Uttarakhand Cooperative Institutional Service Board

Common Recruitment Process for Recruitment of Group-3 (Clerk-cum-Cashier), Group-2 (Junior Branch Manager), Group-1 (Senior Branch Manager) and Assistant Manager & Manager in Uttarakhand State Cooperative Bank Ltd. in Uttarakhand DCB's & USCB's-CRP-2024

The online examination for the Common Recruitment Process for selection of personnel for Group-3 (Clerk-cum-Cashier), Group-2 (Junior Branch Manager), Group-1 (Senior Branch Manager), posts in District Co-operative Banks and Assistant Manager & Manager in Uttarakhand State Cooperative Bank Ltd. of Uttarakhand State is tentatively scheduled in May/June 2024.

Any eligible candidate, who aspires to join any of the District Co-operative Bank listed at Point A as a Clerk cum cashier, Junior Branch Manager, Senior Branch Manager and Assistant Manager & Manager in Uttarakhand State Cooperative Bank Ltd is required to register for the Common Recruitment Process through online examination. Depending on the final vacancies to be filled in during the financial year 2023-24 based on the business needs of the District Co-operative Banks and as reported to Board, candidates shortlisted will be provisionally allotted to one of the District Co-operative Bank keeping in view the merit cum preference online examination.

Indicative categories wise vacancies of each of the District Co-operative Bank and Uttarakhand State Cooperative Bank are given vide Point B. Recruitment in District and State Co-operative Banks depends upon restriction imposed, business volume, business growth, health of the organizations, branch expansion, internal and external factors, structural changes etc. Vacancies mentioned here are indicative and anticipated as communicated by the Uttarakhand Co-operative Institutional Service Board (hereinafter referred to as Board). However, Provisional allotment will be made based on the actual vacancies reported by the Board. This system of Common Recruitment Process and provisional allotment for recruitment of Clerk-cum-Cashier, Junior Branch Manager, Senior Branch Manager in District Cooperative Banks and Assistant Manager and Manager posts in State Co-operative Banks has the approval of the appropriate authorities.

A. PARTICIPATING BANKS

District Cooperative Bank Ltd. Dehradun	Haridwar District Co-operative Bank Ltd. Roorkee	Nainital District Co-operative Bank Ltd. Haldwani	Chamoli District Co-operative Bank Ltd. Gopeshwar
Kotdwar District Co operative Bank Ltd. Kotdwar	Uttarkashi District Co operative Bank Ltd. Uttarkashi	Almora District Co-operative Bank Ltd. Almora	Udham Singh Nagar District Co-operative Bank Ltd. Rudrapur
Tehri Garhwal District Co-operative Bank Ltd. New Tehri	Pithoragarh District Co-operative Bank Ltd. Pithoragarh	Uttarakhand State Cooperative Bank Ltd.	

Indent for Group-3 (Clerk-cum-Cashier) for the year 2023-24 *
(Pay band-28500-2000-38500-2200-49500-2500-62000-3000-77000)
(INDICATIVE)

S.N	BANK	Category	TOTAL VACANCIES	Out of which				
				Uttarakhand Women	D.F.F.	Ex. Ser	PH	Orphan
1	DEHRADUN	S.C.	07	02				-
		S.T.	01	-				-
		O.B.C.	03	01	-	01	-	-
		E.W.S.	-	-				-
		GEN./U.R	01	-				-
		Total	12	03	-	01		-
2	HARIDWAR	S.C.	01	-			01 LV/PB,D, HH/PD LC,Dw AAV/AV	-
		S.T.	01	-		01		-
		O.B.C.	-	-	-			-
		E.W.S.	01	-				-
		GEN./U.R	10	03				-
		Total	13	03		01	01	--
3	TEHRI	S.C.	-	-				-
		S.T.	-	-				-
		O.B.C.	01	--	-	01	-	-
		E.W.S.	-	-				-
		GEN./U.R	11	03				01
		Total	12	03	-	01	-	01
4	UTTARKASHI	S.C.	05	02			01 LV/PB,D, HH/PD LC,Dw AAV/AV	-
		S.T.	02	01		01		-
		O.B.C.	-	-	-			-
		E.W.S.	01	-				-
		GEN./U.R	12	04				01
		Total	20	07	-	01	01	01
5	KOTDWAR	S.C.	01	-				-
		S.T.	-	-				-
		O.B.C.	-	-	-	-	-	-
		E.W.S.	-	-				-
		GEN./U.R	02	01				-
		Total	03	01	-	-	-	-
6	CHAMOLI	S.C.	06	02			01 LV/PB,D, HH/PD LC,Dw AAV/AV	-
		S.T.	-	-		01		-
		O.B.C.	04	01	-			-
		E.W.S.	-	-				-
		GEN./U.R	12	04				01
		Total	22	07	-	01	01	01
7	ALMORA	S.C.	10	03			02 LV/PB,D, HH/PD LC,Dw AAV/AV	-
		S.T.	03	01		02		-
		O.B.C.	07	02	01			-
		E.W.S.	03	01				-
		GEN./U.R	19	06				01
		Total	42	13	01	02	02	01
8	U.S NAGAR	S.C.	04	01			01 LV/PB,D, HH/PD LC,Dw AAV/AV	-
		S.T.	-	-		01		-
		O.B.C.	01	-	-			-
		E.W.S.	-	-				-
		GEN./U.R	10	03				01
		Total	15	04	-	01	01	01
9	PITHORAGARH	S.C.	06	02			01 LV/PB,D,	-
		S.T.	01	-				-

		O.B.C.	06	02	·	01	HH/PD LC,Dw AAV/AV	·
		E.W.S.	01	·				-
		GEN./U.R	05	01				-
		Total	19	05	-	01	01	·
10	NAINITAL	S.C.	01	·				-
		S.T.	-	·				-
		O.B.C.	01	·	·	-	·	-
		E.W.S.	01	-				-
		GEN./U.R	01	-				·
		Total	04	·	·	·	·	-
	Total		162	46	01	09	07	05

Indent for Group-2 (Junior Branch Manager) for the year 2023-24 *
(Pay band-34300-3100-65300-3300-98300)
(INDICATIVE)

S.N	BANK	Category	TOTAL VACANCIES	out of which				
				Uttarakhand Women	D.F.F.	EX.	PH	Orphan
1	DEHRADUN	S.C.	·	·				-
		S.T.	·	·				-
		O.B.C.	·	-	-	-	-	-
		E.W.S.	01	-				-
		GEN./U.R	04	01				-
		Total	05	01	-	-	·	·
2	HARIDWAR	S.C	01	-				-
		S.T.	-	-				-
		O.B.C.	-	-	-	-	-	·
		E.W.S.	-	-				-
		GEN./U.R	07	02				-
		Total	08	02	·	·	-	-
3	TEHRI	S.C.	03	01				-
		S.T.	-	-				-
		O.B.C.	-	-	-	-	-	-
		E.W.S.	-	-				-
		GEN./U.R	04	01				-
		Total	07	02	·	-	-	·
4	UTTARKASHI	S.C.	01	01				-
		S.T.	-					-
		O.B.C.	01		-	-	-	-
		E.W.S.	01					-
		GEN./U.R	03	01				-
		Total	06	02			·	·
5	KOTDWAR	S.C.	01	-	·	-	·	-
		S.T.	-	·				-
		O.B.C.	02	01				-
		E.W.S.	-	-				-
		GEN./U.R	·	-				-
		Total	03	01	-	·	·	·
6	CHAMOLI	S.C.	01	-				-
		S.T.	01	-				·
		O.B.C.	-	·	-	-	-	·
		E.W.S.	-	-				·
		GEN./U.R	02	01				-
		Total	04	01	·	·	-	·
7	ALMORA	S.C.	02	01				-

S.N	BANK	Category	TOTAL VACANCIES	Uttarakhand Women	D.F.F.	EX.	PH	Orphan
		S.T.	-	-				-
		O.B.C.	-	-	-	-	-	-
		E.W.S.	-	-				-
		GEN./U.R	03	01				-
		Total	05	02	-	-	-	-
8	U.S NAGAR	S.C.	01	-				-
		S.T.	-	-				-
		O.B.C.	02	-	-	01	-	-
		E.W.S.	-	-				-
		GEN./U.R	09	02				-
		Total	12	02				-
9	PITHORAGARH	S.C.	-	-				-
		S.T.	01	-				-
		O.B.C.	-	-	-	-	-	-
		E.W.S.	-	-				-
		GEN./U.R	01	-				-
		Total	02	-	-	-	-	-
10	NAINITAL	S.C.	01	-	-			-
		S.T.	01	-				-
		O.B.C.	-	-				-
		E.W.S.	-	-				-
		GEN./U.R	-	-				-
		Total	02	-				
	Total		54	13	-	01	-	-

Indent for Group-1 (Senior Branch Manager) for the year 2023-24*
(Pay band-39050-3400-73050-3700-117450-4000-121450)
(INDICATIVE)

S.N	BANK	Category	TOTAL VACANCIES	out of which				
				Uttarakhand Women	D.F.F.	EX.	PH	Orphan
1	CHAMOLI	S.C.	-	-				-
		S.T.	-	-				-
		O.B.C.	01	-	-	-	-	-
		E.W.S.	-	-				-
		GEN./U.R	01	-				-
		Total	02	-	-	-	-	-
2	ALMORA	S.C.	-	-				-
		S.T.	-	-				-
		O.B.C.	01	-	-	-	-	-
		E.W.S.	-	-				-
		GEN./U.R	02	01				-
		Total	03	01	-	-	-	-
3	PITHORAGARH	S.C.	01	-				-
		S.T.	-	-				-
		O.B.C.	01	-	-	-	-	-
		E.W.S.	-	-				-
		GEN./U.R	-	-				-
		Total	02	-	-	-	-	-
4	NAINITAL	S.C.	-	-				-
		S.T.	-	-				-
		O.B.C.	-	-	-	-	-	-
		E.W.S.	-	-				-

		Category						
		GEN./U.R	02	-				-
		Total	02	-	-	-	-	-
	Total		09	01	-	-	-	-

S.N	BANK	Category	TOTAL VACANCIES	out of which				
				Uttarakhand Women	D.F.F.	EX	PH	ORPHAN
1	Uttarakhand state cooperative bank ltd haldwani	S.C.	01	-				•
		S.T.	•	-				•
		O.B.C.	01	-	-	•	•	•
		E.W.S.	-	•				-
		GEN./U.R	-	-				-
		Total	02	-	-	•	-	•

Indent for Group-2 (Assistant Manager) for the year 2023-24 *
Pay band -27950-1730-36600-1780-54400
(INDICATIVE)

S.N	BANK	Category	TOTAL VACANCIES	out of which				
				Uttarakhand Women	D.F.F.	EX.	PH	ORPHAN
1	Uttarakhand state cooperative bank ltd haldwani	S.C.	02	01				-
		S.T.	-	-				-
		O.B.C.	01	-	-	•	•	-
		E.W.S.	01	-				-
		GEN./U.R	02	01				-
		Total	06	02	•	•	-	-

ABBREVIATION:

UR- UNRESERVED
SC - SCHEDULED CASTE
ST - SCHEDULED TRIBE
OBC - OTHER BACKWARD CLASSES
EWS - ECONOMICALLY WEAKER SECTION
DFF - DEPENDENT OF FREEDOM FIGHTER
PH - PHYSICALLY HANDICAPPED
EX - EX-SERVICEMEN

ABBREVIATION:

LV/P.B - Low Vision/Partially Blind
D - Deaf
H.H/P.D. - Hard of Hearing/partially Deaf
L.C. - Leprosy Cured
DW. - Dwarfism
A.A.V/ A.V - Acid Attack Victims/ Acid Victims

Candidates are advised to regularly keep in touch with the authorized website www.cooperative.uk.gov.in for details and updates.

C- ELIGIBILITY CRITERIA

Candidates, intending to apply for online examination should ensure that they fulfill the minimum eligibility criteria specified by Board in this advertisement:

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility -pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form at the time of any subsequent stage of the recruitment process as required by Board/Concerning bank. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Institutional Board. Merely applying for common recruitment process/ appearing for and being shortlisted in the online and subsequent processes does not imply that a candidate will necessarily be offered employment in any of the District Co-operative Bank. No request for considering the candidature under any category other than the one in which one has applied will be entertained.

I- The candidate must have domicile certificate state of Uttarakhand issued by the competent authority.

II- The Candidate must have a valid registration in any of the employment exchange in the State of Uttarakhand on the date of publication of advertisement.

III- The Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" in original from their employer at the time of joining/ document verification, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

I. Nationality / Citizenship:

A candidate must be either –

(i) a Citizen of India or

(ii) a subject of Nepal or

(iii) a subject of Bhutan or

(iv) a Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or

(v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

II. Age (As on 01.07.2024):

Minimum: 21 years Maximum: 42 years

i.e., A candidate must have been born not earlier than 01.07.1982 and not later than 01.07.2003 (both dates inclusive)

Relaxation of Upper age limit

S.No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe/Other backward classes	5 years
2	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016"	10 years
3	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of	5 years

		receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment	
	4	Dependent of Freedom Fighter	05 years

Note:
(i) The age relaxation as mentioned above shall be permissible to the permanent residents of State of Uttarakhand only.

(ii) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ along with photocopies at the time of any subsequent stage of the recruitment process as required by Board/Bank.

(iii) In case of an Ex-servicemen who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of reemployment in Government ceases. In case of claiming ex-servicemen reservation, the candidate will have to submit an affidavit to the board/bank along with his other records that he has never been employed in government service before taking advantage of horizontal reservation of ex-servicemen

(iv) The certificate of Economically Weaker Section should be issued on the basis of the income of the financial year preceding the year for which it is issued. Apart from the above, the Economically Weaker Section certificate submitted by the candidate must be valid on till the date of filling the online application form.

(vi) Horizontal reservation has been allowed to Uttarakhand affected orphaned children vide notification No. 170/XXX(2)/2021-30(2)/2019, dated 31 August 2021. The relevant certificate must have been issued by an officer not less than the Sub divisional Magistrate on the recommendation of the District Probation officer of the district.

III. Educational Qualifications [As on date of publication of advertisement]:

Post	Educational Qualification
Clerk cum cashier,	A Degree (Graduation) in any discipline from a University recognized by the Govt. Of India or any equivalent qualification recognized as such by the Central Government having six month of computer certificate from the institute registered by the state or the central government (who have passed intermediate and higher education degree with computer subject from a recognized educational institution does not need computer certificate)
Junior Branch Manager	
Senior Branch Manager	
Assistant Manager	A Graduate Degree in Economics/Commerce/Statistics/Maths as one of the subject from a University recognised by the Govt. Of India with at least 55% OR Post Graduate in any discipline from a University recognized by the Govt. Of India or any equivalent qualification recognized as such by the Central Government AND Six month diploma in computer from the institute duly registered by the state or the central government (B.C.A, M.C.A, P.G.D.C.A, DOEACC O, A, B and who have passed intermediate and higher education degree with computer subject from a recognized educational institution does not need computer certificate.)
Manager	A Graduate Degree in Economics/Commerce/Statistics/Maths as one of the subject from a University recognised by the Govt. Of India with minimum first division (at least 60%) OR

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	With minimum 55% in Post Graduate/M.B.A/C.A/M.C.A/B.Tech/LLB degree in any equivalent qualification recognized as such by the Central Government
	AND
	Six month diploma in computer from the institute duly registered by the state or the central government or B.C.A, M.C.A, P.G.D.C.A, DOEACC O, A, B and who have passed Intermediate and higher education degree with computer subject from a recognized educational institution does not need computer certificate.

The candidate must possess valid Mark-sheet / Degree Certificate that he/ she is a graduate/post graduate/M.B.A./M.C.A/ Law on the day he /she registers and indicate the percentage of marks obtained in Graduation while registering online.

Note: (1) All the educational qualifications mentioned should be from a University/ Institution/ Board Recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before the specified date..

Proper document from Board / University for having declared the result on or before the date of advertisement has to be submitted at the time of verification. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(2) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA /OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for verification, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(3) Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honors/optional/additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class/Grade is decided on basis of Honors marks only. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

IV. Reservation for Persons with Benchmark Disabilities

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The reserved categories of disabilities mentioned under this Act are namely:

a. Blindness and low vision;

b. Deaf and hard of hearing;

c. Locomotor disability including cerebral palsy. leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

d. Autism

e. multiple disabilities from amongst persons under clauses (a) to (d) Including deaf-blindness in the posts identified for each disabilities

Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".

The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as per vacancies reported by Board/Participating Organisations.

(i)   Guidelines for Persons With Benchmark 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 favourably 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 behavior 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.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(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 be available to Visually Impaired candidates.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

D-   ONLINE EXAMINATION STRUCTURE –

For Clerk cum cashier

S. No.	Name of the Tests	Medium of Exam	No. of Questions	Max. Marks	Duration (Minutes)
1-	Reasoning	Hindi/Eng	40	40	30
2-	Numerical Ability	Hindi/Eng	40	40	30
3-	General/Financial Awareness	Hindi/Eng	60	60	20
4-	Hindi Language	Hindi	20	20	15
5-	English Language	English	20	20	15
6-	Computer Knowledge	Hindi/English	20	20	10
Total :			200	200	120 minutes

For Junior Branch Manager

S. No.	Name of the Tests	Medium of Exam	No. of Questions	Max. Marks	Duration (Minutes)
1-	Reasoning	Hindi/Eng	40	40	30
2-	Quantitative Aptitude	Hindi/Eng	40	40	30
3-	General/Financial Awareness	Hindi/Eng	60	60	20
4-	Hindi Language	Hindi	20	20	15
5-	English Language	English	20	20	15
6-	Computer Knowledge	Hindi/English	20	20	10
Total :			200	200	120 minutes

For Senior Branch Manager

S.No.	Name of the Tests	Medium of Exam	No. of Question	Max. Mark	Duration (Minutes)
1-	Reasoning	Hindi/Eng	50	50	35
2-	Quantitative Aptitude & Data Interpretation	Hindi/Eng	50	50	35
3-	Financial Awareness	Hindi/Eng	60	60	25
4-	English Language	English	20	20	15
5-	Computer Knowledge	Hindi/English	20	20	10
Total :			200	200	120 minutes

For Manager

S.No.	Name of the Tests	Medium of Exam	No. of Question	Max. Mark	Duration (Minutes)
1-	Reasoning	Hindi/Eng	40	40	30
2-	Quantitative Aptitude &	Hindi/Eng	40	40	30

		Data Interpretation				
3-		Financial Awareness	Hindi/Eng	60	60	20
4-		English Language	English	20	20	15
5-		Hindi Language	Hindi	20	20	15
6-		Computer Knowledge	Hindi/English	20	20	10
		Total :		200	200	120 minutes

For Assistant Manager

S.No.	Name of the Tests	Medium of Exam	No. of Question	Max. Mark	Duration (Minutes)
1-	Reasoning	Hindi/Eng	40	40	30
2-	Quantitative Aptitude & Data Interpretation	Hindi/Eng	40	40	30
3-	Financial Awareness	Hindi/Eng	60	60	20
4-	English Language	English	20	20	15
5-	Hindi Language	Hindi	20	20	15
6-	Computer Knowledge	Hindi/English	20	20	10
	Total :		200	200	120 minutes

Note: 1- Candidates have to qualify in each of the tests by securing minimum cut-off marks. Adequate number of candidates in each category depending upon requirements will be shortlisted for final selection and subsequent verification.

Any change in the structure of the examination which will be intimated through website www.cooperative.uk.gov.in. 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 letters from the website www.cooperative.uk.gov.in.

Please note that candidates will not be permitted to appear for the online examination without the following documents:

(1) Valid Call Letter for the respective date and session of Examination
(2) Photo-Identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and
(3) Photocopy of photo-identity proof (as mentioned in (2) above)

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to appear 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 2 hour, candidates may be required to be at the venue for about 2 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

II. Examination Centers

(i) The examination will be conducted online in venues across following centers in the State of Uttarakhand and outside the Uttarakhand state :

Centers in Uttarakhand	Centers outside Uttarakhand
Dehradun	New Delhi
Haldwani	Lucknow
Roorkee	Meerut

No request for change of centre for Examination shall be entertained.

(ii)   Board, 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.

(iii) Board 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 examinations at an Examination Centre at his/her own risk and expenses and Board will not be responsible for any injury or losses etc. of any nature.

(v)   Any unruly behaviour/misbehaviour in the examination hall may result in cancellation of candidature/ disqualification from this exam and also from future exams conducted by Board.

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. Uttarakhand Cooperative Institutional Service Board, 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. Board 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 examinations at an Examination Centre at his/her own risks and expenses and Board 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, Board 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, Board reserves the right to allot any other centre to the candidate.

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) Testwise scores and scores on total is reported with decimal point upto two digits

Note: Cutoffs are applied in two stages:

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

E- PROVISIONAL ALLOTMENT- On completion of selection process, depending on the vacancies to be filled in during the financial year 2023-24 based on the business needs of the concerning District Co-operative Banks and Uttarakhand State Cooperative Bank, candidates shortlisted will be provisionally allotted to one of the District Co-operative Bank and Uttarakhand State Cooperative Bank based on merit-cum-preference keeping in view the spirit of Govt. Guidelines on reservation policy, various

guidelines issued by Govt. of Uttarakhand/Others from time to time, administrative exigency, etc. Vacancies given in this advertisement are indicative. Provisional allotment shall be done on the basis of final vacancies to be reported by the Uttarakhand Institutional Board. Candidates should not claim indicative vacancies as final for provisional allotment. No change in the data already registered by the candidate in the online application form is possible.

In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.

The provisional allotment is subject to the candidate fulfilling the criteria for Participating Organisation and identity verification to the satisfaction of the allotted organisation. This does not constitute an offer of employment. In case it is detected at any stage of the recruitment process that, the candidate does not satisfy the eligibility criteria his/her candidature/ chance in the process shall stand forfeited. As the provisional allotment will be made to participating organisations on merit cum preference basis, once the provisional allotment is made, no request for change shall be entertained. Any request for change shall result in cancellation of candidature. Further, a candidate who is provisionally allotted will forfeit his/her candidature/ chance for the process if he/she does not avail the offer of appointment from the Participating Organisation.

Issuance of offer of appointment including terms and conditions, formalities for verification, joining etc. is solely the decision of the Participating Organisations and shall be final and binding. Any queries in this regard shall be directed to the participating organisations only.

The decision of Board in provisional allotment of Organisations shall be final and binding upon the selected candidates. However Board reserves the right to cancel, re-allot Organisation-wise allocation/change the process depending upon exigencies or otherwise.

F. 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 Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted 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/ Aadhar card/ E-Aadhar 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

(ii) BIOMETRIC DATA – Capturing and Verification

It has been decided to capture and verify the biometric data (right thumb impression or otherwise) and the photograph of the candidates on the day of the Online Examination.

Please note: The biometric data and photograph will be captured / verified on the following occasions–

(I)   Before the start of the examination it will be captured

(II)   At the time of document verification before the interview if shortlisted (for Deputy General Manager post)

(III) At the time of joining if provisionally allotted

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Refusal to participate in the process of biometric data capturing/verification on any of the above mentioned occasions may lead to cancellation of candidature.

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 (right thumb) to be captured is injured/damage, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc may be captured.

G. 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 01-04-2024 to 30-04-2024 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 x 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 as given in Annexure III to this Advertisement.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) 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.)

(iv) 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."

(v) 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.)

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

(vii) 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 : 01-04-2024 TO 30-04-2024

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 Cooperative Department website www.cooperative.uk.gov.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 COMPLETE REGISTRATION 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 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' 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.

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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, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- 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.

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

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - 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
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- 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.
- 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
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ 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.

Procedure for Uploading the documents

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

- o Click on the respective link "Upload Photograph / signature / Upload left thumb Impression / hand written declaration"

- o Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.

- o Select the file by clicking on it

- o Click the 'Open/Upload'

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

- o 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.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

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

(2) After uploading the Photograph / signature / 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 photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

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

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

(5) 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.

(6) Candidates should ensure that the signature uploaded is clearly visible

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

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.

DOWNLOAD OF CALL LETTER

Candidates will have to visit the Uttarakhand Cooperative website **www.cooperative.uk.gov.in** 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 ___ 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.

I. GENERAL INSTRUCTIONS
1) Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examinations.
2) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
3) A Candidate's admission to the examination and subsequent processes is strictly provisional. The mere fact that the call letter(s)/provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by Board/Bank. Board would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it

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is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment in a Participating Organisation, his/her services are liable to be summarily terminated.

4) Decision of Board/Participating Organisations in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, verification etc. and any other matter relating to Uttarakhand DCB's & USCB's- CRP-2024 will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by Board/Bank in this behalf.

5) The scribe arranged by the candidate should not be a candidate for the examination (Uttarakhand DCB's & USCB's- CRP-2024). If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

6) Not more than one application for one post should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited. Candidate can apply for more than one post and candidate has to pay separate fee for all applied post.

7) Multiple attendance/ appearances in the online examination candidature cancelled.

8) Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

9) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Uttarakhand.

10) Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.

11) Any request for change of address, details mentioned in the online application form will not be entertained.

12) Any request for change of date, time and venue for online examination will not be entertained.

13) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Board/Participating Organisations in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be acceptable.

14) A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.

15) 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 Board. 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.

16) Candidates will have to appear for the exam at their own expense.

17) Board/Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person/institution. Candidates are advised not to share/ mention their application details with/to anyone.

18) Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of the Participating Organisation and subject to service and conduct rules of the Participating Organisation. Decision of Participating Organisations to which candidates are provisionally allotted will be final and binding on candidates. Any queries in this regard are to be made to the Participating Organisations only.

19) Board reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.

20) Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form for Uttarakhand DCB's & USCB's- CRP-2024.

21) Board shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Board and candidates are advised to keep a close watch on the authorised website www.cooperative.uk.gov.in for latest updates.

22) Order of preference for Participating Organisations has been inbuilt in the online application form. Candidates should necessarily indicate their order of preferences at this stage. No request for change in this connection shall be entertained.

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 Board in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Board 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. Board 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 Board in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Board 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 Board 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.

H. Following items are not allowed inside the examination center :-

a) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.

b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.

c) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.

d) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.

e) Any watch/Wrist Watch, Camera, etc.

f) Any metallic item

g) Any eatable item opened or packed, water bottle etc.

h) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any Infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. Board or any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

I. 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.

J. ANNOUNCEMENTS:

All further announcements/details pertaining to this process will only be published/ provided on website www.cooperative.uk.gov.in from time to time.

K. DISCLAIMER

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 of the common 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. Clarifications/decisions given/to be given by the Director, Board, regarding process for recruitment of Group-3 (Clerk-cum-Cashier), Group-2 (Junior Branch Manager), Group-1 (Senior Branch Manager), Assistant Manager and Manager in Participating Organisations shall be final and binding.

Uttarakhand Cooperative Institutional Service Board
Dehradun