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THE ODISHA STATE COOPERATIVE BANK LTD.
PANDIT JAWAHARLAL NEHRU MARG
BHUBANESWAR – 751 001

Recruitment of Junior Managers

In pursuance to the orders dated 02.02.2018 and 21.06.2018 of the Hon'ble High Court of Orissa in the matter of Misc. Case No. 4332 of 2018 (in W.P.(C) No. 19218 of 2011), Misc. Case No. 4330 of 2018 (in W.P.(C) No. 19636 of 2011), Misc. Case No. 4328 of 2018 (in W.P.(C) No. 19251 of 2011), Misc. Case No. 4333 of 2018 (in W.P.(C) No. 19381 of 2011) and Misc. Case No. 4331 of 2018 (in W.P.(C) No. 19260 of 2011), applications are invited from the permanent residents of Odisha having Master Degree in Banking Management (MBM) with PGDCA or "A" Level Certificate from any recognized institution approved by the Department of Electronics, Govt. of India for the post of Junior Manager as against the quota earmarked for MBM Degree Holders. The details of the vacancy are given below :

Category	General (UR)	SC	ST	SEBC (OBC)	Total
Male	4	1	1	1	7
Female	1	-	1	-	2
Total	5	1	2	1	9

The petitioners in the above writs claiming age condonation as per orders of Hon'ble High Court shall submit **OFFLINE** application to Odisha State Cooperative Bank Ltd, Head Office, Bhubaneswar by downloading application form from the website of Odisha State Coop. Bank Ltd, Bhubaneswar and rest of the MBM Degree Holders shall apply **ONLINE** only.

The candidate should not be less than 21 years of age and not more than 32 years of age as on 01.04.2018. In case of candidates belonging to SC, ST and SEBC (OBC) category, the upper age limit prescribed for recruitment shall be increased by five years. Relaxation in upper age limit to the extent of defence service plus 3 years is applicable to Ex-Servicemen provided break in service and re-employment should not exceed 2 years and they must have put in not less than 6 months after attestation. In case of person with Disability (P.W.D) candidates, the upper age relaxation shall be increased by 10 years above the maximum age limit allowed to GEN/ SC/ST/SEBC(OBC) category. The condonation of overage shall be allowed only in respect of the petitioners of the above noted cases as one time exercise to provide them opportunity pursuant to the direction of the Hon'ble High Court as contained in the orders passed in the above Writ Petitions.

The selection to the post of Junior Manager shall be done strictly in accordance with the provisions of the Staff Service Rules, 1980.

All other criteria for the post and the online application form are available from the website of the Odisha State Cooperative Bank www.odishascb.com and the same may be downloaded by the prospective candidates. The application should be submitted online from **28.08.2018 to 11.09.2018**. Petitioner candidates shall download and submit applications offline from **28.08.2018 to 11.09.2018**. The website also has details regarding the payment of application fee. The Online Written Test shall be held on **23.09.2018** and date of Viva Voce Test shall be intimated by virtue of separate order / notification in the Web-site.


Managing Director



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A. Number of vacancies – 9

The details of the vacancy are given below :

Category	General (UR)	SC	ST	SEBC (OBC)	Total
Male	4	1	1	1	7
Female	1	-	1	-	2
Total	5	1	2	1	9

B. Eligibility Criteria :

1. The candidate shall be a permanent resident of Odisha.
2. Candidates having Master Degree in Banking Management (MBM) with PGDCA or "A" Level Certificate from any recognized institution approved by the Department of Electronics, Govt. of India for the post of Junior Manager as against the quota earmarked for MBM Degree Holders.
3. The candidate should not be less than 21 years of age and not more than 32 years of age as on 01.04.2018. In case of candidates belonging to SC, ST and SEBC (OBC) category, the upper age limit prescribed for recruitment shall be increased by five years.

Relaxation in upper age limit to the extent of defence service plus 3 years is applicable to Ex-servicemen provided break in service and re-employment should not exceed 2 years and they must have put in not less than 6 months after attestation. In case of person with Disability (P.W.D) candidates, the upper age relaxation shall be increased by 10 years above the maximum age limit allowed to GEN/ SC/ST/SEBC(OBC) category.

The condonation of overage shall be allowed only in respect of the petitioners of the above mentioned High Court cases as one time exercise to provide them opportunity pursuant to the direction of the Hon'ble High Court as contained in the orders passed in the above Petitions.

C. Disqualification :

The persons sentenced for any offence involving moral turpitude and where such sentence has not been reversed or offence pardoned, the person dismissed from service of any Bank, Cooperative Institutions, Public Sector Undertakings, Local Authority, State or Central Govt. shall not be eligible to apply for the post.

D. Scale of Pay & other Allowances :

The post shall carry the unrevised scale of pay of Rs.8040-410(3)-9270-500(4)-11270-550(4)-13470-650(3)-15420-720-16140-990(4)-20100/- and Dearness Allowance on the basis of Price Index as applicable to the Banking Personnel and other allowances like House Rent Allowance, City Compensatory Allowance, Medical Allowance, Education Allowance, Conveyance Allowance and Travel Expenses etc. as per the rules of the Bank.

E. Reservations:

Reservations would be applicable as per the Odisha Reservation of Vacancies in Posts and Services (For Scheduled Caste and Scheduled Tribes) Act, 1975 and guidelines issued by Government of Odisha from time to time.

F. Probation:

Successful candidates who would be appointed as Junior Manager shall be on probation in that post for a period of two years provided that the probation period can be extended to maximum period of 30 months as per the decision of the competent authority after

which the person concerned will be absorbed against the permanent post. In case of non-satisfactory performance, the services will be terminated.

G. Process of Selection :

(i) Online Test :

The test will be conducted "Online" at Bhubaneswar. The questions will be displayed on the monitor at the designed Test Venue. Questions for the examination will be in English language as per the structure of the "Online Test" given below..

Sl. No.	Test	No. of questions	Marks	Time
1	Reasoning and Computer Aptitude	50	50	Composite time of 120 minutes (Two hours)
2	Quantitative Aptitude	50	50	
3	General and Financial Awareness	50	50	
4	English Language	50	50	
Total		200	200	

The authority reserves the right to modify the structure of the examination which will be intimated through website. Other detailed information regarding examination will be given in the information handout which can be downloaded by the candidates alongwith the call letter from the above website.

In case of any dispute/ legal proceedings on account of the above recruitment, the same shall be subject to the jurisdiction of Cuttack and Bhubaneswar.

(ii) Examination Centres :

- a. The examination will be conducted "Online" in selected centres at Bhubaneswar. The exact venue with address shall be communicated through Call Letters for the examination, which will be downloaded by the candidates from the website of the Bank www.odishascb.com
- b. No request for change of centre / venue /date / session for Examination (from the allotted) shall be entertained.
- c. The authority 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.
- d. Candidate will appear for the examination at an Examination Centre at his / her own risks and expenses and the authority will not be responsible for any injury or losses, etc.

(iii) Scores :

The score obtained by each candidate in different sessions (if held) will be normalized using equipercentile method.

(iv) Penalty for wrong answers :

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank i.e. no answer is marked by the candidate, there will be no penalty for that question.

(v) Viva Voce Test and Documents Verification :

Only those candidates qualifying in the objective test would be called for viva-voce test. The Viva Voce test shall carry 40 marks. The appearance of the candidates for interview is compulsory. Those who do not appear at the interview will not be considered in the final selection irrespective of their performance in the objective test. The exact date, time and venue for the viva voce test shall be intimated to the qualifying candidates. The candidates called for viva-voce must produce all original documents in support of their education, age, SC/ ST/ SEBC (OBC)/PWD/ EXS status wherever applicable. No further extension for production of original certificate shall be given. Failure to produce the document will lead to disqualification of the candidate.

(vi) Verification of certificate at the time of Viva Voce test :

The following documents in original and photocopies duly self attested in support of the candidate's eligibility and identity are to be invariably submitted at the time of Viva Voce by the candidate if shortlisted and called for Viva Voce, failing which the candidate may not be permitted to appear for the Viva Voce.

- a) Valid Viva Voce Call Letter.
- b) Valid system generated printout of the online application form registered.
- c) Proof of Date of Birth (Birth Certificate of SSLC / Std. X certificate with DOB)

- d) Matriculation / High School Examination and all other Examinations Marksheets and Certificates or an equivalent certificate as on the date of submission of application will only be accepted.
- e) Residential Certificate issued by competent Authority (**issued not before the date of advertisement**).
- f) Caste Certificate issued by the Competent Authority in the prescribed format as stipulated by Government of India in case of SC / ST / SEBC(OBC) category candidates (**issued not before the date of advertisement**)

In case of candidates belonging to SEBC(OBC) category, Certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil Post and Services under Govt. of Odisha. OBC Caste Certificate containing the Non-creamy layer clause should be dated on or after 01.04.2018. Caste, Name mentioned in the certificate should tally letter by letter with the Govt. Notification.

- g) Medical certificate in prescribed format issued by competent authority in case of Persons with Disability candidates claiming age relaxation shall be produced. In case of use of the services of a Scribe by such candidates at the time of examination, the medical certificate in prescribed format shall be produced with duly filled in Bio-data of the scribe in the prescribed format at the time of Viva Voce, if shortlisted for the same.
- h) An Ex-Serviceman candidate has to produce a copy of the Discharge Certificate/ Pension Payment Order and documentary proof of rank last / presently held (substantive as well as acting) at the time of Viva Voce. Those who are still in defence service should submit a certificate from a Competent Authority that they will be relieved from defence services, on or before joining in the post, if selected.
- i) Candidates serving in Government / quasi Govt. Offices / Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time

of Viva Voce, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid.

- j) Experience Certificate, if any.
- k) 3 copies of Colour Passport Size photographs.
- l) Character Certificate from the Educational Institution last studied or from a Gazetted Officer.
- m) Discharge Certificate for Ex-Servicemen.
- n) Any other relevant documents in support of eligibility.

(VII) 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 / 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 Gazette Notification/ their original marriage certificate/ affidavit in original.

(H) How to Apply :

(a) Online Application :

(i) The candidates have to apply ONLINE through the link specified. At the time of filling up of application, one recent colour photograph and signature shall be scanned and uploaded online. Candidates should adhere to the required specifications as given in **Annexure – I** to this advertisement.

(ii) Candidates must have a valid personal email ID, which should be kept active till the recruitment process is over. Under no circumstances, a candidate should share with / mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

(iii) Payment of Fees / Intimation Charges :

Candidates should carefully fill in the details in the Online Application at the appropriate places very carefully. Candidates are advised to verify every field filled in the application. The name of the candidate or his / her father / mother / husband etc. should be spelt correctly in the application as it appears in the certificates / mark sheets. Any change / alteration found may disqualify the candidature.

In the event of the candidate not able to fill the data in one go, or wishes to cross-check it before submitting, he/she can save the data already entered. When the data is saved, provisional registration number and password will be generated by the system and displayed on the screen. Applicants should note down the provisional registration number and password. Email and SMS indicating the provisional registration number and password will be sent. Applicants can reopen the saved data using provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, applicant should submit the data by pressing the submit button appearing on the application.

(iv) Once the application is filled in completely, candidate may click on the "SUBMIT" button at the end of the Online Application format.

(v) Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. No change / edit will be allowed after submission.

- (vi) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (a) The payment can be made by using only Master / Visa Debit or Credit Cards or Internet Banking by providing information as asked on the screen.
 - (b) The candidates who pay fees / intimation charges through the online payment gateway after the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
 - (c) If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
 - (d) If the online transaction has not been successfully completed then the following message is displayed "Your online transaction was unsuccessful. Please register again" Candidates may then revisit the "Apply Online" link and fill in their application details again.
 - (e) On successful completion of the transaction, an e-receipt will be generated.
 - (f) Candidates are required to take a printout of the e-receipt.

Note : 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.

For Credit Card Users : All prices 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.

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

- (vii) **Fees :** The candidates need to pay the fees online as per his / her category indicated below :

SI. No.	Category of Candidates	Fees
1	General (Unreserved)	Rs.500.00
2	SC / ST / SEBC (OBC)	Rs.100.00

Please Note :

Please note that all the particulars mentioned in the online application including Name of the candidate, Category, Date of Birth, Address, Mobile Number, Email ID, will be considered as final and no change / modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. The Authority will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An email / SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID / Mobile Number specified in the online application form as a system generated acknowledgment. If candidates do not receive the email and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid.

Candidates are advised to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to log on to the aforesaid website on account of heavy load on internet / website jam.

The Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond its control.

Please note that the above procedure is the only valid procedure for applying.

(b) OFF-LINE MODE for MBM Petitioners candidates only.

- i. Application form and other details are available in the web-site of Odisha State Cooperative Bank www.odishascb.com which can be downloaded by the prospective candidates from **28.08.2018 to 11.09.2018**.

- ii. Application should be duly filled in the prescribed format by own hand writing in Bold capital letter using blue or black ball pen.
- iii. One recent Colour photograph should be pasted to the application form and another one should be attached with the Application Form.
- iv. Application form duly filled in should be sealed in an envelope and sent to "The Managing Director, Odisha State Cooperative Bank Ltd. Pandit Jawaharlal Nehru Marg, Bhubaneswar-751001" either in person or through Regd. Post/ Speed Post inscribing on the envelope "Application for Recruitment of Junior Managers in Odisha State Cooperative Bank Ltd Bhubaneswar".
- v. **Fees:** The candidates need to pay the fees in shape of Demand Draft drawn on any Nationalised Bank / Odisha State Cooperative Bank payable at Bhubaneswar in favour of Managing Director, Odisha State Cooperative Bank Ltd, Bhubaneswar as per his/ her category indicated below.

SI. No.	Category of Candidates	Fees
1	General (Unreserved)	Rs.500.00
2	SC / ST / SEBC (OBC)	Rs.100.00

- vi. The candidates applying Offline shall attach valid Identity Proof attested by a Gazzeted Officer in support of their identity as the petitioner.

Petitioner candidate shall provide his / her valid personal email id which should be kept active till the recruitment process is over.
- vii. Application complete in all respect must reach by 11.09.2018 and applications received after the last date shall not be considered and rejected.

Any information submitted by an applicant in his / her application shall be binding on the candidate personally and he/she shall be liable for prosecution / civil consequences in case the information / details furnished by him / her are found to be false at a later stage.

(I) General Instructions :

- a. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, photocopy of photo-identity proof etc. at the time of examination. They must bring the original photo-ID for verification.

- b. 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 application.
- c. The authority reserves the discretion to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she furnished any incorrect / false information / certificate / documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment his / her services are liable to be summarily terminated.
- d. Not more than one application 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. Multiple attendance / appearances in the examination will be summarily rejected / candidature cancelled.
- e. 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.
- f. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Court situated at Cuttack and Bhubaneswar.
- g. Canvassing in any form will be a disqualification.
- h. Any request for change of address, details mentioned in the application form will not be entertained.
- i. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available in abovementioned websites shall prevail.
- j. 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 correspondences with the Bank in future should be identical and there should be no variation of any kind.

- k. A recent, recognizable colour photograph shall be uploaded by the candidate in the online application form and candidates eligible to submit application form offline shall affix recognizable colour photograph to the application form and another should be attached with the application form. He / she should ensure that copies of the same are retained for use at various stage 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 / doubt about identity at any stage could lead to disqualification.
- l. The possibility for occurrences 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 the test conducting body. Candidates will not have any claim for a re-test. Candidate not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process
- m. The Authority 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.
- n. The Authority reserves the right to change (cancel / modify / add) any of the criteria, method of selection, etc.
- o. Intimations will be sent by email and / SMS only to the email ID and mobile number registered in the application form.

Bank 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 the Bank and candidates are advised to keep a close watch on the authorized bank's website for latest updates.

- p. Decision of OSCB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiry shall be entertained by the OSCB in this behalf.

- q. 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 as required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- r. Bank would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Bank in this regard, it is inferred / concluded that the responses have been shared and scores obtained are not genuine /valid , Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- s. 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 candidates from the selection process and he/she will not be allowed to appear in any recruitment process of the Bank 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.
- t. **Use of Mobile Phones, pagers, calculator / bluetooth device or any such devices.**
- i. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
 - ii. Candidates are advised in their own interest not to bring any of the banned item including mobile phones / pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
 - iii. Candidates are not permitted to use or have in possession calculators in examination premises.

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 application.

At the time of examination, Viva Voce 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 / Viva Voce 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 / Viva Voce hall by such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable :
 - To be disqualified from the examination for which he / she is a candidate.
 - To be debarred either permanently or for a specified period from any examination conducted by the Bank.
 - For termination of service, if he / she has already joined the Bank.


27/01/18
Managing Director