

M.P.RAJYA SAHAKARI BANK MYDT., T.T.NAGAR BHOPAL (M.P.)

Website www.apexbank.in
Tel No. 0755-2674712

Advertisement for recruitment of 22 posts of Officer Grade in different categories.

On line applications are invited from the eligible Indian citizens for various 22 posts of Officer Grade.

Schedule of various activities shall be as under :-

Activity	Date
Opening date of submission of online application.	13.04.2018
Last date of submission of online application.	04.05.2018
Amount of Application Fee.	Rs.800/- for all General/OBC Category candidates and Rs.600/- for all SC and ST Candidates (Non- Refundable). + 18% GST
Date of downloading of Call Letters.	Around 7 days before examination date.
Date of online Preliminary Examination.	May/June 2018
Date of declaration of result for Preliminary Online Examination.	Around 03 days after conduct of Preliminary examination.
Date of downloading of Call Letters for online Main Examination.	Around 7 days before examination date.
Date of online Main Examination.	June/July 2018
Date of declaration of result of main online Examination.	Around 10 days after the conduct of Main examination.

No	Name of Posts	Details and no of vacant officers Posts at MPRSB												
		No of vacant posts	Un Reserved		ST		SC		OBC		Physically Handicapped		Ex Army Man	
			Male	Female	Male	Female	Male	Female	Male	Female	un reserved	reserved	un reserved	reserved
1	Manager Accounts (Middle Management-1)	01	01	00	00	00	00	00	00	00	00	00	00	00
2	Manager EDP (Middle Management-1)	01	00	00	01	00	00	00	00	00	00	00	00	00
3	Manager Finance (Middle Management-1)	01	00	01	00	00	00	00	00	00	00	00	00	00
4	Manager Law (Middle Management-1)	01	00	00	00	00	01	00	00	00	00	00	00	00
5	Deputy Manager Accounts (Middle Management-II)	01	01	00	00	00	00	00	00	00	00	00	00	00
6	Deputy Manager EDP (Middle Management-II)	01	00	00	00	00	00	00	01	00	00	00	00	00
7	Deputy Manager Finance (Middle Management-II)	01	01	00	00	00	00	00	00	00	00	00	00	00
8	Deputy Manager HRMD (Middle Management-II)	01	00	00	01	00	00	00	00	00	00	00	00	00
9	Deputy Manager Marketing (Middle Management-II)	01	00	01	00	00	00	00	00	00	00	00	00	00
10	Asstt. Manager Computer (Junior Management-I)	01	00	01	00	00	00	00	00	00	00	00	00	00
11	Asstt. Manager Constructions (Junior Management-I)	01	00	00	01	00	00	00	00	00	00	00	00	00
12	Asstt. Manager Electricals (Junior Management-I)	01	00	00	00	00	00	00	00	00	00	01 SC OH	00	00
13	Asstt. Manager Security (Junior Management-I)	01	00	00	00	00	00	00	01	00	00	00	00	00
14	Asstt. Manager Multipurpose (Junior Management-I)	09	01	02	01	01	01	01	01	01	00	00	00	00
	Total	22	04	05	04	01	02	01	03	01	00	01	00	00

Short name: ST(Scheduled Tribe), SC(Scheduled Caste), OBC(Other Backward Class), OH(Orthopedically Handicapped)

Note:

- i. Female candidates can also apply on Unreserved/Reserved (Male) posts as per their eligibility and social category.
- ii. SC/ST and OBC candidates are eligible to apply against unreserved category posts but they will not be eligible to get benefits of age and fee relaxation.
- iii. Candidates belonging to OBC Category will have to submit a certificate from competent authority that he/she is not from Creamy Layer Category. Date of issue of such certificate should not be of more than one year old.

Post-wise essential Qualification-

Sr. No.	Name of Posts	Essential Qualifications
1	Manager Accounts (Middle Management-1)	CA. Candidate should have minimum five years working experience in the same field.
2	Manager EDP (Middle Management-1)	First Class MCA/BE (Computer Science/Information Technology/ Electronic and Communications) from Government recognized Institution. Candidate should have minimum 05 years of working experience in the same field.
3	Manager Finance (Middle Management-1)	CA/CFA (Financial Analyst). Candidate should have minimum 05 years of working experience in the same field.
4	Manager Law (Middle Management-1)	First Class Bachelor degree in law (05 years course) / First Class Masters Degree in Law from Government recognized Institution. Candidate should have minimum 05 years of working experience in the same field
5	Deputy Manager Accounts (Middle Management-II)	Chartered Accountant/ CFA
6	Deputy Manager EDP (Middle Management-II)	First Class MCA/BE (Computer Science/ Information Technology /Electronic and Communications) from Government recognized Institution.
7	Deputy Manager Finance (Middle Management-II)	CA/CFA
8	Deputy Manager HRMD (Middle Management-II)	1. A First Class Bachelor/Masters Degree in any discipline from Government recognized Institution and 2. MBA in HRMD from Government recognized Institution and 3. Proficiency in Computer is essential..
9	Deputy Manager Marketing (Middle Management-II)	1. A First Class Bachelor/Masters Degree in any discipline from Government recognized Institution and 2. MBA in Marketing from Government recognized Institution and 3. Proficiency in Computer is essential.
10	Asstt. Manager Computer (Junior Management-I)	A Second Class MCA/ A First Class BE (Computer Science/Information Technology/Electronic and Communications) from Government recognized Institution
11	Asstt. Manager Constructions (Junior Management-I)	A First Class Bachelors or Second class Master Degree in Civil Engineering from Government recognized Institution.
12	Asstt. Manager Electricals (Junior Management-I)	A First Class Bachelors or Second class Master Degree in Electrical Engineering from Government recognized Institution.
13	Asstt. Manager Security (Junior Management-I)	i. A Post Graduate Degree (Second Class) ii. Ex-Army/Air force/ Navy/Para Military / Police/SAF/CRP/RPF Person who should have retired as a JCO/NCO or equivalent post.
14	Asstt. Manager Multipurpose (Junior Management-I)	A First Class Bachelor's degree or a second Class Master's Degree in any discipline recognized by Government or MBA or CA or CFA. Besides, degree or Diploma in Computer Science from Government recognized institution except those candidates having Bachelor or Master degree in Computer.

Total Emoluments :

1. Middle Management-I (Manager)	Pay scale 25270-39550	Total Emoluments Rs. 77962 Per Month
2. Middle Management-II Dy.Manager)	Pay scale 21800-35280	Total Emoluments Rs. 67609 Per Month
3. Junior Management-I (Asstt.Manager)	Pay scale 17500-32020	Total Emoluments Rs. 54520 Per Month

Age (As on 04.05.2018)

For Middle Management 1 & II :

Age minimum 18 years, Maximum 40 years

i.e. a candidate must have been born not earlier than 05.05.1978 and not later than 04.05.2000 (both dates inclusive)

Relaxation in upper age limit (Only for Madhya Pradesh State Domicile)

Sr. No.	Category	Age relaxation
1.	Scheduled Caste/Schedules Tribe	5 years
2.	Female Candidates	5 years
3.	Candidates already working in any Bank or Short Term Credit Cooperative Structure of Madhya Pradesh	5 years
4.	Physically handicapped	5 years

For Junior Management I –

Age minimum 18 years Maximum 35 years.

i.e. a candidate must have been born not earlier than 05.05.1983 and not later than 04.05.2000 (both date inclusive).

Relaxation in upper age limit (Only for Madhya Pradesh State Domicile)

Sr. No.	Category	Age relaxation
1.	Female Candidates	10 years
2.	Scheduled Caste/Schedules Tribe	5 years
3.	Candidates already working in any Bank or Short Term Credit Cooperative Structure of Madhya Pradesh	5 years
4.	Physically handicapped	5 years

NOTE:

- Candidates asked to work experience and who are seeking age relaxation will be required to submit necessary certificate(s) in original/copies at the time of Interview and at any subsequent stage of the recruitment process.
- Candidates belonging to SC/ST/Women and physically handicapped category, maximum age relaxation cannot be clubbed with other relaxation of age provided elsewhere.
- Degree of disability of Physically Handicapped candidates should not be less than 40% to avail benefits of age relaxation and Reservation benefits under this category.
- Selected Physically handicapped candidates will have to submit a Medical Certificate from competent authority that he/she is physically fit and competent to perform his/her duty for the selected post.
- Reservation and age relaxation benefits will be given only for the candidates having valid domicile of Madhya Pradesh. Eligible candidates seeking for reservation and age relaxation benefits will have to produce a State domicile and Caste certificate issued by the competent authority.

- vi. The Candidates seeking reservation will have to submit Madhya Pradesh Domicile Certificate and Caste Certificate issued by Competent Authority of MP Govt. in original duly issued by the competent authority at the time of final selection. However the domicile of Madhya Pradesh shall not be required for other category candidates.
- vii This advertisement is being published as per the sanction letters dated 22.12.2014 and 21.01.2016 issued by Registrar Cooperative Societies, Madhya Pradesh.

HOW TO APPLY

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in the Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this recruitment process. Intimation to download the call letter for the Examination will be sent by email Candidates should keep visiting MPSCB website **www.apexbank.in** for exam related information. In case, email is not delivered, MPSCB will not be responsible. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number till the completion of examination process.
- iii. Application fee is Rs,800 for all General/O.B.C. category candidates and Rs. 600 for SC and ST candidates (NON REFUNDABLE) plus 18% GST
- iv. Bank Transaction charges for online payment will have to be borne by the candidate.
- v. 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.
- vi. Candidate must ensure that photo to be uploaded is of required size and the face should be clearly visible.
- vii. Candidate should ensure that the signature uploaded is clearly visible.
- viii. 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.

Detailed Application Procedure:

1. Click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email 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 and in the Identity card. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
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.

13. Candidate shall not be allowed to appear in the online examination without Admission card/ Call letter and other required documents for identity verification.
14. The name of the candidate or his/her father/husband and the Date of Birth shall be indicated in the application form as it appears in the 10th/ 12th class mark sheet / certificate as well as on the valid Identity Card. Any change/alteration found may disqualify the candidature.

Payment of Fees

1. The application form is integrated with 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 Wallet.
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, applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Applicants are required to take a printout of the e-Receipt and online application form containing fee details and preserve it properly. 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 at 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. Candidates are advised to take a print out of the application form containing fee-details and preserve it.

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & 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.

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
- 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 must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- 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.

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 Attendance sheet and wherever necessary.

- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may 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
- Signature in CAPITAL LETTERS shall NOT be accepted.
- Candidates should ensure that the signature uploaded is clearly visible

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 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

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

Note:

- (1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- (2) After registering online candidates are advised to take a printout of their system generated online application forms.
- (3) 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.

DOWNLOAD OF CALL LETTER

Candidates will have to visit Bank's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email. . 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 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 will be prior to the Start time of the test. Candidates may be required to be at the venue for longer than exam duration including the time required for completion of various formalities such as verification and collection of various requisite documents, for giving logging in and logging off instructions for the exam etc.

BIOMETRIC DATA – Capturing and Verification

It has been decided to capture the biometric data (thumb impression) and the photographs of the candidates on the day of main examination for the candidates who qualify after the preliminary examination and appear for the main examination.

The biometric data and photographs will be verified subsequently. Decision of biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following in order to ensure a smooth process:

- If fingers are coated (stamped ink/mehndi/coloured etc) ensure to thoroughly wash them so that coating is completely removed before the exam/interview/joining time.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority at the test centre. In such cases, impression of other fingers may be captured.

GUIDELINES FOR PERSONS WITH DISABILITY USING A SCRIBE:

(i) The visually impaired candidates whose writing speed adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits specified below. In all such cases where a scribe is used, the following rules will apply:

- The candidates will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidates should not be a candidate for the same examination if violation of the above is detected at any stage of the process, candidature of both the candidates and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- A person acting as a scribe for one candidate cannot be scribed for another candidate.
- Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.
- The scribe may be from any academic stream. However, for specialised officer post, the scribe should be from an academic stream different from that described for the post.
- Both the candidates as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions, since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concession.

(ii) **Guidelines for candidates with locomotors disability and cerebral palsy:**

A compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with loco motor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) **Guidelines for visually impaired candidates :**

- Visually impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advise of examination.
- These guidelines are subject to change in terms of Govt. of MP guidelines/clarifications if any from time to time.

The pattern of online examination is as follows:-

Test structure for Phase –I – Manager(Middle Management-1) Deputy Manager (Middle Management-2) and Assistant Manager (Junior Management-1)

S.No.	Name of Test	No. of Questions	Maximum Marks	Duration	Version
1.	English Language	30	30	20 Minutes	English
2.	Reasoning	35	35	20 Minutes	Bilingual
3.	Numerical Ability	35	35	20 Minutes	Bilingual
	Total	100	100	1 Hour	

NOTE – Candidates up to 5 times of vacant posts will qualify to appear for main exam Phase -II

Test structure Phase- II – for Assistant Manager (Multipurpose) and Assistant Manager(Security)

S. No .	Name of Test	No. of Questions	Max. Marks	Version	Time allotted for each test(Seperately timed)
1	Reasoning & Computer Aptitude	40	50	English and Hindi except test of English Language	40 Minutes
2	General/Economy/Banking Awareness	40	50		20 Minutes
3	English Language	40	50		40 Minutes
4	Data Analysis & Interpretation	40	50		40 Minutes
	Total	160	200		140 Minutes

NOTE – Candidates up to 3 times of vacant posts will qualify to appear for personal interview.

Test structure Phase - II for Specialized Posts -

Middle Management and Junior Management like Manager (Accounts) Manager (EDP) Manager (Finance) Manager (Law) Deputy Manager (Accounts) Deputy Manager (EDP) Deputy Manager (Finance) Deputy Manager (HRMD) Deputy Manager (Marketing) Assistant Manager (Computer) Assistant Manager (Constructions) Assistant Manager (Electricals)

S.No.	Name of Test(Not in Sequence)	No. of Questions	Max. Marks	Version	Time allotted for each test(Seperately timed)
1	Professional Knowledge	40	40	English and Hindi except test of English Language	30 Minutes
2	Reasoning	40	40		30 Minutes
3	English Language	40	40		30 Minutes
4	General Awareness	40	40		20 Minutes
5	Quantitative Aptitude	40	40		30 Minutes
	Total	200	200		140 Minutes

NOTE – Candidates up to 3 times of vacant posts will qualify to appear for personal interview.

NOTE:

The Bank reserves the right to decide if Phase I examination should be held or not for certain posts.

- i. For every wrong answer, 0.25% marks shall be deducted. In the online examination the question paper shall be of objective type multiple choice providing 5 alternates as answers. The question paper shall be both in English and Hindi.
- ii. Main examination (Phase-II) will consist of two stages i.e. online examination and personal interview. Online examination and personal interview will be of 200 and 20 marks separately.
- iii. Merit of the candidates applying will be decided on the basis of total marks obtained in the main examination and Interview. Waiting list of the candidates will be prepared up to minimum one and up to 50 percent of the total vacant posts. Validity of such merit list will be one year from the date of publication of result.
- iv. The common gradation list shall be prepared on the basis of total marks obtained in Main examination and personal interview for the post of Manager(Middle Management-I), Deputy Manager (Middle Management-II) and Assistant Manager (Junior Management-I) separately.

Process for Arriving at Scores :

The Scores of Online Examination are obtained by adopting the following procedure:

- i. 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.
- ii. 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.
- iii. Test wise scores and scores on total is reported with decimal point up to 2 digits.
Note: Cut-offs are applied in two stages.
 - i.) On scores in individual tests of English Language.
 - ii.) On total score.

Marks of Phase-I examination will not be reckoned for final selection. Final selection will be only on the basis of marks of main examination (Phase-II) and personal interview.

The candidates will have to obtain minimum 30% marks in English language and 40% marks out of total marks in Phase II shall be considered as passed/qualified. However, further process will be restricted to upto 3 times of vacancies .

Phase II- Cut-offs are applied in two stages.

- i) On score in individual test of English language.
- ii) On Total score.

Final selection will be on the basis of marks of online examination and personal interview.

IDENTITY VERIFICATION

In the examination hall, the call letter along with original identity proof and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/Aadhar/E-Aadhar Card with photograph/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college/university with a photograph/ Employee ID/ Bar Council Identity card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt, the candidate may

not be allowed to appear for the Examination. Ration card and Learner's Driving License is not the valid ID proof.

Note:

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with examination call letter as well the interview call letter while attending the examination/interview without which they will not be allowed to take the examination/ interview. Candidates must note that the name as appearing on the call letter (providing during the process of registration) should exactly match the name appearing on the photo identify 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 the photo identify proof, the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name will be allowed only if they produce gazette notification/their original marriage certificate/affidavit in original.

EXAMINATION CENTRES:

The online examination shall be conducted at various centres. The candidate shall have to indicate his/her preference **for 4 centres from M.P. and Outside (it will be 2 from MP and 2 from out of MP)** in the application form from the following:-

Sr.No.	State	Name of City
1	Uttar Pradesh	Allahabad
2	Uttar Pradesh	Lucknow
3	Gujarat	Ahmadabad
4	Maharashtra	Nagpur
5	Maharashtra	Pune
6	Delhi (NCR)	Delhi (NCR)
7	Madhya Pradesh	Bhopal
8	Madhya Pradesh	Gwalior
9	Madhya Pradesh	Indore
10	Madhya Pradesh	Jabalpur
11	Madhya Pradesh	Rewa
12	Madhya Pradesh	Sagar
13	Chhattisgarh	Raipur

The examination will be conducted online on the venues given in the respective call letters.

1. No request for change of post applied for centre/venue/date/session for Examination shall be entertained.
2. MPRSB, however, reserves the right to cancel any of the Examination Centre and/ or add some other Centre at its discretion, depending upon the response, administrative feasibility etc.
3. MPRSB reserves the right to allot the candidate any centre (with or outside Madhya Pradesh) other than one he/she has opted for.
4. Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and MPRSB will not be responsible for any injury or losses etc. of any nature.
5. Choice of centre once exercised by the candidate will be final.
6. If sufficient number of candidates does not opt for a particular centre for "Online" examination, MPRSB reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a particular centre, MPRSB reserves the right to allot any other centre to the candidate.
7. Every candidate should select **for 4 centres from M.P. and Outside(it will be 2 from MP and 2 from out of MP)**
8. Main examination centre may be limited and decided subsequently by Bank.

General Instructions:

1. The candidates must read the rules and regulations carefully.
2. Incomplete application form shall not be accepted.
3. The possibility of occurrence of some problem in conducting 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 the problem, which may include shifting the candidates to the other centres or to conduct another examination if considered necessary. Decision of MPRSB in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for the exam.
4. Family members of Board of Directors of MPRSB cannot be allowed to apply as per M.P. Co-operative Society Rules 1962 Rule no 44.
5. Since the application is being sought online and no other documents have been sought at the time of application, the candidate has to ensure that he/she possess all the qualifications for the post applied, including working experience where desired. The candidate shall appear in the examination at his/her own responsibility and he/she does not possess any right to be selected but subsequently, if the candidate is selected, he/she shall be considered for appointment only when **he/she clears the personal interview & also** submits all the required original documents to the concerned officer for verification and also work experience certificate **as desired** will have to be produced.
6. If, at any time, it comes to notice that the candidate did not possess the required qualifications at the time of filling the application form, his/her application shall be cancelled at any stage of the selection process even though he/she may have been selected.
7. Candidate belonging to SC/ST category shall be paid To and Fro fare only as per state govt. rules for attending the interview only.
8. Before joining as probationer, the selected candidate has to complete necessary formalities like personal guarantee, financial fidelity etc. as decided by the bank.
9. Probation Period shall be of twelve months, but it can be extended for further six months and six months. Total probation period shall not exceed 24 months. In case the performance of the probationer is not found satisfactory, the services of the probationer will be terminated as per Bank Staff Service Rules.
10. Selected candidates will have to furnish an affidavit in prescribed format for issuing conditional appointment letter in anticipation for submission of character verification from Police department within 90 days of joining. But the joining of the candidate will be considered only after submission of medical fitness certificate from competent authority in prescribed format. If police report does not found satisfactory his/her appointment would be terminated with immediate effect.
11. Candidates already employed in regular (confirmed) services will have to submit NOC from his employer at the time of joining. In absence of such NOC, candidates will not be eligible to join on the selected post.
12. Candidates will have to serve an organization in which he/she has been appointed for a minimum period of five year from the date of appointment. If he/she fails to serve above tenure he/she will have to deposit entire expenditure incurred on his/her training.
13. Fee once paid shall not be refunded.
14. Decision of MPRSB in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by MPRSB in this behalf.
15. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session may be required if the node capacity is less or some technical disruption takes place at any center or for any candidate.
16. Selected candidates can be posted in Apex Bank Head office as well as its branches and Training College of Apex Bank
17. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process organized by MPRSB 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.
18. Candidates applying for the post of Middle Management like Manager (Accounts) Manager (EDP) Manager (Finance) Manager (Law) Deputy Manager (Accounts) Deputy Manager (EDP) Deputy Manager (Finance) Deputy Manager (HRMD) Deputy Manager (Marketing) and Junior management like Assistant Manager (Computer) Assistant Manager (Construction) Assistant Manager (Electricals) Assistant Manager (Security) Assistant Manager (Multipurpose) should submit separate application for each post and have to deposit online fees for each post.

19. Any candidate, who has involved in such activities, which lead to moral turpitude or atrocities against women or convicted for any offences under law and got punishment by Court of law for any offence, will not be eligible for selection, but this condition will not be applicable if the time period of such offence or punishment has elapsed more than 5 years.
20. The selection of candidate will be on the basis of merit list prepared by IBPS and further clearing Personnel Interview. If the candidate gets equal marks selection will be on the basis of seniority in age.
21. The M.P.RAJYA SAHAKARI BANK MYDT would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If, in the analytical procedures adopted by M.P.RAJYA SAHAKARI BANK MYDT in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, M.P.RAJYA SAHAKARI BANK MYDT reserves the right to cancel the candidature of the concerned candidates and the result of such candidates will be disqualified.
22. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS:**
Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview 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 personating by any person or
 - iii) Misbehaving in the examination/interview 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 any means or
 - vi) Carrying mobile phones or similar electronic device of communication in the examination/interview hall, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable;
 - a) To be disqualified from the examination for which he/she is a candidate.
 - b) To be debarred either permanently or for a specified period from any examination conducted by Bank.
 - c) For termination of service, if he/she has already joined the Bank.
23. In case of any dispute relating to the selection process arises, the decision of the Registrar, Co-operative Societies of Madhya Pradesh shall be binding and final. For any litigation, the area of jurisdiction shall be Bhopal (Madhya Pradesh) only.

R.K. Sharma
Managing Director(I/c)

12-04-2018