केरल केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF KERALA
Tejaswini Hills, Periye, Kasaragod – 671 316

संख्या /No. CUK/EN/NT-01/2018   दिनांक/Dated,10th May 2019

EMPLOYMENT NOTIFICATION NO. NT- 04/2018

Applications in the prescribed format are invited from the eligible candidates for filling up the following Group "B" Non-teaching posts in Central University of Kerala:-

Sl. No.	Name of the post	No. of posts & reservation	Pay Matrix Level & Pay
1	Assistant Engineer (Civil)	1 (UR)	Level 7 : 44,900-142,400
2	Security Officer	1(UR)	Level 7 : 44,900-142,400
3	Private Secretary	3 (2-UR) & (1-OBC)	Level 7 : 44,900-142,400
4	Nursing Officer	1 (UR)	Level 7 : 44,900-142,400
5	Personal Assistant	3 (UR); Out of which 01 post is reserved for PWD-Locomotor Disability	Level 6 : 35,400-112,400
6	Hindi Translator	1 (UR)	Level 6 : 35,400-112,400
7	Senior Technical Assistant (Computer)	2 (UR)	Level 6 : 35,400-112,400

1. Assistant Engineer (Civil)

Essential qualifications

(i) First Class Bachelor's Degree in relevant field (Civil/Electrical) from a recognised Institute/ University or equivalent.

(ii)   Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of Rs.200/- Crores.

Desirable:

Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.

Upper age limit 40 years

Note: Age relaxation as per Govt. of India rules are admissible for PWD and Ex-Servicemen candidates.

2. **Security Officer**

    Essential qualifications:

    Bachelor's Degree from a recognized University/ Institution with five years of experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of Rs.200/- Crores.

    <div align="center">OR</div>

    Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.

    <div align="center">AND</div>

    Holding a valid Driving License (LMV & Motor cycle).

    Desirable:

    Completion of a course in fire fighting or unarmed combat course in Army or Para-military force. Knowledge in Computer applications.

    Ability to speak English and Hindi / Regional Language of the location of the University.

    Upper age limit 35 years.

    Note: Age relaxation as per Govt. of India rules are admissible for PWD and Ex-Servicemen candidates.

3. **Private Secretary**

    Essential Qualifications:

    (i)   A Bachelor's Degree from a recognized University/Institute.

    (ii) At least 03 Years experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.

    (iii) English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi

    (iv) English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.

    Knowledge of computer applications.

    Desirable:

    Proficiency in English & good communication skills.

    Skill Test Norms on Computer:

    Dictation: 10 minutes @ 120 w.p.m./100 w.p.m.

    Transcription : 50 minutes (English)/ 60 minutes

    Upper age limit 35 years

    Note: Age relaxation as per Govt. of India rules are admissible for PWD and Ex-Servicemen candidates.

4. **Nursing Officer**

Essential Qualifications:

(i) B.Sc.(Nursing) from a recognized University /institute

(ii) Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council

(iii) Two years experience in Nursing in a reputed hospital.

Upper age limit 35 years

Note: Age relaxation as per Govt. of India rules are admissible for PWD and Ex-Servicemen candidates.

5. **Personal Assistant**

Essential Qualifications

(i) A Bachelor's Degree in any discipline from any recognised Institute/ University.

(ii) Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.

(iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.

(iv) Knowledge of Computer Applications.

(v) Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.

Desirable:

Proficiency in English and good communication skills.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 100 w.p.m.

Transcription : 40 minutes English/55 minutes Hindi

Age limit : Upper age limit 35 years.

Note: Age relaxation as per Govt. of India rules are admissible for PWD and Ex-Servicemen candidates.

6. **Hindi Translator**

Essential qualifications:

Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

<div align="center">OR</div>

Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

<div align="center">OR</div>

Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;

<div align="center">OR</div>

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

<div align="center">AND</div>

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

Desirable:

Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board

Age limit : Upper age limit 35 years.

Note: Age relaxation as per Govt. of India rules are admissible for PWD and Ex-Servicemen candidates.

7. **Senior Technical Assistant (Computer)**

(i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute.

<div align="center">OR</div>

Master of Science in Computer Science from any recognized University / Institute.

<div align="center">OR</div>

Master of Computer Applications from recognised University/ Institute.

(ii) At least two years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of Rs.200/- Crores.

Desirable:

CCNA / CCNP or equivalent certification

Age limit : Upper age limit 35 years.

Note: Age relaxation as per Govt. of India rules are admissible for PWD and Ex-Servicemen candidates.

GENERAL INSTRUCTIONS

(1) The Candidates who are already in Service shall submit their applications through proper channel along with Vigilance Clearance Certificate from the Competent authority and ACR/APAR for last three years (where ever applicable). Those who fail to forward the application through proper channel till the time of Written test should produce "No Objection Certificate" along with the Vigilance Clearance Certificate in a sealed cover.

(2) The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for Test/Examination/Skill test. Where the number of applications received is large and/or where it will not be convenient or possible to test/examine all the candidates, the University, at its discretion may, restrict the number of candidates to a reasonable limit on the basis of qualifications/experience prescribed in the Notification.

(3) The University will not accept any degree/diploma offered by a University in distance mode which are not recognized or derecognized by the University Grants Commission and such candidates shall produce a certificate to the effect that "the certificates awarded by the Open Universities/Distance Mode are recognized and such degrees are not de-recognized by the University Grants Commission." The candidates who have obtained degrees from foreign Universities and any Universities awarded by the institutions outside the UGC approved list, they should produce Equivalence Certificate from Association of Indian Universities.

(4) Age relaxation shall be provided as per Govt. of India rules.

(5) Self-attested documents in support of educational qualifications, age, experience, category (SC/ST/OBC/ EWS/PWD/Ex-Servicemen/) etc to be attached along with applications

(6) Changes in Regulations on qualifications, experience, etc. issued by the UGC/Govt. of India subsequent to this notification will become mandatory from the respective dates of effect prescribed.

(7) The University reserves the right to –
   (a) Fill up or not to fill up the post(s) advertised.
   (b) Invite on deputation any person fulfilling all prescribed qualifications for written test/examination/evaluation of practical skills even if such persons have not submitted application in response to this notification;

(8) The qualifications and age prescribed shall be as on the last date of receipt of application.

(9) Outstation candidates (beyond 20 km) belonging to SC/ST/PWD categories called for will be reimbursed single second-class railway fare from station to station towards journey expenses on production of ticket/proof.

(10) Selection will be made on the basis of candidates' performance at the written test/examination/ evaluation of practical skills wherever applicable.

(11) Only the Indian citizens are eligible to apply against the advertisement.

(12) In case of suits or legal proceedings against the CUK the jurisdiction shall be the High Court of Kerala, Ernakulum only.

(13) Incomplete applications such as unsigned/non-submission of prescribed fees, recent photograph, self-attested copies of supporting documents/non-submission of application in prescribed format/applications received after due date will not be accepted. Any documents/enclosures received separately after submission of original applications will not be merged with the original application.

(14) The validity of panel of waitlisted candidate drawn after selection will be determined in accordance with Govt. of India rules.

(15) The University shall verify the antecedents or documents submitted by the candidates at any time of appointment or during the tenure of service. In case it is found that the documents submitted by the candidates are fake, then his/her services shall be terminated and disciplinary/criminal proceedings will be initiated.

(16) No interim queries regarding /selection will be entertained from the candidates. All updates to this Employment Notification including corrigendum, if any will be host in University website.

(17) Canvassing in any form will be a disqualification.

(18) Interested persons should apply through online. Processing fee of ₹ 1,000/- for UR/OBC/EWS and ₹ 500/- for SC/ST/PWD candidates (Women candidates in all categories exempted) shall be remitted through online (Credit/Debit Cards, NEFT, Transfer, Net Banking etc.) along with application.

(19) In the absence of suitable candidates for direct recruitment, the post will be filled by way of deputation also.

(20) The employees who have appointed based on this Employment Notification shall be governed by New Pension Scheme- National Pension System.

(21) Candidates in their own interest are advised to remain in touch with the University website www.cukerala.ac.in. All information will be uploaded in the University website.

(22) Online applications should be submit through online to the website **https://ibps.in/** between **22.05.2019 to 30.06.2019.** The last date for submission of online application is **30.06.2019.**

ADDITIONAL INSTRUCTIONS TO THE CANDIDATES

DOWNLOAD OF CALL LETTER

Candidates will have to visit the Central University of Kerala (www.cukerala.ac.in) website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 1:30 hours to 2:00 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph

/ Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhaar card/ E-Aadhaar Card 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 are _not_ 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 as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

CENTRE CLAUSES :

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

2.   No request for change of centre/venue/date/session for Examination shall be entertained.

3.   Central University of Kerala however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.

4.   Central University of Kerala also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

5.   Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Central University of Kerala will not be responsible for any injury or losses etc. of any nature.

6.   Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, Central University of Kerala reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Central University of Kerala reserves the right to allot any other centre to the candidate.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

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. 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 favorably entertained.

- A person acting as a scribe for one candidate cannot be a scribe for another candidate.

- The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.

- 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.

Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature

- 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.

OTHER CLAUSES

1. 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..

2. Decision of Central University of Kerala in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Central University of Kerala in this behalf.

3. 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.

4. Central University of Kerala would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Central University of Kerala in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Central University of Kerala reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Central University of Kerala recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

6. 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

BIOMETRIC DATA – Capturing and Verification

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

The biometric data and photograph will be verified subsequently. Decision of the 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 points 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 day.

- 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 in the test centre.

HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

A. **APPLICATION REGISTRATION**

B. **PAYMENT OF FEES**

C. **DOCUMENT SCAN AND UPLOAD**

Candidates can apply online only from 22.05.2019 to 30.06.2019 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) scan their :

- photograph (4.5cm × 3.5cm)

- signature (with black ink)

- left thumb impression (on white paper with black or blue ink)

- a hand written declaration (on a white paper with black ink) (text given below)

ensuring that the all these scanned documents adhere to the required specifications

Signature in CAPITAL LETTERS will NOT be accepted.

(ii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iii) The text for the hand written declaration is as follows –

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(iv) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(v) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

(vi) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE :

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

A. Application Registration

1. Candidates to go to the Central University of Kerala website www.cukerala.ac.in click on the option "APPLY ONLINE" which will open a new screen.

2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".

8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

11. Click on 'Payment' Tab and proceed for payment.

12. Click on 'Submit' button.

B.   PAYMENT OF FEES

ONLINE MODE

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

2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

4. On successful completion of the transaction, an e-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

6. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details . Please note that if the same cannot be generated, online transaction may not have been successful.

7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

8. To ensure the security of your data, please close the browser window once your transaction is completed.

9. There is facility to print application form containing fee details after payment of fees.

C.   Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture.

- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.

- Look straight at the camera with a relaxed face

- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows

- If you have to use flash, ensure there's no "red-eye"

- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

- Dimensions 200 x 230 pixels (preferred)

- Size of file should be between 20kb–50 kb

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

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

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.

- The applicant has to put his left thumb impression on a white paper with black or blue ink.

- The applicant has to write the declaration in English clearly on a white paper with black ink

- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.

- The signature will be used to put on the Call Letter and wherever necessary.

- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For hand written declaration size of file should be 20kb – 50 kb
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, 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 documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB

Hand-written declaration:

- Hand written declaration content is to be as expected.

- Hand written declaration should not be written in CAPITAL LETTERS.

- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.

- The hand written declaration should be of the applicant and not by any other person.

- Hand written Declaration

o File type: jpg / jpeg

o Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)

o File Size: 50 KB – 100 KB

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration

- Click on the respective link "Upload left thumb impression / hand written declaration"

- Browse and Select the location where the Scanned left thumb impression / hand written declaration 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 Left thumb impression and hand written declaration as specified.

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

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

(1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.

(3) After registering online candidates are advised to take a printout of their system generated online application forms.

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 impersonation 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 unfair means, or

(vi) carrying mobile phones or similar electronic devices 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.

कुलसचिव /REGISTRAR