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THE KENDRAPARA URBAN COOPERATIVE BANK LTD.

KENDRAPARA - 754211

Recruitment of Managers and Asst. Managers

THE KENDRAPARA URBAN COOPERATIVE BANK LTD. ('THE BANK') invites applications in online mode for the posts of Managers and Asst Managers through the link available in the website <https://www.kendraparaucb.bank.in> (in career page) from the permanent residents of the state of Odisha.

Tentative Schedule of Events :

Activity	Dates
Online Registration including Edit / Modification of Application by candidates	02.10.2026 to 25.10.2026
Payment of Application Fees / Intimation charges (Online)	02.10.2026 to 25.10.2026
Download of Call Letters for Examination	10 days before examination
Online Examination (Tentative)	November / December 2026

Candidates are advised to be in regular touch with the authorized website mentioned above for details and updates.

Examination Fees / Intimation Charges :

Sl. No.	Category of Candidates	Fees
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1	General (Unreserved)	Rs.750/-
2	SC / ST / SEBC(OBC) /Women/ PwBD / Ex-Servicemen.	Rs.500/-

The eligibility criteria for the post of Manager and Asst. Manager in the **The Kendrapara Urban Cooperative Bank Ltd.** and all other details are available in the above website. The candidates may download the details, carefully go through the same and apply for the posts on the basis of their eligibility on the dates specified for online registration along with online payment of application fees shown in the portal. The links for the purpose will be available on the specified dates.

A. Number of Vacancies for the post of Manager – 6 (Six) :

Total Vacancies	RESERVATIONS			General (Unreserved)	Total
	SC (16.25%)	ST (22.5%)	SEBC (OBC) (11.25%)		
6	1	1	1	3	6

B. Number of Vacancies for the post of Asst. Manager – 08 (Eight) :

Total Vacancies	RESERVATIONS			General (Unreserved)	Total
	SC (16.25%)	ST (22.5%)	SEBC (OBC) (11.25%)		
8	1	2	1	4	8

Above vacancies are provisional and may increase or decrease basing upon the requirement of the Bank.

C. Eligibility Criteria for the post of Manager :

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions.

The candidate shall be a permanent resident of the state of Odisha.

- (1) Candidates having Bachelor's degree in any discipline from recognized university with minimum 55% mark in aggregate and service experience of 3 years in officer cadre in any commercial bank or five years in officer cadre in any co-operative

bank or financial institution like DFI, NBFC, Insurance Company, Investment Company etc.

- (2) Preference shall be given to the candidates having Master's Degree in Finance / Bank Management / Cooperative Management / Business Administration / Information Technology as a subject at graduation / post-graduation level.
- (3) The candidate should not be less than 21 years of age and should not be more than 42 years of age as on 01.04.2026.

Relaxation/ Category	Relaxation Years				Maximum Years				Maximum Relaxation Dates			
	General (UR)	SEBC (OBC)	SC	ST	General (UR)	SEBC (OBC)	SC	ST	General (UR)	SEBC (OBC)	SC	ST
GEN	0	5	5	5	42	47	47	47	02.04. 1984	02.04. 1979	02.04. 1979	02.04. 1979
Person With Benchmark Disability	10	10	10	10	52	52	52	52	02.04.1974	02.04.1974	02.04.1974	02.04.1974
Ex-service men	5	5	5	5	47	47	47	47	02.04. 1979	02.04. 1979	02.04. 1979	02.04. 1979
Women	5	5	5	5	47	47	47	47	02.04. 1979	02.04. 1979	02.04. 1979	02.04. 1979

D. Eligibility Criteria for the post of Assistant Manager :

In order to be eligible for appearing in the examination a candidate must satisfy the following conditions.

The candidate shall be a permanent resident of the state of Odisha.

Candidates having Bachelor's degree in any discipline from recognized university with minimum 55% mark in aggregate.

- (1) Preference shall be given to the candidates having Master's Degree in Finance / Bank

Management / Cooperative Management / Business Administration / Information Technology as a subject at graduation / post-graduation level and service experience in any commercial bank or co-operative bank or financial institution like DFI, NBFC, Insurance Company, Investment Company etc.

- (2) The candidate should not be less than 21 years of age and should not be more than 32 years of age as on 01.04.2026.

Relaxation/Category	Relaxation Years				Maximum Years				Maximum Relaxation Dates			
	General (UR)	SEBC (OBC)	SC	ST	General (UR)	SEBC (OBC)	SC	ST	General	SEBC	SC	ST
GEN	0	5	5	5	32	37	37	37	02.04. 1994	02.04. 1989	02.04. 1989	02.04. 1989
Ex-service men	5	5	5	5	37	37	37	37	02.04. 1989	02.04. 1989	02.04. 1989	02.04. 1989
Person With Benchmark Disability	10	10	10	10	42	42	42	42	02.04. 1984	02.04. 1984	02.04. 1984	02.04. 1984
Women	5	5	5	5	37	37	37	37	02.04. 1989	02.04. 1989	02.04. 1989	02.04. 1989

E. Relaxation in age : The upper age limit prescribed above is relax-able by 5 (five) years for the candidates belonging to the categories of SC/ST/SEBC(OBC)/Women and Ex-service men candidates.

However, a candidate who comes under more than one category as above shall be eligible for only one benefit of relaxation which shall be considered most beneficial to him/her.

F. Disqualification :

- (a) No person shall be eligible for appointment to the service of the Bank if he/she has been sentenced for any offence involving moral turpitude and where such

sentence has not been reversed or offence not condoned.

- (b) No person shall be appointed in the service of the Bank in case he/she is dismissed from service from any cooperative institution, public sector undertaking, local authority, state or central government.
- (c) No person shall be appointed in the service of the Bank if he/she is disqualified to be an employee of the institution under the OCS Act, 1962 and rules framed thereunder.
- (d) Any misrepresentation / suppression / furnishing of wrong information / manipulation by the candidate in the online application or during the recruitment process shall result in cancellation / disqualification of his/her candidature at any stage of recruitment process or after issuance of appointment order or even at any stage after joining the service of the Bank, if selected.

G. Scale of Pay & other Allowances for the post of Manager :

The post shall carry the scale of pay (Pre revised) of Rs.9300/- to Rs.34800/- with Grade Pay of Rs.4200/- with Dearness Allowance, House rent and other allowances as admissible under 6th Pay Commission at present. Bank is in process of implementation of 7th Pay Commission salary.

H. Scale of Pay & other Allowances for the post of Assistant Manager :

The post shall carry the scale of pay (Pre revised) of Rs.5200/- to Rs. 20200/- with Grade Pay of Rs.2400/- with Dearness Allowance, House rent and other allowances as admissible under 6th Pay Commission at present. Bank is in process of implementation of 7th Pay Commission salary.

Reservations :

Reservations are applicable as per the provisions of the relevant Act / Rules / Regulations / Guidelines of Government of Odisha.

I. Probation :

A candidate appointed as Manager / Assistant Manager shall be on probation for a period of 12 months. On successful completion of probation, he/she shall be confirmed in the services of the Bank.

In case of unsatisfactory performance, he/she will be given another six months' time for improvement in performance and his/her performance shall be reviewed thereafter on the basis of which he/she shall be confirmed in the services on own

merit or discharged.

In respect of confirmation/discharge of the candidate decision of the Management of the Bank shall be final and binding.

J. Process of Selection :

The process of selection shall be written test followed by viva-voce test. Final selection shall be made on the aggregate of both written and viva-voce tests.

Online Test :

The selection of Manager and Assistant Manager in the Bank will be conducted through written test “ONLINE” at specified centers. Questions will be displayed on the monitor at the designated test venues. Question papers for the examination will be in English as per the structure of the on-line test given below.

Sl. No.	Test	No. of questions	Marks	Time
1	Reasoning and Computer Aptitude	50	50	35 minutes
2	Quantitative Aptitude	50	50	35 minutes
3	General and Financial Awareness	50	50	30 minutes
4	English Language	50	50	35 minutes
Total		200	200	135 minutes

The Bank 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 along with 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 Kendrapara District only.

Examination Centers :

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of center / venue / date / session for Examination shall be entertained.
3. **The Kendrapara Urban Cooperative Bank Ltd.,** however, reserves the right to cancel

any of the Examination Centers and/or add other Centers, solely at its discretion, depending upon the response, administrative feasibility etc.

4. **The Kendrapara Urban Cooperative Bank Ltd.** also reserves the right to allot any candidate to any center other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risk, responsibility and expenses and **The Kendrapara Urban Cooperative Bank Ltd.** shall not be responsible for any eventuality including injury or losses etc. of any nature.
6. Choice of center once exercised by the candidate shall be final.

If sufficient number of candidates do not opt for a particular center for "ONLINE" examination, **The Kendrapara Urban Cooperative Bank Ltd.** reserves the right to allot any other nearby center to those candidates OR if the number of candidates is more than the capacity available for online examination for a center, **The Kendrapara Urban Cooperative Bank Ltd.** reserves the right to allot any other center to the candidate.

K. Scores :

The Score 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) 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 total score secured. However, if a question is left blank, i.e., no answer is marked by the candidate, there will be no penalty for that question.

(iv) Test-wise scores and scores on total is reported with decimal point up to two digits.

Note: Cutoffs are applied in two stages:

- On scores in individual tests
- On Total Score

As per policy, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after examination.

Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.

Viva-voce Test:

The short-listed candidate in written test shall be called for viva-voce test conducted at the Head office premises of **The Kendrapara Urban Cooperative Bank Ltd.** At-Kajala, Post/Dist - Kendrapara, Odisha OR any other venue/venues and center/centers as decided by the Management of The Bank. The Notification for viva-voce test with venue/centre will be available in the website of **The Kendrapara Urban Cooperative Bank Ltd.** in due time.

L. FINAL SELECTION FOR APPOINTMENT :

Final selection will be made basing on the aggregate score in written and viva-voce tests and experience.

M. Verification of Certificates :

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of joining. Non submission of requisite documents by the candidate at the time of joining will debar his/her candidature.

- (i)** Valid system generated printout of the online application form registered.
- (ii)** Proof of Date of Birth (Birth Certificate or Matriculation / High School Examination Certificate) issued by Board of Secondary Education, Odisha or equivalent certificate issued by any recognized Board / Council / Indian University.
- (iii)** Matriculation / High School Examination and all other Examination Mark-sheets and Certificates or an equivalent certificate as on the date of submission of application will only be accepted.
- (iv)** Residential Certificate issued by Competent Authority (Issued not before the date of advertisement).
- (v)** Caste Certificate issued by the Competent Authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC category candidates (Issued not before the date of Advertisement).

In case of candidates belonging to 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 Government of Odisha. OBC Caste Certificate containing the Non-creamy Layer clause should be dated on or after 01.04.2021. Caste name mentioned in the Certificate should tally letter by letter with the Government Notification.

- (vi)** Candidates Serving in Government / Quasi Government 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 joining, in the absence of which their candidature will not be considered.
- (vii)** Experience Certificate, in applicable cases.
- (viii)** 3 copies of recent color passport size photographs taken against light background, facing forward without dark or reflective glasses.
- (ix)** Character Certificate from two Gazetted Officers in the State / Central Government Services or from two Members of Legislative Assembly / Members of Parliament.
- (x)** Any other relevant documents in support of eligibility.

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 or University / Aadhar Card / E-Aadhar Card with photograph / Employee ID with photograph / 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 doubtful the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proofs.

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 appearing at 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.*

N. How to Apply :

Candidates can apply online only during the time period as mentioned at

the beginning of this notification. No other mode of application will be accepted.

Important points to be noted before registration:

Before applying online, candidates should :

(i) Scan their :

- Photograph (4.5cm × 3.5cm)
- Signature (with black ink)
- Left thumb impression (on white paper with black or blue ink)
- A hand written declaration (on a white paper with black ink) (text given below) ensuring that 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.

(viii) Application Fees / Intimation Charges payable from 01.10.2026 (date) to 21.10.2026 (online payment) both dates inclusive, shall be as follows ;

Sl. No.	Category of Candidates	Fees
1	General (Unreserved)	Rs.750/-
2	SC / ST / SEBC(OBC) / Women/Ex-Servicemen	Rs.500/-

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

(I) Procedure for applying online :

1. Candidates to go to The Kendrapara Urban Cooperative Bank Ltd. website: <https://www.kendraparaucb.bank.in> (in career page) 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.

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 Rupees. 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.

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

(I) 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 color picture.
- Make sure that the picture is in color, taken against a light-colored, 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 the 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 colors etc., during the process of scanning.

Photograph Capture:

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do’s and Don’ts of Photo Capture

Dos:

- Ensure the photo is captured against a light colored, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don’ts

- Small size photograph not to be clicked/ uploaded.
- Colored glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

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 Color to True Color
- 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 :

- 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
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- 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.

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.

Please note the above procedure is the only valid procedure for applying. No other mode of application on incomplete steps would be accepted and such applications would be 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.

DOWNLOAD OF CALL LETTER

Candidates will have to visit <https://www.kendraparaucb.bank.in> (in career page) Bank's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination center with (i) Call Letter (ii) Photo Identity Proof and photocopies of the same.

General Instructions :

1. 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.

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. 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 has furnished any incorrect/ false information/ certificate/ documents or has suppressed any material facts(s). If any of these shortcomings is/are detected after appointment his/her services are liable to be summarily terminated.
4. Not more than one application should be submitted by any candidate for **one post**. In case of multiple applications **for one post** 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 **one post** will be summarily rejected/ candidature cancelled.
5. 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.
6. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Cuttack and Bhubaneswar.
7. Canvassing in any form will be a disqualification.
8. Any request for change of date, time and venue for online examination will not be entertained.
9. Any request for change of address, details mentioned in the online application form will not be entertained.
10. 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 above mentioned websites shall prevail.
11. 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. Signature in CAPITAL LETTERS will not be accepted.
12. A recent, recognizable photograph 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 / doubt about identity at any stage could lead to disqualification.

13. 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 test conducting body. Candidates will not have any claim for a retest. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
14. The 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.
15. The Authority reserves the right to change (cancel / modify / add) any of the criteria, method of selection etc.
16. Decision of The Kendrapara Urban Cooperative Bank Ltd. in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by The Kendrapara Urban Cooperative Bank Ltd. in this behalf.
17. 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.
18. The Kendrapara Urban Cooperative Bank Ltd. 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 Kendrapara Urban Cooperative Bank Ltd. in this regard, it is inferred / concluded that the responses have been shared and scores obtained are not genuine / valid, The Kendrapara Urban Cooperative Bank Ltd. reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

19. 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 The Kendrapara Urban Cooperative Bank Ltd. 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.
20. Intimations will be sent by email and SMS only to the email ID and mobile number registered in the online 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 update.
21. Use of Mobile Phones, pagers, calculator or any such devices:
- 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.
 - 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.
 - Candidates are not permitted to use or have in possession calculators in examination premises.
22. 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 2 hours and 15 minutes, 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.
23. As per policy, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.

24. Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.

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 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
- (iv) or resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means,
- (vi) or carrying mobile phones or similar electronic devices of communication in the examination 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.

Sd/-

Chief Executive Officer

Annexure-I

Tentative List of Examination Centers

BHUBANESWAR