



# THE ANDHRA PRADESH STATE CO-OPERATIVE BANK Ltd.,

(A State Govt. Partnered Scheduled Bank)

HO, D No: 27-29-28, NTR Sahakara Bhavan, Governorpet, Vijayawada-520 002  
Human Resource Development, Email-id: hrd@apcob.org

## **RECRUITMENT NOTIFICATION**

**Applications are invited for Appointment to the post of 'Manager (Scale-I)' in  
The A.P. State Cooperative Bank Ltd., (APCOB), Vijayawada  
(2016-17)**

Opening Date for ON-LINE Registration of Application	09.09.2016
Closing date for ON-LINE Registration of Application	19.09.2016
Last Date for Payment of Application Fee (ONLINE remittance only through Net Banking/Debit Card)	19.09.2016
Tentative date of online test	14.10.2016 (Friday)

### **1. VACANCIES:**

Break up of vacancies to the post of Manager (Scale – I):

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	
5	1	0	0	1	0	0	0	0	1	0	0	1	0	1	0	0	1	0	1*	8	4	12

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

\* Post is reserved for Visually Impaired (Women)

Out of 12 posts in the cadre of Manager Scale-I, 3 posts are earmarked for Specialist Officers in the fields of Law, Chartered Accountancy and Agriculture. However, written test will be common for all the 12 posts. General Preference will be given to the candidates with Information Technology/Computer Science qualification. Candidates will be selected for Specialist Posts based on their qualification and performance in interviews.

### **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.

### **2. PAY SCALE & EMOLUMENTS:**

The Scale of Pay for the post of Manager (Scale-I) at present is Rs.23700-980/7-30560-1145/2-32850-1310/7-42020 (17 stages) plus four stagnation increments of Rs.1310/- each for every three completed years of service after reaching maximum of the scale.

Approximate Gross emoluments at the minimum of scale of pay is Rs. 42055/- (as at August 2016) plus other allowances applicable such as Conveyance Allowance, Newspaper allowance, Telephone Bill reimbursement (CUG), Medical Allowance etc., and other benefits such as Contributory PF, Medical Reimbursement, Leave Encashment, LTC, Medical Aid, etc.

### **3. ELIGIBILITY CRITERIA:**

Candidate should be a local candidate of the State of Andhra Pradesh.

The following will be the methodology adopted to define the local candidate of the State of Andhra Pradesh:

#### **Definition of the local candidate of the State of Andhra Pradesh**

**(a)** 'Local Area' (Local candidate of State of Andhra Pradesh) in tune with the spirit of Presidential Order 1975 :

The thirteen (13) districts of Andhra Pradesh, viz., Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Prakasam, PSR Nellore, Chittoor, YSR Kadapa, Kurnool and Anantapuramu, shall be regarded as 'Local Area' of the State of Andhra Pradesh.

**(b)** Local Candidate – 'Local Area':

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

- (i) If he/she has studied in an educational institution(s) in '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 '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/she 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 'Local Area' shall:

- (i) If he/she has studied in an educational institution(s) in that 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) Local Area as above if he/she has studied in the 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 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) Local Area specified above if he/she has resided for a maximum period out of the said period of seven years in the Local Areas ; or
  - (b) Where the periods of his/her residence in the Local Area and other areas are equal, if he/she has resided last in the 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 Local Area shall be determined with reference to the places where the candidate actually resided and not with reference to the residence of his/her 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 '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/she has resided in the districts of '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 '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 'Local Area'.

As per the Gazette of India no. 404/F.No. 21013/01/2015-SR, Dt. 09.06.2016, the Presidential Order amending the Andhra Pradesh Public Employment Order (Organisation of Local Cadres and Regulation of Direct Recruitment), 1975, the candidate satisfying the following criteria are also considered as Local Candidates in relation to Local Area defined above:

“(3) Notwithstanding anything contained in sub-paragraph (1) or (2), candidates who migrate to any part of the State of Andhra Pradesh from the State of Telangana within a period of three years from the 2 nd day of June, 2014 shall be regarded as the local candidate in the State of Andhra Pradesh at the place of his residence and be treated at par with the local candidates residing in that area, in accordance with such guidelines as may be issued by the Government of Andhra Pradesh for the purpose of employment.”

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 Local Area ;
- (ii) Residence Certificate will not be accepted, if a candidate has studied in any educational institution up to 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 by reason of his failure to pass any examination, shall be disregarded.

#### 4. AGE (as on 01.08.2016):

Above 20 years - Below 28 years i.e. candidates should not have been born earlier than 02.08.1988 and later than 01.08.1996 (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 + 3 years, subject to maximum of 45 years
	Ex-Servicemen/Disabled Ex-Servicemen (Belonging to BC Category)	Actual period of service rendered + 6 years, subject to maximum of 45 years
	For ex-servicemen/Disabled Ex-servicemen (Belonging to SC/ST Categories)	Actual period of service rendered + 8 years, subject to maximum 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.
8	In-service candidates of Co-operative/Commercial bank.	In case of person who has been in continuous service in any Cooperative/Commercial Banks and joined its service before he attained 28 years, the restrictions as regarding age shall be relaxed by the period of such service in the Co-operative/Commercial bank, subject to a maximum age limit of 33 years for General and 36 years for BC & 38 years for SC/ST candidates.

##### Note :

1. No other combination of age relaxation other than specified in the table above, will be applicable.
2. 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 PERSONS WITH DISABILITIES USING A SCRIBE**

- (i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:
- The candidate will have to arrange his/her own scribe at his/her own cost.
  - The scribe arranged by the candidate 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 candidate and the scribe will be cancelled.
  - A person acting as a scribe for one candidate cannot be a scribe for another candidate.
  - The scribe may be from any academic stream.
  - Both the candidate 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 fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the 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 concessions.
- (ii) **Guidelines for Candidates with locomotor disability and cerebral palsy**  
A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor 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 advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

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**05. Educational Qualification (as on 01.08.2016):**

Graduate from a Recognized University with an aggregate of 50% or above.

**Note:** The percentage of marks in graduation shall be arrived at by dividing the aggregate/total marks obtained by the candidate in all subjects, as graded by the concerned University/Board, with the aggregate maximum marks of the examination passed for all the years of the examination. In case, the Universities or Boards award marks in the form of Grades, such Grades will be considered to the equivalent percentage specified above as per the rules of the Universities or Boards.

- 1) Desirable: Proficiency in Telugu language.
- 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 (intimation charges)	Rs.50/-
2.	General/BC (application + intimation charges)	Rs.500

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.

**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 : 100 marks & Interview – 12.50 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 :

Sl. No.	Name of Tests (objective)	No. of questions	Maximum Marks	Total time
1	English language	30	30	Composite Time of 60 minutes
2	Reasoning	35	35	
3	Quantitative Aptitude	35	35	
	<b>Total</b>	<b>100</b>	<b>100</b>	

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. 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 two digits.

Note: Cutoffs are applied in two stages:

- i. on scores in individual tests
- ii. on Total Score

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 at the venues in the following cities:

1. Visakhapatnam	5. Ongole
2. Rajahmundry	6. Nellore
3. Vijayawada	7. Tirupati
4. Guntur	8. Kurnool

- (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.
- (vi) If sufficient number of candidates do not opt for a particular centre for ONLINE examination, APCOB 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 the online exam for a centre, APCOB reserves the right to allot any other centre to the candidate.
- (vii) The possibility for occurrences of some problem in administration 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 of another examination, if considered necessary. Decision of APCOB in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

**08. HOW TO APPLY:**

**DETAILED GUIDELINES/PROCEDURES FOR:**

- A. APPLICATION REGISTRATION**
- B. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**
- C. PAYMENT OF FEES**

Candidates can apply Online through Bank's website <http://www.apcob.org> only between **09.09.2016 and 19.09.2016**. No other means/mode of applications shall be entertained.

**IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

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 under 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. Bank may send 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 email ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- iii. **APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE). PAYMENT OF FEE ONLINE: 09.09.2016 and 19.09.2016.**



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

#### **(A) Application Procedure**

1. Candidates to go to the APCOB website <http://www.apcob.org> 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 ONLY**

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. 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.

### **(C) GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

- In case the face in the photograph or signature is unclear, the application may be rejected.
- Candidate may edit the application and re-upload the photograph/ signature in such case.

#### **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) After registering online, candidates are advised to take a print out of their system generated online application forms.
- (ii) In case the photograph or signature is unclear, the candidate may edit his/her application and re-upload his/her photograph or signature.
- (iii) The link for registration of application will be open on our website <http://www.apcob.org> on the dates indicated at the top of this advertisement (09.09.2016 to 19.09.2016).
- (iv) There is a provision to save and then edit the application. Once submitted, the application cannot be edited.
- (v) Candidates should take utmost care to furnish the correct details while filling in on-line application.
- (vi) 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.
- (vii) 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 to the Bank's website on account of heavy load on internet/website jam.
- (viii) 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.

- (ix) 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.
- (x) The Candidate should note/remember the password for future reference and use.
- (xi) NOTE - There is also a provision to reprint the Application form at later stage.
- (xii) Important – In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact the helpline telephone nos. 9885446622; 9666770244.
- (xiii) 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. In case of **physically challenged candidates**, they would be required to appear before the State Government Medical Boards for medical examination of their disability, at the time of appointment and they will be issued appointment orders only upon receipt of the medical report confirming their disability at prescribed levels as indicated in the notification.

#### **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 License/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 / E-Aadhaar 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.

Ration Card is not valid ID proof for this project

##### **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 60 minutes candidates may be required to be at the venue for about 2 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 **1.8.2016**. The BC Certificate containing the creamy layer status should have been issued during the period of 1 year prior to **1.8.2016**.
- 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 up to 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) 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.
- n) 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.
- o) 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 Bank 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 effect.
- p) The requests of the applicants seeking marks obtained by them in the online test/interview will not be entertained.
- 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.

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.

NOTE: Formats of School Study Certificate, Certificate of residence, Community, Nativity and Date of Birth Certificate and Application-cum-Certificate to decide Creamy Layer Certificate, are annexed.

**Place:** Vijayawada

**Date:** 07.09.2016.

Sd/-

**GENERAL MANAGER (HRD)**

**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:  
seal

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

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**

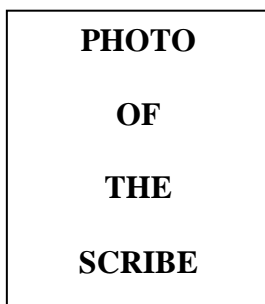
**Roll No.:**

**Postal address:**

**Postal address:**

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

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



\_\_\_\_\_  
**Signature of Invigilator**