemen' may apply for re-employment one year before the completion of the specified term of engagement (from the last date of application) and avail themselves of all concessions available to ex-servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

Definition of Ex-Servicemen (EXS) :

i) Ex-Servicemen (EXSM): Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

ii) Disabled Ex-Servicemen (DISXS): Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as Disabled Ex-Servicemen (DISXS).

Note: The Territorial Army Personnel will be treated as ex-servicemen w.e.f. 15.11.1986.

4. Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India/State Government orders and instructions in this regard. To claim age relaxation, reserved category candidates will be required to submit a copy of the Community Certificate at the time of interview, if called by the Bank.

Definition: Physically Challenged Persons (PC) – Definition of Categories of Disabilities:

- (a) An Orthopedically Challenged (PC-OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central/State Govt.) would be eligible for reservation in services/posts.

Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

Cerebral Palsy means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.

- (b) Deaf & Hearing Impaired (HI): The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

- (c) Visually Impaired: (VI) The visually impaired persons are those suffering from blindness of low vision.

Blindness- refers to a condition where a person suffers from any of the following conditions:

(i) total absence of sight (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse.

Person with low vision - means a person with impairment of visual functioning even after treatment or standard refractive correction, but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

Guidelines for Visually Impaired or Orthopaedically Challenged candidates

Those candidates who are blind / low vision or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use services of a scribe of their choice during the online examination. In all such cases where a scribe is used, the following rules will apply:

- Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Physically Challenged.
- The candidate will have to arrange his/her own scribe at his own cost
- The scribe can be from any academic discipline.
- Both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
- Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

Visually Impaired candidates under Blind/Low Vision may skip the non-verbal questions, and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.

Visually Impaired candidates (who suffer not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to Visually Impaired candidates who use the services of scribe.

If any candidate approaches with a certificate that he/she is having disability and where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment), he/she may be given compensatory time of 20 minutes for every hour of examination.

The candidates using scribe are required to fill up the declaration in the Annexure and submit along with the call letter.

Important: -

Govt. Guidelines regarding Definitions, relaxation etc., are subject to change from time to time.

05. Educational Qualification (as on 01.09.2013):

Any Graduate from a Recognized University.

- 1) Proficiency in Telugu language is desired.
- 2) Knowledge of English is required.
- 3) Preference will be given to candidates with computer knowledge (as per assessment at the time of interview).

06. Application Fee including Bank and other Charges (Non-Refundable) :

The application fee including intimation charges (non-refundable), is prescribed as under:

Sl. No.	Category	Fees
1.	SC/ST/PC/EXS (intimation charges)	Rs. 50/-
2.	General/BC (application + intimation charges)	Rs.400/-

Bank Transaction charges for Offline/ Online Payment of fees/ intimation charges will have to be borne by the candidate, including the candidate applying under reserved category. The fee/intimation charges as mentioned in the above table is excluding the transaction charges payable to the State Bank of India.

Candidates have the option of making the payment of requisite fees/ intimation charges either through the ONLINE mode or the OFFLINE mode:

Procedure for applying online

1. Candidates are first required to go to the Bank's website <http://www.apcob.org> and click on the "RECRUITMENT" page to open link for appropriate option –

(i) detailed **notification for Staff Assistant.**

(ii) detailed **notification for Manager (Scale-I).**

(iii) details for "recruitment – how to apply".

(iv) **CLICK HERE TO APPLY ONLINE** to open up the online application form.

2. Candidates will have to enter their basic details and upload the photograph and signature in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

(1) Payment of fees/ intimation charges via the ONLINE MODE

(i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully. Candidates are advised to verify every field filled in the application. 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. Any change/alteration found may disqualify the candidature.

In the event of the candidate not able to fill the data in one go, or wishes to cross-check it before submitting, he/she can save the data already entered. When the data is saved, provisional registration number and password will be generated by the system and displayed on the screen. Applicants should note down the provisional registration number and password. Email & SMS indicating the provisional registration number and Password will be sent. Applicants can reopen the saved data using provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, applicant should submit the data by pressing the submit button appearing on the application.

(ii) Once the application is filled in completely, candidate may click on the "SUBMIT" button at the end of the On-Line Application format.

(iii) Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. **No change/edit will be allowed after submission.**

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

(a) The payment can be made by using only Master/Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.

(b) In case candidates wish to pay fees/ intimation charges through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

- (c) 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.
- (d) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then revisit the 'Apply Online' link and fill in their application details again.

(e) On successful completion of the transaction, an e-receipt will be generated.

(f) Candidates are required to take a printout of the e-receipt.

(g) Note:

- 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.
- For Credit Card users: All prices 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.

(2) Payment of fees/intimation charges via OFFLINE MODE (at counters of SBI branches):

(i) Payment of fee/intimation charges through the offline mode can be made through the CBS branches of State Bank of India.

(ii) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully. Candidates are advised to verify every field filled in the application. 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. Any change/alteration found may disqualify the candidature. In the event of the candidate not able to fill the data in one go, or wishes to cross-check it before submitting, he/she can save the data already entered. When the data is saved, provisional registration number and password will be generated by the system and displayed on the screen. Applicants should note down the provisional registration number and password. Email & SMS indicating the provisional registration number and Password will be sent. Applicants can reopen the saved data using provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, applicant should submit the data by pressing the submit button appearing on the application. **Candidates should take a printout of the system generated fee payment challan immediately.** No change/edit will be allowed thereafter. The registration at this stage is provisional.

(iii) Fee payment will be accepted at the CBS branches of State Bank of India from 2nd working day after registration and can be made within three working days. System generated fee payment challan will be used for depositing fee (For example: If one has registered on 18-09-2013 then he/she will be able to deposit the fee from 20-09-2013 to 23-09-2013 considering 22-09-2013 is a non-working day).

(iv) Once fee has been paid, the registration process is completed. Candidate will receive registration confirmation by SMS/e-mail after two working days from the date of payment of fees/ intimation charges.

(v) Please ensure to furnish correct Mobile number / email address to receive the registration confirmation.

Note :

- There is also a provision to reprint the submitted application containing fee details, three days after fee payment.
- After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form three days after fee payment, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, 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 hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. 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 email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the

online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of heavy load on internet/website jam. 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 beyond the control of the Bank. 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.

07. SELECTION PROCEDURE :

The selection of the candidates shall be made on the basis of the Online Test/Examination and interview. The Online Test/Examination will be conducted in English. All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for the Online test/ Examination, which will comprise the following:

- A. Online Test/Examination : 175 marks & Interview – 25 marks ;
- B. There shall be Negative Marking for wrong answers (0.25 marks will be deducted for each wrong answer);
- C. Online Test question contents would be as under :

Objective type of test.

Sl. No.	Name of Tests (objective)	No. of questions	Maximum Marks	Total time
1	Reasoning	35	35	100 Minutes
2	English Language	35	35	
3	Numerical Ability	35	35	
4	General Awareness with special reference to Banking Industry	35	35	
5	Computer Knowledge	35	35	
	Total	175	175	

- D. Other detailed information regarding the examination will be given in an Information Handout which will be made available for the candidates to download along with the call letter for examination from the Bank's Website.

E. PENALTY FOR WRONG ANSWERS :

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e., no answer is marked by the candidate, there will be no penalty for that question.

F. CUTOFF SCORE

- (i) The examination may be held in multiple sessions. In such a case, the corrected scores obtained by each of the candidates in different sessions will first be normalized using equipercentile method.
- (ii) Each candidate will have to secure a minimum score in each of the tests as well as on the total score to be called for interview. The cut-off points to qualify in each of the tests will be decided based on the group norms. Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on Total in order of merit to be called for interview. A candidate should qualify both in the Online Test/Examination and Interview high on merit, for being considered for appointment in the vacancies notified.

G. QUALIFYING IN THE ONLINE TEST/EXAMINATION :

Candidates will have to pass in each of the objective test. The passing marks in each of the test will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Candidates are also required to score a minimum % marks on aggregate to be considered for interview. For SC/ST/BC/PC/EXS candidates 5% relaxation is available thereon. Minimum % marks on aggregate will be decided by the Bank.

Marks obtained in the Online test will be reckoned for shortlisting for interview. Accordingly, candidates will be called for interview. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the Online test will be called for the interview in the ratio of 1:5. Mere eligibility/ pass in the test shall not vest any right for being called for interview. The list of candidates shortlisted for interview, will be made available on Bank's website.

Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the Online test/Examination and interview.

Test/Examination (on-line mode) :

- (i) The examination will be conducted online in venues in the following places across the State :

Sl. No.	Place	Sl. No.	Place
1.	Amalapuram	18.	Kurnool
2.	Anantapur	19.	Mahabubnagar
3.	Bhimavaram	20.	Medak
4.	Cheerala	21.	Mylavaram
5.	Chittoor	22.	Nalgonda
6.	Eluru	23.	Nellore
7.	Gooty	24.	Ongole
8.	Gudlavalleru	25.	Proddatur
9.	Gudur	26.	Rajahmundry
10.	Guntur	27.	Srikakulam
11.	Hyderabad	28.	Tadepalligudem
12.	Kadapa	29.	Tekkali
13.	Kakinada	30.	Tirupathi
14.	Kanchikacharla	31.	Vijayawada
15.	Karimnagar	32.	Visakhapatnam
16.	Khammam	33.	Vizianagaram
17.	Kodad	34.	Warangal

- (ii) The 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.
- (iii) As far as possible candidates will be allotted to a centre of his/her choice however the Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (iv) 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.
- (v) No request for change of centre for Examination shall be entertained.

08. How to apply :

- (a) Candidates have to register Online through Bank's website <http://www.apcob.org> only between **17.09.2013 and 07.10.2013**. No other means/mode of applications shall be entertained.
- (b) Candidates should have a valid personal e-mail id. In case, candidate is not having valid e-mail id, he/she should create a new e-mail id. This e-mail id should be valid for the duration of this process.
- (c) Log on to Bank's website <http://www.apcob.org> and go through the detailed advertisement and ensure candidate's eligibility to apply for the said post.
- (d) Before applying Online candidates are required to have a scanned (digital image) of his/her photograph and signature as per the specifications given below. Candidates are required to upload a scanned copy of his / her photograph as also a scanned copy of signature while making the online application.
- (e) Candidates are required to visit the Bank's website <http://www.apcob.org> and apply for the post Online, by filling the particulars required therein.

- (f) All the mandatory fields (marked with*) should be filled in, otherwise the system will not accept the application.
- (g) After filling in all the required particulars in the application, candidates shall submit the application on-line. Click “submit” button and the online application will be registered. A Registration Number and Password will appear for your online registration immediately on the screen. This can be used only for taking print out of the online application registered by the candidates, for their records/production at the time of interview.

(h) Guidelines for Scanning the Photograph and 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 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.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200*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, then adjust the settings of the scanner such as the DPI resolution, no. of colors 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 that of 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*60 Pixels (Preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB

(III) 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 & 20KB 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 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 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 :

- i. There will be two separate links for uploading Photograph and Signature.
- ii. Click on the respective link “Upload Photograph and 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 :

- (i) In case the face in the photograph or signature is unclear, the candidate’s application may be rejected.
 - (ii) After registering online, candidates are advised to take a print out of their system generated online application forms.
 - (iii) In case the photograph or signature is unclear, the candidate may edit his/her application and re-upload his/her photograph or signature.
-
- (i) The link for registration of application will be open on our website on the dates indicated at the top of this advertisement (**17.09.2013 and 07.10.2013**).
 - (j) There is a provision to save and then edit the application. Once submitted, the application cannot be edited.
 - (k) Candidates should take utmost care to furnish the correct details while filling in on-line application.
 - (l) After applying on-line, the candidate should take a print out of the system generated on-line application form and retain it along with Registration Number & Password safely for future reference. They should not send this print out to the Bank. The print out of the on-line application will have to be invariably submitted at the time of Interview.
 - (m) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the Bank’s website on account of heavy load on internet/website jam.
 - (n) 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 beyond the control of the Bank.
 - (o) 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 any such incomplete/incorrect applications would be rejected.
 - (p) The Candidate should note/remember the password for future reference and use.
 - (q) **Note** - There is also a provision to reprint the Application form at later stage.
 - (r) **Important** – In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact the helpline telephone no. **1800222366**.
 - (s) **The candidate must ensure that the filled in information is correct and no correction will be accepted at subsequent stage in any field.**

09. VERIFICATION OF CREDENTIALS :

The candidates who qualify for interview will be subjected to verification of credentials, such as, verification of Original Certificates of Educational Qualifications, other Qualifications, Caste Certificates, Physically Challenged certificates, etc. and also subjected to verification with the respective Universities/ Authorities/Hospitals (in case of physically challenged).

10. APPOINTMENT :

Candidates selected for current vacancies shall be taken into the service in the order of merit–cum-roster as per the requirement. The candidate, upon selection, has to execute a Contract Bond with a liability for the amount (as decided by the Board of Management of the Bank), that, he/she would serve the Bank continuously for a minimum period of 2 years.

11. SPECIAL INSTRUCTIONS :

Candidates have to submit the online examination call letter at the time of online examination.

Identity Verification

In the examination hall, the call letter along with the candidate’s currently valid photo identity, in original, such as PAN Card/Passport/Driving Licence/Voter’s Card with photograph/Photo identity proof issued on

original letter head by a Gazetted Officer/People's Representative or Identity Card issued by a recognised college/ University (valid in current year)/Aadhar card with a photograph/ Employee ID, 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 and in the Attendance List. If identity of the candidate is in doubt the candidate will not be allowed to appear for the Online Examination.

Note:

- 1) Candidates have to produce the photo identity proof and Examination Call Letter for verification while attending the online examination, without which they will not be allowed to take up the examination.
- 2) Candidates are advised to remain in touch with Bank's website <http://www.apcob.org>, for any information which may be put for further guidance.
- 3) Decision of the Bank in respect of all matters pertaining to this examination would be final and binding on all candidates.

Please note that candidates will not be permitted to appear for the Online Examination without the following documents:

- (a) Call Letter for online Examination
- (b) Photo-identity proof (as specified) in original

Candidates reporting late i.e. after the reporting time specified on the call letter for Online 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 100 minutes candidates may be required to be at the venue for about 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

Candidates are advised to regularly keep in touch with the Bank's website <http://www.apcob.org>, for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

12. GENERAL INSTRUCTIONS :

- a) As the applications are to be processed by a Computerized System, it is essential that the application should be filled in properly and completely.
- b) Before applying, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this notification. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the Bank shall be final on qualification and other eligibility norms.
- c) Candidates should ensure that the photographs and signatures appended by them in all the places, viz., uploaded in online application, call letter, attendance sheet, etc., and in all correspondence with the Bank, in future, should be identical and there should be no variation of any kind.
- d) Application once made will not be allowed to be withdrawn.
- e) Candidates need not submit/send at any address, application printouts or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application.
- f) The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- g) Candidates seeking age relaxation are required to show originals and submit copies of necessary certificate(s) at the time of interview.
- h) A declaration is required to be submitted in the prescribed format by candidate seeking reservation under BC Category, that, he/she does not belong to the creamy layer as on **1.9.2013**. The BC Certificate containing the creamy layer status should have been issued during the period of 1 year prior to **1.9.2013**.
- i) Candidates already in employment should produce 'no objection certificate' from their employer, at the time of interview, in the absence of which their candidature will not be considered.
- j) Only candidate willing to serve anywhere in the State should apply.
- k) The decision of the Bank in all aspects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages, culminating in the selection or otherwise of any candidate, shall be final in all respects and binding on all concerned, under the power vested with it under the byelaws and Service Regulations of the Bank and it also reserves its right to alter and modify the terms and conditions laid down in the notification for conducting the various

stages upto selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of the recruitment process, or as deemed necessary by the Bank at any stage.

- l) Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the document(s) to be produced for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this behalf.
- m) The requests of the applicants seeking marks obtained by them in the online test/interview will not be entertained.
- n) Bank, may at its discretion hold re-examination wherever necessary in respect of any center/venue/specific post of venue or a candidate(s). Further, the Bank reserves its right to postpone/cancel the online test, if the situation warrants.
- o) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/institution.
- p) Data once registered cannot be changed.
- q) Canvassing in any form will be a disqualification.
- r) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated at Hyderabad only.
- s) Bank takes no responsibility for any certificate/remittance sent separately by candidate.
- t) No Candidate is permitted to use calculator, Mobiles, papers or any other such instruments during the examination. The candidates will appear for the written examination/interview at the allotted centers at their own expenses and risks and the Bank will not be responsible for any injury/loss etc. of any nature.

✳ Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.

✳ Appointment of selected candidates is subjected to his/her being declared medically fit as per the recruitment of the Bank. Such appointments will be subject to the Service & Conduct Rules of the Bank.

- u) Competent Authority for issue of Certificate to SC/ST/BC/PC and proof of Local Candidate is as under: (to be produced at the time of interview)

✳ For SC/ST/BC – District Magistrate/Addl. Distt. Magistrate/Collector/ Deputy Commissioner/Addl. Dy. Commissioner/Dy. Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/Taluka Magistrate/Executive Magistrate /Extra Assistant Commissioner/Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

✳ For Physically Challenged – the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing loco motor/cerebral/visual/hearing disability as the case may be.

✳ For local candidate – Bonafide study certificate from the Educational Institution/s

OR

Residential Certificate issued by MRO/Competent Revenue Authorities, as the case may be.

- v) Action Against Candidates Found Guilty of Misconduct:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of written examination/interview, if a candidate is (or has been) found guilty of

- (i) using unfair means during the examination or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination hall
- (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or
- (v) obtaining support for his/her candidature by unfair means ; 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 or recruitment conducted by the A.P.State Co-operative Bank, Hyderabad.
 - c) For termination of service, if he/she has already joined the Bank.

Responses (answers) of a candidate in online examination will be analysed to detect patterns of similarity of right and wrong answers. If, in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the candidature may be cancelled and/or the result withheld.

13. Call letters for Online Examination :

All eligible candidates will be required to download call letters from the Bank's website. The candidates should download their call letters from the Bank's website <http://www.apcob.org> by entering his/her details, i.e., the Registration Number and Password/date of birth. SMS & E-Mail communication shall be sent to the candidates immediately after the call letters are made available for download, about ten days in advance of the date of examination.

Place : Hyderabad
Date : 17.09.2013.

MANAGING DIRECTOR

ANNEXURE

SCHOOL STUDY CERTIFICATE

Name of the student:

Father's Name:

Class	Name and Place of School	District	Duration of study giving month & year
IV			
V			
VI			
VII			
VIII			
IX			
X or SSC			

Note: Should be obtained from the Educational Institution(s)

Name of the School(s):

Village / Town:

Mandal:

District:

Station:

Signature of the Head of the Educational Institute(s) with seal

Date:

ANNEXURE

CERTIFICATE OF RESIDENCE.

(To be produced by such candidates who have not studied in any educational Institution during the whole or part* of the relevant 4/7 years period but claim to be local candidates by virtue of residence for which there is reservation for local candidates.)

It is hereby certified,

(a) that Sri _____ Son of _____ appeared for the first time for the Matriculation (S.S.C.) Examination in _____ (Month) _____ (year).

(b) that he has not studied in any educational Institution during the whole or part* of the 4/7 consecutive academic years ending with the academic year in which he/she first appeared for the aforesaid examination.

(c) that in the 4/7 years immediately preceding the commencement of the aforesaid examination he/she resided in the following place/places namely;

Sl.No.	Village	Mandal	District	Period
01				
02				
03				
04				
05				

Office Seal:

Station:

Officer of Revenue Department not below the rank of M.R.O. holding independent Charge of a Mandal.

Dated:

*** Strike off whole/part as the case may be.**

ANNEXURE

FORM FOR COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE

Serial No.

SC.

District Code:

ST.

Mandal Code:

BC.

Village Code:

COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE

(1) This is to certify that Sri/Smt./Kum _____
son of Sri. _____ of Village/ Town
_____ Mandal _____ District _____ of
the State of Andhra Pradesh belongs to _____ Community which is
recognised as S.C./S.T./B.C. Sub group _____ .

The Constitution (Scheduled Caste) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

G.O. Ms. No. 1793, Education, dated 25-09-1970 as amended from time to time
(BCs)/S.C.s, S.T.s list (modification) Order, 1956 S.Cs. and S.T.s (Amendment) Act,
1976.

(2) It is certified that Sri. _____ is a native of
_____ Village/Town _____ Mandal
_____ District of Andhra Pradesh.

(3) It is certified that the place of birth of Sri. _____ is
a native of _____ Village/Town _____
Mandal _____ District of Andhra Pradesh.

(4) It is certified that Sri. _____ is day _____ month
_____ year _____ (in words) _____
as per the declaration given by his father/mother/guardian and as entered in the
school records where he studied.

Signature:

Date:

Name in Capital Letters:

Designation:

(Seal)

Explanatory Note: While mentioning the community, the competent
authority must mention the sub-case (in case of Schedules Tribes)
as listed out in the S.C.s and S.Ts (Amendment) Act, 1976.

ANNEXURE

**APPLICATION CUM CERTIFICATE TO DECIDE THE CREAMY LAYER STATUS OF A
PERSON BELONGING TO BC CATEGORY**

1. Name of the Applicant:
2. Date of Birth:
3. Case and Group:
(Certified issued by the competent authority
Should be enclosed)
4. Religion:
5. Address:
 - a) Present Address:

 - b) Permanent Address:

6. Occupation of the Applicant:
7. Name of the Father:
8. Date of Birth of Father:
9. PAN No / TAN No. of the Father:
10. Name of the Mother:
11. Date of Birth of Mother:
12. PAN No. / TAN No. of the Mother:

OCCUPATION / INCOME / WEALTH STATUS OF PARENTS AND FAMILY

Father

Mother

A) Constitutional posts

i) Holding / held any
Constitutional post

--	--

ii) If, yes, Name of the post holding / held

--	--

B) Government Employment

i) Holding / held any Government Employment

--	--

ii) If, yes, Employment under central Govt. / State Govt. / Public Sector Under taking.

--	--

iii) Designation of initial appointment

--	--

iv) Status of initial appointment (Group-I or II or III or IV)

--	--

v) Designation of present post held and status of the post.

--	--

vi) If the initial appointment is of Group II Category and the individual was promoted to Group-I category, date of promotion and age at which promoted to Group-I category

--	--

C) Military / Paramilitary forces

i) Designation of the post holding or held

--	--

ii) Is the post holding or held is equivalent to Colonel or above

--	--

D) Land holdings possessed by the family (Father, Mother and unmarried children)

i) Extent of double crop irrigated land

ii) Extent of single crop irrigated land

iii) Extent of unirrigated / dry land

iv) Nature of Crops / Plantations raised

v) If the entire land possessed by the family is irrigated land, does the extent of irrigated land exceed 85% of the Ceiling limit as per Land Ceiling Act:

vi) If the land possessed by the family is both irrigated and unirrigated land and after conversion of unirrigated land on the basis of conversion formula, does the extent of irrigated land so obtained exceed 80 % of the Ceiling Limit as per Land Ceiling Act.

vii) If the plantations like Rubber, Coffee, Tea etc. are raised, the annual income from them during last three years.

E) Income from other sources – Private employment, professional Services, Business, Commerce, Rents etc.

i) Sources of income to the Family with full details of source:

Private employment

Professional Services

Business

Commerce

Rents

Others

ii) The annual income during last three years year wise:
(enclose income tax returns)

F) Wealth Tax for having vacant land and / or building (s) in urban areas and urban agglomeration

i) Location of property and value

ii) Details of property

iii) Use to which it is put

iv) Whether Wealth Tax is being paid and Tax per annum

DECLARATION BY THE APPLICANT AND PARENTS OF THE APPLICANT

It is certified that the above mentioned particulars are true to the best of our knowledge and belief.

Signature of Mother Signature of the Father Signature of the Applicant

CERTIFICATE BY THE ISSUING AUTHORITY

The particulars mentioned above have been verified and found that

- a) The applicant does not come under creamy layer of BCs/OBCs under any of the categories.

- b) The applicant comes under creamy layer of BCs/OBCs under the category of _____ (A/B/C/D/E/F) mentioned above

Signature of the Issuing Authority.

ANNEXURE

(Candidates using scribe to please fill up the **DECLARATION** and submit alongwith the call-letter)

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ **eligible candidate** for the written examination for recruitment of ----- written examination to be held on-----
- and Shri/Smt/Kum. _____ **eligible writer (scribe)** for the eligible candidate, do hereby declare that : -

- i. The scribe is identified by the candidate at own cost and as per own choice
- ii. Qualification of the candidate and the scribe are as under:

Grade (whether graduate, post graduate etc.)	
Candidate	Scribe

- ii. The candidate is permissible to use the services of scribe/writer under the Government of India rules governing the recruitment of Persons with Disability.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the written examination **Visually Impaired candidates under Blind/Low Vision may skip the non-verbal questions, and questions based on Graph and Table, if any. The candidates will be awarded marks for such Sections based on the overall average obtained in other Sections of the respective test.**
3. In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Concerned Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph 1, clause (iii) above.
4. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated.

Given under our signature:-

Signature of the Scribe

Signature of the Candidate

Roll No.:

Postal address:

Postal address:

STD Code:..... Phone No.....

STD Code:..... Phone No.....

PHOTO
OF
THE
SCRIBE

Signature of Invigilator