

# RAJASTHAN INSTITUTE OF COOPERATIVE EDUCATION AND MANAGEMENT (RICEM)

10-B, Jhalana Institutional Area, Jhalana Doongri, Jaipur

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Website: www.ricem.org

No. F. 8P( )RICEM/Training/2014-15/

Date:

RICEM has been authorized to conduct recruitment for vacancies of different cadres of Rajasthan State Cooperative Bank Ltd. And Central Cooperative Banks on the basis of resolutions passed in the meetings of their boards under section 30 B of Rajasthan Cooperative Societies Act, 2001.

RICEM has been appointed the Nodal agency for direct recruitment by Registrar Cooperative Societies, Rajasthan, Jaipur, under the powers conferred to him under Rule 39 of Rajasthan Cooperative Societies Rules, 2003. Registrar Cooperative Societies, Rajasthan, Jaipur has been authorized to take decision to determine the independent recruitment agency under these rules.

## Advertisement for 613 posts in The Rajasthan State Cooperative Bank and Central Cooperative Banks

**Online Registration of Application** : 16-12-2014 to 31-12-2014  
**Payment of Fees online** : 16-12-2014 to 31-12-2014  
**Online Examination Dates** : February and/or March 2015 (Tentative)

Applications of Indian citizens are invited for various posts of The Rajasthan State Cooperative Bank and Central Cooperative Banks of Rajasthan as under:-

Name of Institutions	Name of vacant Post and Number											
The Rajasthan State Cooperative Bank Ltd.	Sr. Manager(Total Post 6)			Manager (Total Post 21)				Banking Assistant (Total Post 33)				
	GEN	SC	ST	GEN	SC	ST	OBC	GEN	SC	ST	OBC	
	4	1	1	14	1	3	3	23	6	2	2	
*1 post of Handicapped in Sr.Manager, 1 post of Handicapped in Manager and 4 posts of Handicapped and 4 posts of Ex-Servicemen in Banking Assistant, are reserved. This reservation will be given as per rules in the relevant category. 16 Posts of Females in various categories are reserved.												

Name of Institutions	Name of vacant Post and Number											
29 Central Cooperative Bank	Manager (Total Post 97)				Banking Assistant (Total Post 439)						Computer Programmer (Total Post 17)	
	GEN	SC	ST	OBC	GEN	SC	ST	OBC	OTH	SBC	GEN	
	62	20	8	7	231	65	82	56	04	01	17	
*1 post of Ex-Servicemen in Manager, 8 posts of Handicapped and 25 posts of Ex-Servicemen in Banking Assistant are reserved. This reservation will be given as per rules in the relevant category. 134 Posts of Females in various categories are reserved.												

Note -

1. How to Apply – Candidate should register on Ricem Website www.ricem.org. They must deposit required online examination fee via online payment gateway. Other instructions regarding filling of application form and examination fee payment are available in the application form at RICEM website www.ricem.org.
2. All candidates are required to furnish mobile no. and E-mail ID in online form which is mandatory. Application can be made from 16-12-2014 to 31-12-2014.
3. EXAMINATION FEE:-
  - i. For Sr. Manager Post Rs. 800/- (For SC/ST Rs. 400/-)
  - ii. For Manager Post Rs. 700/- (For SC/ST Rs. 350/-)
  - iii. For Computer Programmer Rs. 700/- (For SC/ST Rs. 350/-)
  - iv. For Banking Assistant Rs. 600/- (For SC/ST Rs. 300/-)
4. Payment of Examination fee can be made through gateway incorporated in the online application form. Payment of fees through any other mode will not be accepted. Once the fee is paid, it will not be refunded. Candidates applying for all the four posts of Sr. Manager, Manager, Computer Programmer and Banking Assistant should submit separate application for each post and shall also have to deposit separate fees via online mode.

5. Bankwise vacancies, reserve posts, education qualification, age limit, profile of examination and emoluments for selected candidates are available at RICEM website in detail. Vacancies can be increased or reduced.
6. No call letter will be posted at the address of applying candidates. Call letters can be downloaded from RICEM website [www.ricem.org](http://www.ricem.org).
7. Separate Online examination will be conducted for the recruitment of various four posts i.e Sr. Manager, Manager, Computer Programmer and Banking Assistant, and selection of candidates will be based on the merit list prepared after online exam and on the basis of preferences given by candidates for the various banks.
8. Online examination will be conducted in the Month of February and/or March, 2015 on various dates and at various examination centers for which candidates will be informed later. Separate exams for Sr.Manager, Manager, Computer Programmer and Banking Assistant will be conducted.
9. In case of any dispute relating to the selection process, the decision of the Registrar, Cooperative Societies, Rajasthan, Jaipur shall be final.

**Director, RICEM**

# Cooperative Banks Recruitment Exam – 2014-15

## Recruitment information and Important Dates

### Bankwise Position of 613 vacant Posts in The Rajasthan State Cooperative Bank and 29 Central Cooperative Banks in Rajasthan

Bankwise position of vacancies of posts is as follows:

S. no	Name of Institution	Name of vacant Post and Number													Grand Total	
		Sr. Manager				Manager				Banking Assistant						
		GEN	SC	ST	Total	GEN	OBC	SC	ST	Total	GEN	OBC	SC	ST	Total	
1.	<b>The Rajasthan State Cooperative Bank (60 Posts)</b>	4(1 F)	1	1	6(1 F)	14(4 F)	3(1 F)	1 (1 F)	3	21(6 F)	23(7 F)	2(1 F)	6(1 F)	2	33(9 F)	60(16 F)
<p>*1 post of Handicapped in Sr.Manager, 1 post of Handicapped in Manager and 4 posts of Handicapped and 4 posts of Ex-Servicemen in Banking Assistant, are reserved. This reservation will be given as per rules in the relevant category. 16 Posts of Females in various categories are reserved.</p> <p>** The selected candidates can be posted in any of the regional office (i.e Jaipur, Jodhpur, Kota, Udaipur, Bikaner, Head office Jaipur).</p>																

S. N o	29 Central Cooperative Banks (553 Posts)	Name of vacant Post and Number															Grand Total	
		Manager						Computer Programmer	Banking Assistant						Remarks			
		GEN	OBC	SC	ST	Total	Remarks	GEN	GEN.	OBC	OTH	SBC	SC	ST		Total		
1	Ajmer		1	1 F		2		1		3	5 (2 F)			3 (2 F)	3 (1 F)	14		17
2	Alwar			1		1				11 (2 F)	2 F			1 F	3 (1 F)	17	Out of this 17 posts 2 post of Ex. Ser. And 1 post of H.C are reserved)	18
3	Banswara	2 (1 F)			1	3		1		11 (2 F)				1 F	8 (3 F)	20		24
4	Baran	3		1	1	5		1		9 (3 F)		4 (1 F) SAHAR IYA			1	14		20
5	Barmer	6 (2 F)	1	1		8		1		22 (6 F)	10 (3 F)			6 (2 F)	7 (2 F)	45	Out of this 45 posts 5 post of Ex. Ser. And 1 post of H.C are reserved)	54
6	Bharatpur	2	1	1	1	5		1		15 (4 F)	3 (1 F)			6 (2 F)	4 (1 F)	28	Out of this 28 posts 2 post of Ex. Ser. And 1 post of H.C are reserved)	34

S. No	29 Central Cooperative Banks (553 Posts)	Name of vacant Post and Number															Grand Total	
		Manager						Computer Programmer	Banking Assistant						Remarks			
		GEN	OBC	SC	ST	Total	Remarks	GEN	GEN.	OBC	OTH	SBC	SC	ST		Total		
7	Bhilwara	5		1 F		6			19 (2 F)				6 (1 F)	4	29	Out of this 29 posts 1 post of Ex. Ser. And 1 post of H.C are reserved)	35	
8	Bikaner			1		1			9 (3 F)				1	3 (1 F)	2 (1 F)	15	Out of this 15 posts 1 post of Ex. Ser. is reserved)	16
9	Bundi	1				1		1	12 (2 F)	2			1	1	16	Out of this 16 posts 1 post of Ex. Ser. And 1 post of H.C are reserved)	18	
10	Chhitorgarh	1				1		1	14 (4 F)	3 (2 F)			5 (2 F)	6 (1 F)	28		30	
11	Churu	1 (1 F)		1 (1 F)		2			6 (2 F)				1 F	2 (1 F)	9	Out of this 9 posts 2 post of Ex. Ser. are reserved)	11	
12	Dausa	2 (1 F)				2			4 (2 F)	2 (2 F)			1 F		7	Out of this 7 posts 2 post of Ex. Ser. are reserved)	9	
13	Dungarpur	2		1 F		3			6 (2 F)	3			3 (2 F)	2 (1 F)	14		17	
14	Hanumangarh	4 (1 F)		1 F	1	6	Out of this 6 posts 1 post is reserved for Ex-Ser.)	1	11 (3 F)				3 (1 F)	1 F	15	Out of this 15 posts 3 post of Ex. Ser. are reserved)	22	
15	Jaipur	2	1			3		1	12 (3 F)	3 (1 F)				3 (1 F)	18		22	
16	Jaisalmer	2 (1 F)	1			3			8 (4 F)	1 F			1 F	1	11		14	
17	Jalore	3				3		1	8 (2 F)				2 (1 F)	2	12	Out of this 12 posts 1 post of Ex. Ser. are reserved)	16	
18	Jhalawar	2		2	1	5		1	4	2 (1 F)			5 (2 F)	2	13		19	
19	Jhunjhunu	2		1		3		1	4 (1 F)				2	2	8		12	
20	Jodhpur	6 (1 F)	1	1	1	9			18 (5 F)	1			2	6 (1 F)	27	Out of this 27 posts 1 post of Ex. Ser. is reserved)	36	
21	Kota				1	1		1	1	1				1 F	3		5	

S. No	29 Central Cooperative Banks (553 Posts)	Name of vacant Post and Number															
		Manager						Computer Programmer	Banking Assistant						Grand Total		
		GEN	OBC	SC	ST	Total	Remarks	GEN	GEN.	OBC	OTH	SBC	SC	ST	Total	Remarks	
22	Nagore	4				4		1	9 (3F)				4	2	15	Out of this 15 posts 2 post of Ex. Ser. And 2 post of H.C are reserved)	20
23	Pali	2		2		4								6	6		10
24	Shree Ganganagar			1		1		1					1	2 (1 F)	3		5
25	Sikar	2		1	1	4			2	10 (2 F)			3	5	20	Out of this 20 posts 1 post of Ex. Ser. And 1 post of H.C are reserved)	24
26	Sirohi	1				1			2	2			2	2	8		9
27	Sawai Madhopur	1		1		2		1		1			2 (1 F)		3		6
28	Tonk	4 (1 F)	1 F	1 F		6		1	3 (3 F)	0			1 F	1 F	5		12
29	Udaipur	2				2			8 (2 F)	5				3	16	Out of this 16 posts 1 post of Ex. Ser. is reserved)	18
<b>Total</b>		<b>62 (9 F)</b>	<b>7 (1 F)</b>	<b>20 (6 F)</b>	<b>8</b>	<b>97 (16 F, 1 Ex. Ser.)</b>		<b>17</b>	<b>231 (60 F)</b>	<b>56 (17 F)</b>	<b>4(1F) SAHARI A</b>	<b>1</b>	<b>65 (22 F)</b>	<b>82 (18 F)</b>	<b>439 (118 F)</b>	<b>Out of this 439 posts 25 post of Ex. Ser. and 8 post of H.C are reserved)</b>	<b>553 (134 F)</b>

**Note: 1 post of Ex-Servicemen in Manager, 8 posts of Handicapped and 25 posts of Ex-Servicemen in Banking Assistant are reserved. This reservation will be given as per rules in the relevant category. 16 Posts of Females in various categories are reserved.**

**Abbreviations:**

F – Female

H.C. – Handicapped

S.C. – Scheduled Caste

S.T. – Scheduled Tribe

O.B.C. – Other Backward Classes

S.B.C. - Special Backward Classes

Ex. Ser. – Ex Servicemen

OTH-Others(Sahariya)

**Note :** Allotment of Bank will be on the basis of merit and preferences given by the candidate, for various banks, provided the vacancy for that particular category in which a candidate qualifies, exists in the preferred Bank(s). For example, if a SC candidate gives First Preference to a Bank where there is no Vacancy for SC, he will be considered for next lower preference, where he/she has applied. Candidates shall indicate their preferences for the post of Manager and Banking Assistant for all the above mentioned 30 banks; for the post of Computer Programmer in concerned Central Cooperatve Banks and for Sr. Manager only for The Rajasthan State Cooperative Bank. The list of successful candidates based on merit and pereferences given by them shall be recommended for appointment. If a candidate does not give preferences as mentioned above then he will be considered for appointment only for the preferences indicated by him/her in the application form. Any application for change in the preferences indicated in the online form shall not be considered.

**EDUCATIONAL QUALIFICATION (As on 31.12.2014) should be as follows:**

- A. Sr. MANAGER:** An MBA degree from any university recognized by Government of India or Graduation in any subject with two years Post Graduate Diploma in Buisness Management or equivalent degree of these, approved by Government of India. Knowledge of Computer is essential.
- B. MANAGER:** A Graduation Degree in any subject from a recognised university, or any equivalent qualification recognised by the Govt. of India. Knowledge of Computer is essential.
- C. COMPUTER PROGRAMMER:**
- (i) B.Tech/BE (Computer Science, IT, Electronics, Electronics and Telecommunication, Electronics and Communication, Electronics and Instrumentation) / MCA / M.Sc. (Computer Science) / M.Sc (IT) or
  - (ii) One Year Post Graduate Diploma in Computer Application (PGDCA) in Computer with M. Sc or
  - (iii) A Graduate Degree in Commerce/Economics/Science/Maths/Statistics from any recognised University/Board with a Diploma (Three Year) in Computer Engineering.
- Experience:** - One year experience in software development, implementation and operations in addition to above educational qualifications. Deep knowledge of Networking and RDMS (Relational Database Management System) is compulsory.
- D BANKING ASSISTANT:** A Graduation Degree in any subject from a recognised university, or any equivalent qualification recognised by the Govt. of India. Knowledge of Computer is essential.

Note: (a) The date of passing the eligibility examination will be the date appearing on the marksheet/Provisional certificate or the date on which the result was posted on the website of the university / institution.

**Age (as on 01-01-2015):**

Minimum Age: 21 years; Maximum Age: 33 years (as on 1.01.2015). Candidates born not earlier than 02/01/1982 and not later than 01/01/1994 (both days inclusive) are only eligible to apply. Relaxation in age shall be given to the following:-

- i) SC/ST/OBC/Ex.Servicemen/Female/Disabled/Others (Sahariya) candidates shall get a relaxation of 5 years.
- ii) Relaxation of 5 years shall also be given to permanent staff working in Cooperative Banks registered in Rajasthan.
- iii) The above relaxation in age limit shall be for any one of the categories. Cumulative age relaxation will not be available either under above items or in combination with any other item.

- iv) Disabled candidates shall be eligible for age relaxation if the disability is at least 40%. A person who wants to avail the benefit of reservation under this category will have to submit a Disability Certificate issued by Medical Board duly constituted by Central or State Government. The certificate should be dated on or before last date of registration of online application.
- v) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of appointment, if qualified. No change in the category of any candidate is possible after registration of online application.

**Important Note:**

- (i) Vacancies reserved for OBC category are available to OBC candidates belonging to “Non-creamy layer”. Candidates belonging to OBC category but coming in “CREAMY LAYER” are not entitled for any relaxation/reservation available to OBC category. They should indicate their category as General OR General (Orthopedically Handicapped, Visually Handicapped, Hearing Impaired (OH/VH/HI)) as applicable. No relaxation in age and fee is available to SBC candidates.
- (ii) The OBC category candidate should submit the OBC certificate on format prescribed by Govt. of India having “Non-Creamy Layer” clause issued.
- (iii) Candidates belonging to SC/ST/OBC/OTH (sahariya) and applying for General category will get age and fee relaxation which is available to them in their respective category. However, the cut off marks shall be of general category.

The profile and pattern of online examination subjectwise is as follows:-

- A. An online examination of following subjects shall be conducted for selection of the various posts. The list of successful candidates shall be prepared on the basis of the marks obtained in the online examination and preference for the banks indicated by the candidate.

**For Sr. Manager, Manager and Computer Programmer Post**

S.No.	Subject	Questions	Marks	Time
1.	English	20	20	Max. Time 2 Hours and 15 Mins.
2.	Quantitative Aptitude	20	20	
3.	Reasoning	20	20	
4.	General Financial Awareness	20	20	
5.	General Knowledge of Rajasthan	20	20	
6.	General Computer Knowledge	20	20	
	<b>Total</b>	<b>120</b>	<b>120</b>	

**For Banking Assistant Post**

S.No.	Subject	Questions	Marks	Time
1.	English	20	20	Max. Time 2 hours and 15 Mins.
2.	Reasoning	20	20	
3.	Numerical ability	20	20	
4.	Clerical Aptitude	20	20	
5.	General Knowledge of Rajasthan	20	20	
6.	General Computer Knowledge	20	20	
	<b>Total</b>	<b>120</b>	<b>120</b>	

- B. For every wrong answer, 0.25 marks shall be deducted. In the online examination, those candidates who have obtained atleast 33% of total marks shall be considered as pass, but in case of SC/ST/ OTH

(sahariya) candidates, a minimum of 28% shall be considered as pass. The question paper shall be of objective type multiple choice providing 5 alternates as answers.

C. The question paper shall be in both English and Hindi. In case of any difference, the English version shall be considered as final

D. 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 Licence/ 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 recognised college/ university/ 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.

E-adhaar card and ration card are not valid id proofs for this purpose.

**Note:** 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, without which they will not be allowed to take up the examination. 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 names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

**Description of Pay Scale and Monthly Pay being drawn at The Rajasthan State Cooperative Bank Ltd,Jaipur and District Headquarters in the Various Central Cooperative Banks**

**A**

S.No.	The Rajasthan State Cooperative Bank, Jaipur	Sr. Manager		Manager		Banking Assisstant	
		Pay Scale	Monthly Salary	Pay Scale	Monthly Salary	Pay Scale	Monthly Salary
1		22870-49520	46218.43	17790-45590	36114.31	8910-41870	18271.99

**B**

S.No.	Central Cooperative Banks	Computer Programmer		Manager		Banking Assisstant	
		Pay Scale	Monthly Salary	Pay Scale	Monthly Salary	Pay Scale	Monthly Salary
1	Ajmer	5050-12345	21592	5050-12345	21592	2530-10895	10819
2	Alwar	17790-45590	33063	17790-45590	33063	8910-41870	16684
3	Banswara	17790-45590	33428	17790-45590	33428	8910-41870	16377
4	Baran	17790-45590	33375	17790-45590	33375	8910-41870	16750
5	Barmer	17790-45590	32813	17790-45590	32813	8910-41870	16435
6	Bharatpur	5050-12345	21207	5050-12345	21207	2530-10895	10634
7	Bhilwara	17790-45590	33440	17790-45590	33440	8910-41870	16875
8	Bikaner	17790-45590	33276	17790-45590	33276	8910-41870	16826
9	Bundi	17790-45590	33063	17790-45590	33063	8910-41870	16685
10	Chittorgarh	17790-45590	33517	17790-45590	33517	8910-41870	16912
11	Churu	17790-45590	33517	17790-45590	33517	8910-41870	16912
12	Dausa	17790-45590	33063	17790-45590	33063	8910-41870	16685
13	Dungarpur	17790-45590	32974	17790-45590	32974	8910-41870	16640
14	Hanumangarh	17790-45590	32974	17790-45590	32974	8910-41870	16640
15	Jaipur	17790-45590	38217	17790-45590	38217	8910-41870	19215
16	Jaisalmer	17790-45590	33064	17790-45590	33064	8910-41870	16685
17	Jalore	17790-45590	33659	17790-45590	33659	8910-41870	17103
18	Jhalawar	17790-45590	33517	17790-45590	33517	8910-41870	16912
19	Jhunjhunu	17790-45590	33517	17790-45590	33517	8910-41870	16913
20	Jodhpur	17790-45590	33409	17790-45590	33409	8910-41870	16743
21	Kota	17790-45590	33659	17790-45590	33659	8910-41870	17103
22	Nagaur	17790-45590	33794	17790-45590	33794	8910-41870	17050

23	<b>Pali</b>	17790-45590	33347	17790-45590	33347	8910-41870	16702
24	<b>Shree Ganganagar</b>	17790-45590	32974	17790-45590	32974	8910-41870	16640
25	<b>Sikar</b>	17790-45590	33063	17790-45590	33063	8910-41870	16685
26	<b>Sirohi</b>	17790-45590	31476	17790-45590	31476	8910-41870	15900
27	<b>Sawai Madhopur</b>	17790-45590	33267	17790-45590	33267	8910-41870	16662
28	<b>Tonk</b>	<b>6770-17350</b>	26510	<b>6770-17350</b>	26510	<b>3390-14550</b>	13324
29	<b>Udaipur</b>	17790-45590	33419	17790-45590	33419	8910-41870	17038

Emoluments during Probation period (Increase in emoluments also likely)

- A. Sr. Manager – 15,000/- monthly
- B. Manager – 11,100/- monthly
- C. Computer Programmer – 11,100/- monthly
- D. Banking Assistant – 6,100/- monthly

Note- Selected candidates shall be appointed on the above emoluments on probation for a period of two years. The appointed candidates shall not be entitled to any benefits and allowances except the emoluments mentioned above and PF deductions shall be done as per rules.

The online examination shall be conducted at various centres. The candidate shall indicate his/her preference for one centre in the application form from the following:-

Ajmer
Alwar
Banswara
Baran
Barmer
Bharatpur
Bhilwara
Bikaner
Bundi
Chhittorgarh
Churu
Dausa
Dungarpur
Hanumangarh
Jaipur
Jaisalmer
Jalore
Jhalawar
Jhunjhunu
Jodhpur
Kota
Nagaur
Pali
Sawai Madhopur
Sikar
Sirohi
Shree Ganganagar
Tonk
Udaipur

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of post applied for - centre/venue/date/session for Examination shall be entertained.
3. RICEM, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres at its discretion, depending upon the response, administrative feasibility, etc.
4. RICEM also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and RICEM will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular centre for "Online" examination, RICEM 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, RICEM reserves the right to allot any other centre to the candidate.

#### General Instructions:

1. The candidates must read the rules and regulations carefully.
2. Incomplete application form shall not be accepted.

3. Since the application is online, the information submitted by the candidates shall be presumed to be right for entrance in the exam, but subsequently, if the candidate is selected, he/she shall be considered for appointment when he/she submits all the required original documents to the concerned officer.
4. If, at any time, it comes to notice that the candidate did not possess the required qualifications at the time of filling the application form, his/her application shall be cancelled at any stage of the selection process even though he/she may have been selected.
5. If a candidate has submitted more than one application for any post, the last application will be considered valid and fee against other registrations will be forfeited
6. Merely indicating in the application form any special class (SC/ST/OBC) while he/she does not belong to that class shall not entitle the candidate for employment and any wrong information shall be treated as misconduct and his/her application can be cancelled at any stage of detection of the false information.
7. Before joining as probationers, the selected candidates have to fulfill all the necessary formalities fixed by the bank and shall execute a three year servicebond with the concerned bank as per the guidelines of the Cooperative Department.
8. Probation Period shall be of 2 years. Further, selected candidates will have to pass computer efficiency test within 2 years of probation period.
9. Confirmation shall be done on successful completion of probation period.
10. For appointment, the selected candidates before joining duty shall complete the necessary formalities decided by the bank which includes the candidate's medical test, police verification, personal guarantee and financial fidelity as decided by the bank.
11. Since the application is being sought online and no other documents have been sought at the time of application, the candidate has to ensure that they possess all the qualifications for the post applied for. The candidate shall appear in the exam at his/her own responsibility and he/she does not possess any right to selection.
12. Fees once paid shall not be refunded.
13. No syllabus is issued for the examination. Examination shall be conducted for the subjects mentioned above.
14. For any litigation, the area of jurisdiction shall be Jaipur only.
15. Candidate shall not be allowed to appear in the online examination without the call letter and documents mentioned on it
16. The name of the candidate or his/her father/husband and the Date of Birth shall be indicated in the application form as it appears in the 10<sup>th</sup> class marksheet/certificate as well as on the valid Identity Card. Any change/alteration found may disqualify the candidature.
17. The examination is being conducted as per the orders of Registrar, Cooperative Societies, Rajasthan issued under Rule 39 of the Rajasthan Cooperative Societies Rules 2003.  
In case any dispute relating to the selection process arises, the decision of the Registrar, Cooperative Societies Rajasthan, Jaipur shall be final.
18. Candidates will have to visit the RICEM 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 to download the call letter. The candidate is required to use (i) Registration Number/Roll Number (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter, preferably the same as provided during registration, and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause D (Identity Verification at Page 8) above and also specified in the call letter, and photocopy of the same Photo Identity Proof as brought in original.
19. 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 & 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 for the exam etc.

20. The possibility of occurrence of some problem in 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 the problem, which may include shifting the candidates to the other centers or to conduct another examination if considered necessary. Decision of RICEM in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for the exam.
21. Decision of RICEM in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by RICEM in this behalf.
22. 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 may be required if the node capacity is less or some technical disruption takes place at any center or for any candidate.
23. RICEM 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 RICEM in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, RICEM reserves the right to cancel the candidature of the concerned candidates and the result of such candidates will be disqualified.
24. 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 recruitment process organized by RICEM in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

For recruitment in The Rajasthan State Cooperative Bank Ltd. and any of the 29 cooperative banks mentioned below, the preferences should be indicated at the time of submitting the application. Successful candidates shall be selected on the basis of merit, preferences and vacancies in the banks.

S.No	Rajasthan State Cooperative Bank & Central Cooperative Bank	Short name
1.	The Rajasthan State Cooperative Bank, Jaipur	RSCB - Jaipur
2.	The Central Cooperative Bank Ltd. Ajmer	CCB - Ajmer
3.	The Central Cooperative Bank Ltd. Alwar	CCB - Alwar
4.	The Central Cooperative Bank Ltd. Banswara	CCB – Banswara
5.	The Central Cooperative Bank Ltd. Baran	CCB - Baran
6.	The Central Cooperative Bank Ltd. Barmer	CCB – Barmer
7.	The Central Cooperative Bank Ltd. Bharatpur	CCB – Bharatpur
8.	The Central Cooperative Bank Ltd., Bhilwara	CCB – Bhilwara
9.	The Central Cooperative Bank Ltd., Bikaner	CCB – Bikaner
10.	The Central Cooperative Bank Ltd., Bundi	CCB – Bundi
11.	The Central Cooperative Bank Ltd., Chittorgarh	CCB – Chittorgarh
12.	The Central Cooperative Bank Ltd., Churu	CCB – Churu
13.	The Central Cooperative Bank Ltd., Dausa	CCB – Dausa
14.	The Central Cooperative Bank Ltd., Dungarpur	CCB – Dungarpur
15.	The Central Cooperative Bank Ltd., Hanumangarh	CCB – Hanumangarh
16.	The Central Cooperative Bank Ltd., Jaipur	CCB – Jaipur
17.	The Central Cooperative Bank Ltd., Jaisalmer	CCB – Jaisalmer
18.	The Central Cooperative Bank Ltd., Jalore	CCB – Jalore
19.	The Central Cooperative Bank Ltd., Jhalawar	CCB – Jhalawar
20.	The Central Cooperative Bank Ltd., Jhunjhunu	CCB – Jhunjhunu
21.	The Central Cooperative Bank Ltd., Jodhpur	CCB – Jodhpur
22.	The Central Cooperative Bank Ltd., Kota	CCB – Kota
23.	The Central Cooperative Bank Ltd., Nagour	CCB – Nagour

24.	The Central Cooperative Bank Ltd., Pali	CCB – Pali
25.	The Central Cooperative Bank Ltd., Shree Ganganagar	CCB – Shree Ganganagar
26.	The Central Cooperative Bank Ltd., Sikar	CCB – Sikar
27.	The Central Cooperative Bank Ltd., Sirohi	CCB – Sirohi
28.	The Central Cooperative Bank Ltd., Sawaimadhopur	CCB – Sawaimadhopur
29.	The Central Cooperative Bank Ltd., Tonk	CCB – Tonk
30.	The Central Cooperative Bank Ltd., Udaipur	CCB - Udaipur

25. Candidates applying for the posts of Sr. Manager, Manager, Computer Programmer and Banking Assistant should submit separate application for each post and also have to deposit separate fees via online mode for each post. Separate online examinations will be held for all these four posts.

26. HOW TO APPLY

#### DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD
- D. GUIDLINES FOR CANDIDATES

Candidates can apply online only from 16-12-2014 to 31-12-14 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 and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this recruitment process. Intimation to download the call letter for the Examination will be sent by email/sms. Candidates should keep visiting RICEM website for exam related information. In case, email/sms is not delivered, RICEM will not be responsible. 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 online and must maintain that email account and mobile number till the examination process is completed.
- iii. APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)  
PAYMENT OF FEE ON-LINE: 16-12-14 TO 31-12-14

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

#### A. Application Procedure

1. Click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets and in the Identity card. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' Only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

## B. PAYMENT OF FEES

### ONLINE MODE

1. EXAMINATION FEE :-

i. For Sr. Manager Post	Rs. 800/- (For SC/ST Rs. 400/-)
ii. For Manager Post	Rs. 700/- (For SC/ST Rs. 350/-)
iii. For Computer Programmer	Rs. 700/- (For SC/ST Rs. 350/-)
iv. For Banking Assistant	Rs. 600/- (For SC/ST Rs. 300/-)
2. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions:-
3. The payment can be made by using only Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
4. 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
5. On successful completion of the transaction, **an e-Receipt** will be generated.
6. 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.
7. 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.
8. 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.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. There is facility to print application form containing fee details after payment of fees.

## C. GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE IS UNCLEAR, THE APPLICATION MAY BE REJECTED.
- CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.

### PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size colour picture.
- The picture should be 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-50kb.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

#### SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- At the time of examination the signature on the attendance sheet should match with the uploaded signature.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb —20kb.
- Ensure that the size of the scanned image is not more than 20KB.

#### SCANNING THE PHOTOGRAPH & SIGNATURE:

- 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, 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/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.

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 photograph and signature.

#### Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

#### D. Guidelines for Candidates

##### 1. Guidelines for Persons with Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- The scribe may be from any academic stream.

- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further, in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for, and who wish to use, the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

## 2. Guidelines for candidates

### (i) with locomotor disability and cerebral palsy

An extra time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

### (ii) Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

## 27 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 or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- Using unfair means or
- Impersonating or procuring impersonation by any person or
- 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 or
- Resorting to any irregular or improper means in connection with his/ her candidature or
- obtaining support for his/ her candidature by unfair means, or
- carrying mobile phones or similar electronic devices of communication in the examination/ interview hall,

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

- 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 RICEM
- for termination of service, if he/ she has already joined the Bank.

## 28 In case of ambiguity in English and Hindi version, the interpretation of English version will be final

**Help Line No. 0141- 2709827**