



# दी रेलवे एम्पलाईज को-ऑपरेटिव बैंक लि० , जयपुर

**The Railway Employee's Co-Operative Bank Ltd., Jaipur**

**Head Office : Power House Road, Jaipur - 302 006**

**(Registered Under Rajasthan Co-operative Societies Act. 1953)**

दी रेलवे एम्पलाईज को-ऑपरेटिव बैंक लि. जयपुर, मुख्यालय द्वारा लिपिकीय वर्ग में 09\* पद हेतु भारतीय नागरिक से आवेदन आमंत्रित करती है

रिक्त स्थान की सूचना :-

बैंक की 5 शाखाओं, जो जयपुर/ अजमेर/ कोटा/ बांदीकुई/ फुलेरा में है तथा मुख्यालय जयपुर हेतु।	GEN	SC	ST	OBC	EBC	SBC	Total
	3	1	1	2	1	1	09

**आयु (Age) :-**

Age as on 31-03-2019

18 - 28 वर्ष

**वेतनमान (Scale of Pay) :-**

वेतनमान/भत्ते रेलवे विभाग पर लागू-

5200 - 20200 + Grade Pay ₹1900/- Level-02

वेतनवृद्धि प्रतिवर्ष 1 जुलाई को 3 प्रतिशत Pay + Grade Pay

**Educational Qualification :-**

Graduate (Any subject) with computer knowledge.

**Eligibility Criteria :-**

Only domicile of Rajasthan are eligible to apply. Candidates should have knowledge of Hindi & English (Speaking, Reading, Writing).

**Reservation Policy :-**

As applicable in Rajasthan Service Rules.

**Probation Period:-**

6 month from the Date of joining which may be extended for another 6 month if the performance of candidate is not found satisfactory during the first 6 months.

**Selection Procedure :-**

Written Examination. Selection will be made on the basis of performance in written examination. Only those candidates who rank sufficiently high in the order of merit basis obtained in written exam.

**Download of Call Letter :-**

Candidates will have to visit the **The Railway Employees Co-operative Bank Ltd., Jaipur** website ([www.recbjaipur.com](http://www.recbjaipur.com)) 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 for call letter download. 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 (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

**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 reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is **02 hours**, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

**Identity Verification :-**

The candidate while appearing for the written examination, should produce for verification the originals and submit one of the self attested photocopies of the following documents like identity card/ PAN card/ Election Voter Card/ Driving License/ Bank Passbook with photo only and copy of application made to Bank for examination of Clerk. If identify of the candidate is in doubt the candidate will not be allowed to attend examination and their candidature will be cancelled.

Ration Card and Learner's Driving License are not valid ID Proof.

**Note :** 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 name 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 original Gazette notification / their original marriage certificate / affidavit in original.

**Application Fee :-** Application fees including intimation charges (non refundable)  
 Reserve category ₹118.00 per applicant (Inclusive GST)  
 Other ₹590.00 per applicant (Inclusive GST)

**Structure of exam will be as under:-**

S. No.	Name of the Tests	Medium of Exam	No. of Questions	Max. Marks	Duration
1-	Reasoning	Hindi/English	40	40	Composite time of 2 hours
2-	Numerical Ability	Hindi/English	40	40	
3-	General Awareness	Hindi/English	40	40	
4-	English Language	English	40	40	
5-	Computer Knowledge	Hindi/English	40	40	
	<b>Total :</b>		<b>200</b>	<b>200</b>	

**CENTRE CLAUSES :**

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 Railway Employees Co-operative Bank Ltd., Jaipur** however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. **The Railway Employees Co-operative Bank Ltd., Jaipur** 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 own risks and expenses and **The Railway Employees Co-operative Bank Ltd., Jaipur** will 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 Railway Employees Co-operative Bank Ltd., Jaipur** reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, **Bank** reserves the right to allot any other centre to the candidate.

**Other Terms & Conditions:-**

1. Candidate working in Govt./Semi Govt./ Central undertaking/ Public undertaking will be required to produce No Objection Certificate from their employees at the time of joining, in the absence of which his/her candidature may not be considered.
2. Before applying the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the website/advertisement.
3. In case, if it is detected that a candidate does not fulfill the eligibility norms and furnish incorrect/false information/certificate/ documents or suppressed only material facts his/her candidature stand cancelled and fees will be forfeited.
4. All candidates will have to produce copy of the online application submitted to Bank along with original as well as attested photocopies of certificates regarding Qualification, Date of Birth and Caste (if applicable), in support of their eligibility at the time of joining in bank.
5. In case of candidate belonging to OBC (within- SBC/EBC) category, the certificate inter-alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of reservations for OBCs and the certificate should contain the "NON-CREAMY LAYER CLAUSE" which should not be more than one year old.

6. In case any dispute arises on account of interpretation of version other than English, English version will prevail and the version displayed on website shall be final.
7. 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 or should not suppress any material information while filling up the application.
8. The Bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated through Bank's website. Appointment of selected candidates is subject to their being declared medically fit as per the requirements of the Bank. Such appointment will also be subject to the Service and Conduct Rules of the Bank.
9. The possibility of occurrence of some problem in the 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 a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
10. Decision of **The Railway Employees Co-operative Bank Ltd., Jaipur** in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the **The Railway Employees Co-operative Bank Ltd., Jaipur** in this behalf.
11. 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 are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate
12. **The Railway Employees Co-operative Bank Ltd., Jaipur** 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 procedure adopted by **The Railway Employees Co-operative Bank Ltd., Jaipur** in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, **The Railway Employees Co-operative Bank Ltd., Jaipur** reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
13. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any **The Railway Employees Co-operative Bank Ltd., Jaipur** recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
14. **Process for Arriving at Scores :-** The Scores of Online Examination are obtained by adopting the following procedure:
  - (a) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
  - (b) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*  
\*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
  - (c) Test wise scores and scores on total is reported with decimal point upto two digits.  
**Note: Cutoffs are applied in two stages:**
    - (i) on scores in individual tests
    - (ii) on Total Score

**IMPORTANT DATES :**

- a) Application Begin Date : **02-06-2019**
- b) Application End Date : **16-06-2019**
- c) On line Fee Payment Start date : **02-06-2019**
- d) On line Fee Payment Last date : **16-06-2019**
- e) Last date for Reprint : **20-06-2019**
- f) Tentative date for written examination **will be announced shortly.**

## **DETAILED GUIDELINES/PROCEDURES FOR**

- (A) APPLICATION REGISTRATION
- (B) PAYMENT OF FEES
- (C) DOCUMENT SCAN AND UPLOAD

**Candidates can apply online only from 02-06-2019 to 16-06-2019 and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION :-**

- (i) Signature in CAPITAL LETTERS will NOT be accepted.
- (ii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.
- (iii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. 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 on-line and must maintain that email account and mobile number.

### **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**

#### **PAYMENT OF FEE ONLINE : 02-06-2019 TO 16-06-2019**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### **(A) Application Registration :-**

1. Candidates to go to the **The Railway Employees Co-operative Bank Ltd., Jaipur** website **www.recbjaipur.com** 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 and modify the same if required. Visually Impaired candidates should fill the 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/Identity proof. 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. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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.
4. On successful completion of the transaction, an e-Receipt will be generated.
5. 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.
6. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**
10. Last date of application Re-print is 20-06-2019.

**(C) Guidelines for scanning and Upload of Documents :-**

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.

**1. Photograph Image:**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken 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 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.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected /denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**2. Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.

- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature.
- Signature in CAPITAL LETTERS shall NOT be accepted.

**3. Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- 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/MOOffice can easily obtain documents in .jpeg format by using MS Paint or MOOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.
- **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/her photograph and signature**

**ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

1. 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
  - (ii) impersonating or procuring impersonation by any person or
  - (iii) 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
  - (iv) resorting to any irregular or improper means in connection with his/ her candidature or
  - (v) obtaining support for his/ her candidature by unfair means, or
  - (vi) carrying mobile phones or similar electronic devices of communication in the examination 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 bank
    - (c) for termination of service, if he/ she has already joined the Bank.

Chief Executive Officer