



TRIPURA STATE CO-OPERATIVE BANK LTD.
(A Scheduled Bank)
Head Office: Agartala, Tripura (W)

RECRUITMENT NOTIFICATION

Applications are invited from permanent residents of Tripura for recruitment to the posts of *Assistant Manager, Cash Cum General Clerk and Multi-Tasking Staff* in Tripura State Co-operative Bank Ltd., Tripura

| | |
|---|--------------------------|
| Opening Date for ON-LINE Registration of Application | 28.10.2023 |
| Closing date for ON-LINE Registration of Application | 28.11.2023 |
| Dates for Payment of Application Fee (ONLINE remittance only, through Net Banking/ Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets), UPI/QR | 28.10.2023 to 28.11.2023 |
| Date of online examination | To be announced later |
| Date of Interview | To be announced later |

01. VACANCIES

| Distribution of Post | | | | | | | | |
|----------------------|-------------------------|------------|-------------|-----------|-----------|--|----------------------------------|----------------------------------|
| Sl No | Name of Post (Category) | Vacancy | Reservation | | | Reservation for Physically Handicapped | Reservation for Ex Serviceman | Reservation for Women |
| | | | UR | ST | SC | | | |
| 1 | Assistant Manager | 50 | 26 | 15 | 9 | 4 % of vacancy for each category | 2 % of vacancy for each category | 33% of vacancy for each category |
| 2 | Cash Cum General Clerk | 78 | 41 | 24 | 13 | | | |
| 3 | Multi Tasking Staff | 28 | 15 | 8 | 5 | | | |
| | Total Seats | 156 | 82 | 47 | 27 | | | |

Abbreviations stand for: [UR –Un Reserved; SC – Scheduled Caste ; ST – Scheduled Tribe, PH: Physically Handicapped (person with a disability will be considered to have a benchmark disability as per latest guidelines of Govt. of India.)]

Note :

- (i) Reservation rules applicable as per the Govt. of Tripura Reservation Policy.
- (ii) Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The post is identified suitable for



the Persons under categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time.

- (iii) The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement. Further the Bank reserves the right to enhance or lower down the vacancies, as per requirements at the time of final selection/appointment.
- (iv) The Bank reserves the right to fill up the vacancies that may arise subsequently on account of retirements, promotions and in accordance with the decision of the Board of Directors of the Bank, from out of the waitlist, during the validity period of the waitlist as per service regulations in force from time to time.
- (v) Where there are no vacancies in a particular category, candidates belonging to such category will be considered under UR (Un Reserved). However, such candidates will be eligible for concession in application fee /Age relaxation, as the case may be, as per notification.
- (vi) A Panel will be maintained for future vacancies for recruitment which would be valid for One Year.

02. PAY SCALE & EMOLUMENTS/EDUCATION QUALIFICATION/AGE CRETERIA:

| Post Name | Pay Scale # | Eligibility Criteria | Age Criteria* |
|------------------------|---|--|---------------|
| Assistant Manager | Level 12 of Tripura State Pay Matrix 2018 with Basic Pay of Rs.42900/- p.m. (Subject to revision by State Govt. from time to time) | i)Graduate/Master degree in any discipline from any recognised University with at least 50% (45 % marks in case of SC/ST candidate) marks in aggregate, and ii)Working knowledge in Computer application is essential, and iii) Knowledge of Bengali or any local language of the State is essential | 21 – 40 years |
| Cash Cum General Clerk | Level 9 of Tripura State Pay Matrix 2018 with Basic Pay of Rs.27300/- p.m. (Subject to revision by State Govt. from time to time) | i)Graduate/ Master degree in any discipline from any recognised University with at least 45% (40% marks in case of SC/ST candidate) marks in aggregate and ii)Working knowledge in Computer application is essential, and iii) Knowledge of Bengali or any local language of the State is essential | 18--40 years |
| Multi-Tasking Staff | Level 2 of Tripura State Pay Matrix 2018 with Basic Pay of Rs.16500/- p.m. (Subject to revision by State Govt. from time to time) | i)Madhyamik/ Equivalent Exam Passed, and ii) Reading, Writing and Speaking of Bengali or any local language of the State is essential. | 18--40 years |



#Other Facilities: As applicable to regular Employees of Tripura State Co-operative Bank Ltd.

*Relaxation of upper age limit : Upper age limit is relaxable for 5 years for ST/SC/EX-Serviceman/PH Candidates and also for employees of TSCB Ltd. who are eligible and applying for the post of Assistant Manager position.

03. **Period of Probation:** Minimum 1 year. Period of probation may be extended if performance is rated " not-satisfactory". On successful completion of the period of probation he or she may be absorbed/confirmed in the respective category of post.

04. **NATIVITY:**

Submission of **valid Permanent Residential Certificate (PRTC)** issued by the Govt. of Tripura is mandatory for all Candidates applying for the respective post.

05. **Application Fee (Non-Refundable) :**

| Sl. No. | Category | Fees (in Rs.) |
|---------|----------|---------------|
| 1. | SC/ST | 850 |
| 2. | UR | 1000 |

Bank Transaction charges for Online Payment of fees/intimation charges and GST will have to be borne by the candidate including the candidate applying under reserved category. The fee/intimation charges as mentioned in the above table is excluding GST and transaction charges.

Candidates have to make the payment of requisite fees/intimation charges through the **ONLINE mode only**.

06. **SELECTION PROCEDURE:**

The selection of the candidates shall be made on the basis of the **Online Examination and Interview**. The Online Examination will be conducted in English. All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for the Online Examination. The structure of the examinations will be as follows:

A. **Online Examination structure:**

i. Online Examination (Objective) for Assistant Manager

| Sl. No. | Name of Tests | No. of question | Max. Marks | Time allotted for each test (Separately timed) |
|---------|-------------------------------------|-----------------|------------|--|
| 1 | A) Financial & Computer Awareness | 30 | 30 | 20 Minutes |
| | B) Awareness on Credit Cooperatives | 10 | 10 | |
| 2 | English Language | 40 | 40 | 30 Minutes |
| 3 | Reasoning Ability | 40 | 40 | 35 Minutes |
| 4 | Quantitative Aptitude | 40 | 40 | 35 Minutes |
| | Total | 160 | 160 | 120 Minutes |



ii. Online Examination (Objective) for Cash Cum General Clerk

| Sl. No. | Name of Tests | No. of question | Max. Marks | Time allotted for each test (Separately timed) |
|---------|-------------------------------------|-----------------|------------|--|
| 1 | A) Computer Awareness | 30 | 30 | 20 Minutes |
| | B) Awareness on Credit Cooperatives | 10 | 10 | |
| 2 | English Composition | 40 | 40 | 30 Minutes |
| 3 | Reasoning Ability | 40 | 40 | 35 Minutes |
| 4 | Numerical Ability | 40 | 40 | 35 Minutes |
| | Total | 160 | 160 | 120 Minutes |

iii) Online Examination (Objective) for Multi-Tasking-Staff

| Sl. No. | Name of Tests | No. of question | Max. Marks | Time allotted for each test (Separately timed) |
|---------|--|-----------------|------------|--|
| 1 | Knowledge of English language | 30 | 30 | 40 Minutes |
| 3 | Numerical Ability (8 th Standard) | 40 | 40 | 50 Minutes |
| 4 | General Awareness | 30 | 30 | 30 Minutes |
| | Total | 100 | 100 | 120 Minutes |

B. Other detailed information regarding the examination will be given in an Information Handout which will be made available for the candidates to download along with the call letter for examination from the Website of Bank.

C. 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.

D. CUT OFF SCORE

(i) Each candidate will have to secure a minimum score in each of the test of Online Examination to be considered to be shortlisted for interview. The cut-off points to qualify in each of the tests will be decided based on the group norms. Mere passing in tests may not be sufficient, as candidates should also score sufficiently high on Total score in the order of merit to be shortlisted for getting call for interview.

MARKS OBTAINED IN THE ONLINE EXAMINATION ONLY WILL BE CONSIDERED FOR FINAL MERIT LISTING & INTERVIEW CALL

E. QUALIFYING IN THE ONLINE EXAMINATION:

Candidates will have to pass in each of the objective test. The passing marks in each of the tests will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Candidates are also required to score minimum



marks on aggregate to be considered. Minimum marks on aggregate will be decided by the Bank. There is provision for relaxation in marks for SC/ST candidates.

The Scores of Online Examination will be obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*.

*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- (iii) Test-wise scores and scores on total is reported with decimal points upto two digits.

Note: Cutoffs may be applied in two stages:

- (i) On scores in individual tests
- (ii) On Total Score

The final selection will be based on the Proportionate Marks obtained in Online examination and interview. The marks obtained in Online Examination and Interview will be reckoned at 80:20 ratio.

Examination Centers :

- (i) The examination will be conducted online in venues in the following places across the State of Tripura:

| Sl. No. | Place |
|---------|----------|
| 1. | AGARTALA |

- (ii) Choice of centre once exercised by the candidate will be final. No request for change of centre/venue/date/session for Examination shall be entertained.
- (iii) As far as possible candidates will be allotted to a Centre of his/her choice. However, the Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (iv) BANK 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.
- (v) Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and BANK will not be responsible for any injury or losses etc. of any nature.
- (vi) If sufficient number of candidates do not opt for a particular centre for "Online" examination, BANK reserves the right to allot any other adjacent centre to those candidates OR if the



number of candidates is more than the capacity available for online exam for a centre, BANK reserves the right to allot any other centre to the candidate.

- (vii) 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.

07. 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 28.10.2023 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) scan their :
 - photograph (4.5cm × 3.5cm)
 - signature (on white paper 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 this Notification.
- (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) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.
- (v) Have a valid personal email ID and mobile number, 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/Mobile number. 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 number before applying on-line and must maintain that email account and mobile number.
- (vi) A hand written declaration (text given below). The hand written declaration has to be in the candidate's hand writing and in English only. If it is written by anybody else and



uploaded or in any other language, the application will be considered as invalid. (In the case of candidates who cannot write, may get the text of declaration typed and put their left hand thumb impression (if not able to sign also) below the typed declaration and upload the document as per specifications)

- (vii) 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."
- (viii) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else or in any other language, the application will be considered as invalid.

PAYMENT OF APPLICATION FEES/INTIMATION CHARGES (NON REFUNDABLE) SHALL BE MADE ONLINE FROM 28.10.2023.

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

(A) Application Procedure

1. Candidates to go to the BANK's website, click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration".
3. **Candidates who intend to apply for the posts, i.e., Assistant Manager/Cash-cum-General-Clerk/Multi-Tasking Staff should register separately for each post, by selecting the appropriate post in the application.**
4. Enter Name, Contact details and Email-id.
5. 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.
6. 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.
7. 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.
8. 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.
9. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
10. 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".
11. Candidates can proceed to fill other details of the Application Form.
12. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.



13. 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.
14. Click on 'Payment' Tab and proceed for payment.
15. Click on 'Submit' button.
16. **PAYMENT OF FEES ONLINE MODE ONLY:**
 1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
 2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
 3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
 4. On successful completion of the transaction, an e-Receipt will be generated.
 5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
 6. Candidates are required to take a printout of the e-Receipt and online Application Form. Please note that if the same cannot be generated, online transaction may not have been successful.
 7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
 8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

[C] Guidelines for scanning and Upload of Photograph (4.5cm x 3.5cm) & Signature

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

Photograph image:

- Photograph must be a recent one.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb-50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.



- If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate himself/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

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

- The applicant has to sign on white paper with black ink.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Left thumb impression:

- 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: 10 KB - 20 KB

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
- Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg/ .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.
- **If the file size and format are not as prescribed, an error message will be displayed.**
- **While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.**



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:

- (a) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected. 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.
- (b) After registering online, candidates are advised to take a print out of their system generated online application forms.
- (c) The link for registration of application will be open on our website <https://tscbank.nic.in> / IBPS website: <https://www.ibps.in/> on the dates indicated at the top of this notification (TSCB/ESTT./RECRUITMENT/01/2023)
- (d) There is a provision to save and then edit the application. Once submitted, the application cannot be edited.
- (e) Candidates should take utmost care to furnish the correct details while filling in on-line application.
- (f) After applying on-line, the candidate should take a print out of the system generated on-line application form and retain it along with Registration Number & Password safely for future reference. They should not send this print out to the Bank.
- (g) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/inability/failure to log on to the BANK's website on account of heavy load on internet/website jam.
- (h) The BANK does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- (i) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and any such incomplete/incorrect applications would be rejected.
- (j) The Candidate should note/remember the password for future reference and use.
- (k) **NOTE** - There is also a provision to reprint the Application form at later stage.
- (l) **Important** - In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact the helpline telephone nos. **0381-238-5936** (Available between 10 AM to 5 PM only) or mail to email ID: recruitment@tscb.co.in.



(m) The candidate must ensure that the filled in information is correct and no correction will be accepted at subsequent stage in any field.

08. VERIFICATION OF CREDENTIALS:

The candidate who is qualified and selected will be subjected to verification of credentials, such as, Original Certificates of Educational Qualifications, other Qualifications, Caste Certificates, PRTC etc., and also subjected to verification with the respective Universities/ Authorities.

10. APPOINTMENT-CONTRACT BOND:

Candidates selected for current vacancies shall be taken into the service in the order of merit-cum-roster as per the requirement. The candidate, upon selection, has to execute a Contract Bond with a liability of Rs.2.00 lakhs that, he/she would serve the BANK continuously for a minimum period of 3 years. In case of SC/ST candidates, the liability is fixed as Rs.1.00 lakh for contract bond.

Identity Verification

In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhaar 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. In case of candidates who have changed their names, they will be allowed only if they produce original Gazette notification/ original marriage certificate/affidavit in original.

Ration Card and Learner Driving License are not valid ID proofs for this project.

Note:

- 1) The Candidates should provide the name as appearing in Aadhaar while registering the application.
- 2) Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination respectively, without which they will not be allowed to take up the examination.
- 3) 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.
- 4) 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).
- 5) Decision of the BANK in respect of all matters pertaining to this examination would be final and binding on all candidates.

Candidates are advised to regularly keep visiting the BANK's website [https:// tscbank.nic.in/](https://tscbank.nic.in/), updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.



11. GENERAL INSTRUCTIONS:

- a) As the applications are to be processed by a Computerized System, it is essential that the application should be filled in properly and completely.
- b) Before applying, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this notification. BANK would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the BANK shall be final on qualification and other eligibility norms.
- c) Candidates should ensure that the photographs and signatures appended by them in all the places, viz., uploaded in online application, call letter, attendance sheet, etc., and in all correspondence with the BANK, in future, should be identical and there should be no variation of any kind.
- d) Application once made will not be allowed to be withdrawn.
- e) Candidates need not submit/send at any address, application printouts or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application.
- f) The BANK shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- g) Candidates seeking age relaxation are required to show originals and submit copies of necessary certificate(s) at the time of appointment.
- h) Candidates belonging to categories where vacancies are "NIL"; viz., SC/ST will be eligible for fee and age relaxations as the case may be.
- i) Candidates already in employment should produce 'No Objection certificate' from their employer, at the time of Interview, in the absence of which their candidature will not be considered.**
- j) Candidate willing to serve anywhere in the Tripura State should only apply.**
- k) The decision of the BANK in all aspects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages, culminating in the selection or otherwise of any candidate, shall be final in all respects and binding on all concerned, under the powers vested with it under the Bye-laws and Service Regulations of the BANK and it also reserves its right to alter and modify the terms and conditions laid down in the notification for conducting the various stages upto selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of the recruitment process, or as deemed necessary by the BANK at any stage.
- l) Decision of the BANK in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the document(s) to be produced for the purpose of the conduct of examination, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this behalf.
- m) The requests of the applicants seeking marks obtained by them in the online test will not be entertained.
- n) BANK, may at its discretion hold re-examination wherever necessary in respect of any center/venue/specific post of venue or a candidate(s). Further, the BANK reserves its right to postpone/cancel the online test, if the situation warrants.
- o) The BANK shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/institution.
- p) Data once registered cannot be changed.
- q) Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.



- r) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the Courts situated at **Agartala** only.
- s) BANK takes no responsibility for any certificate/remittance sent separately by candidate.
- t) No Candidate is permitted to use calculator, Mobiles, pagers or any other such instruments during the examination. The candidates will appear for the online examination at the allotted centers at their own expenses and risks and the Bank will not be responsible for any injury/loss etc. of any nature.
- * Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.
 - * Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the BANK. Such appointments will be subject to the Service & Conduct Rules of the BANK.
- u) Competent Authority for issue of Certificate to SC/ST and proof of Local Candidate is PRTC Action Against Candidates Found Guilty of Misconduct:

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

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of written examination, if a candidate is (or has been) found guilty of :

- (i) using unfair means during the examination or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination hall
- (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or
- (v) obtaining support for his/her candidature by unfair means;

such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

- a) To be disqualified from the examination for which he/she is a candidate.
- b) To be debarred either permanently or for a specified period from any examination or recruitment conducted by Tripura State Co-operative Bank Ltd., Tripura.
- c) For termination of service, if he/she has already joined the **BANK**.

The 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 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 candidates concerned and the result of such candidates (disqualified) will be withheld.

12. Call letters for Online Examination/Interview

Candidates will have to visit the BANK's website <https://tscbank.nic.in> or IBPS website: <https://www.ibps.in/> for downloading call letters for online test/Interview. Intimation for



downloading call letter will also be sent through email/ SMS, about ten days in advance of the date of examination. Once the candidate clicks on 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 which is same as that provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as specified in the call letter and photocopy of the same Photo Identity Proof as brought in original and (iii) one additional photograph (same as pasted by the candidate on call letter).

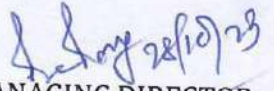
CANDIDATES REPORTING LATE i.e., after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test.

13. 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.

Place: Agartala

Date: 28.10.2023


MANAGING DIRECTOR

Tripura State Cooperative Bank Ltd.

