

RECRUITMENT IN TRAINEE OFFICER CADRE – 2012 : GUIDELINES

PLEASE NOTE THAT ENTIRE PROCEDURE WILL START FROM 09.10.2012 TILL 27.10.2012

TJSB Bank is a fast growing, professionally managed, techno savvy, Multi-State Scheduled Co-operative Bank. TJSB Bank has planned for expansion of branch network and requires Talented and aspiring individuals for the post of “Trainee Officer” at branches situated at places in state of Maharashtra, Goa and Gujarat.

Eligible candidates are advised to apply online between 09.10.2012 to 27.10.2012 (inclusive of both days) only through the Bank’s website (www.tjsb.co.in) after carefully going through the instructions contained in this advertisement. **No other means/mode of application will be accepted.**

1. Important Dates

Tentative Date of Online Examination	18.11.2012
Opening date of Online Registration Gateway	09.10.2012
Closing date of Online Registration Gateway	27.10.2012
Start date for payment of Application Fee	09.10.2012
Last date for payment of Application Fee	27.10.2012
Call letter Download	09.11.2012 till 18.11.2012

2. Eligibility Criteria

Educational Qualification	First Class Graduates(60 % and above), passed on or after April 2010 from any faculty
Age Limit	23 years (born on or after 01.01.1989)

3. How to apply

a. Payment of Application Fee

Application fee : Rs.400/- (Non refundable)

- i. The Application Fee has to be remitted before filing the online application form.
- ii. The payment towards recruitment application fees can be made from 09.10.2012 onwards up to 27.10.2012 . Even if the Bank extends the last date of registration of online application due to technical reasons, the valid dates during which the payment should be made as indicated above will not be changed.
- iii. The Application Fee shall **NOT** be accepted in cash. The application fee has to be paid through a bank account to the specified bank account (given below). In case the candidate does not have a bank account, the application fee may be remitted through any other person’s bank account known to the candidate.

- iv. For Candidates remitting Application Fee via bank account with TJSB Bank – Application Fee can be remitted through TJSB Bank (through ABB Any bank branch transaction).
- v. For Candidates remitting Application Fee via bank account with any other Bank – Application Fee can be remitted through NEFT – National Electronic Fund Transfer / Net Banking.
- vi. The details of the account to which the fee is to be remitted is as follows:

Account Name:	TJSB – Trainee Officer’s Application Fee
Account No.:	073011000000073
Bank Name:	TJSB Sahakari Bank Ltd
Type of Account:	Current Account
Branch Name:	Patlipada Branch
Branch code :	73
Branch Address:	E4,RutuTower,opp.Commissioner’s Bungalow,Ghodbunder Road,Thane (W) 400607
IFSC Code:	TJSB0000073

- vii. Candidates have to ensure that the above details are submitted to their Bank. The following details should invariably be mentioned while applying online.
- For other Bank Customers – NEFT Reference Number/Transaction Number
 - For TJSB Bank Customers – ABB Control ID
 - Date of Remittance
 - Amount Remitted
 - Account Holder’s Name
 - Type of account – Savings, Current etc.
 - Bank Name
 - Branch Address
 - Branch Code Number (IFSC)

b. Online Application Form

The eligible candidates have to apply online only through the Bank’s website. No other means/mode of application is acceptable.

- i. Before registering their applications on the website, candidates should possess a valid e-mail id. In case the candidate does not have a valid e-mail id, he/she will have to create a new e-mail id before applying online.
- After remitting the application fee, log on to our Bank’s website www.tjsb.co.in and follow the link Career opportunities. Then click “Recruitment for the post of Trainee Officer – 2012”. Then click “apply online”. An online application will open. **Carefully fill in the**

necessary details from the Fee Payment Receipt in the Online Application Form at the appropriate places, upload scanned photograph and signature as per instructions contained in enclosed Annexure-I and submit the same Online. Fill up all the details required in the application and click "Submit" available at the bottom of the online application and the online application will be registered.

- ii. A Registration Number and Password will appear on the screen. Kindly note this information for future use.
- iii. Candidates are required to take a printout of the online application using the above registration number and password. The printout of application form is required to be submitted at the time of interview. Do not send the application form to the Bank.

4. Call Letters:

The address of the examination centre will be mentioned in the Call Letter. Call Letter will be available on the website from 09.11.2012 to 18.11.2012.

Candidates have to download Call Letter for appearing in the online test from the website by entering their registration number and password which will be generated at the time of applying online. Call letters will not be dispatched by post or courier.

5. At the Examination Centre

Candidates are required to bring the following to the examination centre:

- i. Print out of Call Letter (which has to be downloaded by the candidate using the registration number and password obtained at the time of registration of online application). A recent passport size photograph of the candidate has to be affixed on the Call Letter.
- ii. Original Counterfoil of application fees i.e. the counterfoil of the Branch from where the NEFT/ABB payment has been made. The candidate must ensure that the Transaction Number/NEFT Reference Number or ABB Control ID should be mentioned on the counterfoil.

In case of online transfers, the candidate should get a print-out of the transaction details or contact the branch from which the payment has been made for these details.

6. Choice of Region and Centres for written test:

- a. The candidate has to choose any one Region from the list below, provided that he has lived at any city/district in the particular Region for a minimum of 5 years.
- b. Any request for change of centre for **online** test/interview shall NOT be entertained.

Sr. No.	Region	City/District	Examination Centre
01	Goa	Madgaon	
		Ponda	
		Panjim	Mapusa
		Vasco	
02	Mumbai	Thane	Thane
		Mumbai	Mumbai
03	Pune		Pune
04	Nashik		Nashik
05	Western Maharashtra	Kolhapur	Kolhapur
06	Gujrat	Vadodara	
		Ahmedabad	Vadodara
		Surat	

- c. The selected candidates will be posted in any of the branches which are in operation or may be opened in the particular Region. If in a particular Region, the vacancies are less than the number of selected candidates, then these selected candidates may be posted in any other Region where there is a short-fall.
7. Candidate will have to appear for online test to be conducted by the Bank. They have to bear all expenses to appear for online test at the centre decided by the Bank. The successful candidates will be called for Group discussion and/or interview, Subject to their being medically fit for employment, the selected candidates will be initially appointed as a "Trainee Officer" for one year and on the basis of Performance and interview they will be absorbed in "Junior officer's cadre" on probation. The Bank reserves the right to reject any application without assigning any reason and no correspondence in this regard will be entertained.
 8. An application once made will not be allowed to be withdrawn and the application fee once paid will NOT BE refunded on any account nor would be held in reserve for any future examination or selection. The application fee shall also NOT BE refunded in case the application is rejected/not considered by the Bank.
 9. The Bank takes no responsibility for any delay in submission of online applications or communication. Candidates in their own interest are advised to ensure that payment through NEFT/NET Banking has been successfully remitted as per above instructions and submit the online applications well before the last date.
 10. Candidates are advised to ensure that they fulfill the parameters of qualifications and age as prescribed above. Candidates, who do not fulfill the prescribed eligibility criteria, may be disqualified at any stage of the recruitment process.

STRUCTURE OF TEST

SR. NO.	NAME OF THE TEST	NO. OF QUESTIONS	MAXIMUM MARKS	TIME
1.	Reasoning	50	50	Composite Time of 120 Minutes
2.	Quantitative Aptitude	50	50	
3.	English Language	50	50	
4.	General Awareness	50	50	
	TOTAL :::::	200	200	

- The candidates can attempt any question from 1 to 200 at any point of time within the given 120 minutes' time.
- All the questions will have multiple choices. Out of the five answers to a question i.e. (1), (2), (3), (4) & (5) only one will be the correct answer. **The candidate has to select the most appropriate answer and 'mouse click' that alternative which she / he feels is appropriate/ correct. The alternative/ option that is clicked on will be highlighted and will be treated as the answer to that question.**
- The questions will be in English only.
- There **will be a penalty** for wrong answers marked by the candidates, i.e. marks to the extent of 0.25 for each wrong answer will be deducted from those obtained by the candidates.

CHALLAN FOR TJSB SAHAKARI BANK LTD.

 <p>TJSB BANK TJSB Sahakari Bank Ltd. (MULTI-STATE SCHEDULED BANK) <i>Relationship... beyond business</i></p>		 <p>TJSB BANK TJSB Sahakari Bank Ltd. (MULTI-STATE SCHEDULED BANK) <i>Relationship... beyond business</i></p>	
Collecting Branch's copy		Candidate's copy for submission to HRD – TJSB Sahakari. Bank Ltd. at the time of Online Test	
Trainee Officer cadre – Post advertised in Oct 2012		Trainee Officer cadre – Post advertised in Oct 2012	
Transaction No. – (To be entered by the Bank)		Transaction No. – (To be entered by the Bank)	
Name of Banker : TJSB Sahakari Bank Ltd.		Name of Banker : TJSB Sahakari Bank Ltd.	
Amount may be deposited in any branch of TJSB Sahakari Bank Ltd.		Amount may be deposited in any branch of TJSB Sahakari Bank Ltd.	
Current A/c No.: 073011000000073	Branch Code(73)- Patlipada Branch E/4, Rutu Tower, Patlipada,Thane west	Current A/c No.: 073011000000073	Branch Code(73)- Patlipada Branch E/4, Rutu Tower, Patlipada,Thane west
Date of Receipt:		Date of Receipt:	
Candidate's Name :		Candidate's Name :	
Address:		Address:	
Contact No.		Contact No.	
Application Fee :	Rs.400/-	Application Fee :	Rs.400/-
(in words) Rupees Four Hundred only		(in words) Rupees Four Hundred only	
Signature of Bank's Official	Signature of candidate/Depositor	Signature of Bank's Official	Signature of candidate/Depositor

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

(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/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.

(iv) If the file size and format are not as prescribed, an error message will be displayed.

(v) 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.

(vi) 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"
- (i) 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

(vii) 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 re-upload his photograph or signature.
