THE EASTERN RAILWAY EMPLOYEES' CO-OPERATIVE BANK LTD.

REGD. OFFICE: 17, NETAJI SUBHAS ROAD, KOLKATA- 700001
ADMIN OFFICE : 10, STRAND ROAD, KOLKATA- 700001
PH.: ADMIN OFFICE: (033) 2248-9328, (033) 2243-0455;
FAX NO. : (033) 2243-8395

RECRUITMENT NOTIFICATION   (REF. NO. RECRT. MISC/01/2021)

Applications are invited for Appointment to the post of Officers, Managers and Lower Division Clerks –   in

The Eastern Railway Employees' Co-operative Bank Ltd.,
10, Strand Road, Kolkata- 700 001.

Opening date for ON-LINE Registration of Application	24.12.2021
Closing date for ON-LINE Registration of Application	15.01.2022
Last date for Payment of Application Fee (ONLINEremittance only through Net Banking/Debit Card)	15.01.2022
Online test (tentative)	**In the month of February, 2022**

01. Vacancies:

SL. NO.	NAME OF THE POST	VACANCY	CATEGORY
1.	OFFICER	**2**	GENERAL
2.	MANAGER	**4**	GENERAL
3.	LOWER DIVISION CLERK (MULTI-DESIGNATED)	**15**	GENERAL

Note :

(i)   The Bank reserves the right to modify the number of vacancies as also the number of reserved vacancies and other terms and conditions in tune with the requirement of the Organization.

(ii)   Candidates should apply for the post under any one category only.

02. Eligibility (As on 01.12.2021):

a)   **Qualifications & Experience:**

Sl. No	Position	Minimum Educational Qualifications	Experience
1.	Officer	M.COM / I.C.W.A (Inter) / ICAI (Inter)	With 5 years working experience in a Senior position in the fields of Accounts, Investments, Administrations, Law, Taxes etc. with any Banking Industry or any with other reputed Financial institution having sound working knowledge in CBS system and / or sound working knowledge in I.T. Environment.
2.	Manager	Commerce Graduate	With 5 years working experience in the field of Accounts, Advance, Deposits etc. with any Banking Industry or with any other reputed Financial Institutions. Working Experience under CBS platform or having working knowledge in I.T. Environment would be preferred.
3.	Lower Division Clerk (Multidesignated)	Graduate in any Discipline	Working knowledge in the fields of Accounts and I.T will be preferred.

i. All the Educational qualifications, Graduation / Post Graduation etc. shall be FULL TIME COURSES only, from a Institution accredited by AICTE / recognized by UGC wherever applicable.

b) **Age:**

Cadre	Minimum Age reckoned as on 01.12.2021	Maximum Age reckoned as on 01.12.2021
Officers, Manager & LDC	18	40

c) **Knowledge of Languages:**

Speaking, Reading and Writing knowledge of English, Hindi and Bengali are essential.

03. Scale of Pay for each post:

Cadre	Grade Pay (Rs.)	Scale of Pay	Approx. gross salary incl. of Basic. DA, CCA, HRA etc. atthe start of Scale
Officer	4600	Rs.9300-34800	Rs. 44900/-
Manager	4200	Rs.9300-34800	Rs. 35400/-
Lower Division Clerk (Multipurpose)	1900	Rs.5200-20200	Rs. 19900/-

04. Application Fee including Bank and other charges (Non-Refundable):

The application fee including intimation charges (non-refundable), is prescribed as

Sl. No.	Category	Fees (Incl. of GST)
1.	Officer	Rs. 1,000/-
2.	Manager	Rs. 1,000/-
3.	Lower Div. Clerk	Rs. 1,000/-

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

Candidates have to pay requisite fees/intimation charges through the ONLINE mode only.

05. SELECTION PROCEDURE:

The selection of the candidates shall be made on the basis of Online test and interview. The Online test 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 a Online test, which will comprise the following:

(a) **Online test marks: 200 / 150 as applicable**

(b) **There shall be Negative Marking for wrong answers in the online examination (1/4th mark would be deducted for each wrong answer)**

(c) **All questions will be objective type**

The time allotted for attempting the questions will be 120 minutes.

The structure of the test for the post of Officer, Manager and Lower Division Clerk (Multipurpose) is as under:

STRUCTURE OF THE TEST FOR THE POST OF OFFICERS
Version: English

Sl No	Name of the Test	No. of Qs	Max Marks	Duration	Elaboration
1	Quantitative Aptitude	20	20	15	To test candidates' numerical ability and accuracy in Mathematical Calculations, Ratio & Proportions, Simple & Compound Interest, Sequences & Series, etc.
2	Reasoning	20	20	20	To test Critical Thinking and Analytical Ability
3	English	20	20	15	To test candidates' Vocabulary, Grammar, Spelling, Error Spotting, Sentence Correction, Multiple Meaning Words, Paragraph Jumbles and Completion, etc
4	Accountancy	45	45	20	Advanced Accounting, Journal Entries, Correction of Errors, Trial Balance, Profit & Loss Account and Balance Sheet (All with special reference to banking companies), Concurrent & Internal Audit

5	Banking	30	60	20	Idea of Banking Rules & Regulations, KYC, Customer Service, CRR & SLR, Money Market & Treasury, Different types of Deposit Accounts, Different types of Loan Accounts (including personal loans), Assessment of Loan Applications, NPA, RBI & it's function, Negotiable Instruments Act, Banking Ombudsman Scheme 2006, Clearing Function, CBS System, Cyber Security etc.
6	Current Affairs & Economy	10	10	10	Banking & Money Market related News, Economy with current trends, Govt. Budget, Policy Rates, Current Affairs, General Knowledge, etc
7	Computer & Systems	25	25	20	Hardware & Software, Database, Internet, Cyber Security, Net Working (LAN, WAN), MS Windows, MS Office, Exception Statement, etc.
		170	200	120	

STRUCTURE OF THE TEST FOR THE POST OF MANAGERS
Version: English

Sl No	Name of the Test	No. of Qs	Max Marks	Duration	Elaboration
1	Quantitative Aptitude	15	15	15	To test candidates' numerical ability and accuracy in Mathematical Calculations, Ratio & Proportions, Simple & Compound Interest, Sequences & Series, etc.
2	Reasoning	20	20	20	To test Critical Thinking and Analytical Ability
3	English	40	20	15	To test candidates' Vocabulary, Grammar, Spelling, Error Spotting, Sentence Correction, Multiple Meaning Words, Paragraph Jumbles and Completion, etc
4	Accountancy	30	45	20	Concept of Debit & Credit, Basic Accounting, Ledger Accounts, Journal Entries, Correction of Errors, Trial Balance, Profit & Loss Account and Balance Sheet (All with special reference to banking companies), Branch Accounts

		No. of Qs	Max Marks	Duration	Elaboration
5	Banking & Human Resource Management	30	45	20	Idea of Banking Rules & Regulations, KYC, Customer Service, CRR & SLR, Different types of Deposit Accounts, Different types of Loan Accounts, Assessment of Loan Applications, NPA, RBI & it's function, Negotiable Instruments Act, Banking Ombudsman Scheme 2006, Clearing Function, CBS System, etc and Basic Human Resource Management
6	Current Affairs & Economy	10	10	10	Banking News, Economy, Budget, Policy Rates, Current Affairs, General Knowledge, etc
7	Computer & Systems	30	45	20	Hardware & Software, Database, Internet, Cyber Security, Net Working (LAN, WAN), MS Windows, MS Office, etc.
		175	200	120	

STRUCTURE OF THE TEST FOR THE POST OF CLERKS
Version: English

Sl No	Name of the Test	No. of Qs	Max Marks	Duration	Elaboration
1	Quantitative Aptitude	20	20	15	To test candidates' numerical ability and accuracy in Mathematical Calculations, Ratio & Proportions, Simple & Compound Interest, Sequences & Series, etc.
2	Reasoning	20	20	20	To test Critical Thinking and Analytical Ability - deductive, inductive, and abductive approaches
3	English	20	20	15	To test candidates' Vocabulary, Grammar, Spelling, Error Spotting, Sentence Correction, Multiple Meaning Words, Paragraph Jumbles and Completion, Cloze Test, etc

4	Banking & Accountancy	50	50	40	Idea of basic Banking Rules & Regulations, KYC, CRR & SLR, NPA, Basic knowledge of Accountancy including Branch accounts, Different types of Deposit Accounts, Different types of Loan Accounts, RBI & it's function, Negotiable Instruments Act, Clearing Function, CBS System, etc.
					Concept of Debit & Credit and Basic Accounting
5	Current Affairs & General Knowledge	20	20	15	Banking News, Economy, Budget, Policy Rates, Current Affairs, General Knowledge, etc
6	Computer & Systems	20	20	15	Computer Fundamentals or Terminologies, Hardware, Operating System, Net Working, Internet, MS Office, etc
		150	150	120	

Process for Arriving at Scores

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

(i)   Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

(ii)   The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

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

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

Note: Cutoffs are applied in two stages:

(i)   On scores in individual tests
(ii) On Total score

Depending upon the number of vacancies only those candidates who rank sufficiently high in the written test will be called for the interview in the ratio of

1:3 or 1:4. Mere eligibility/pass in the test shall not vest any right for being called for interview.

20 Marks will be allotted for interview. Final selection will be on the basis of the ranking accorded, after adding the marks obtained in the online written test and interview, which is aggregating to 220 for Officers and Managers and 170 for L.D.C

06. **Written Test:**

   i) **The Online written test will be held during the month of February, 2022 [tentative]**

   ii) The date of examination is tentative. The exact date will be communicated to the candidates through call letter for the examination. The Bank, however, reserves the right to cancel or make any change in the date of examination, as per need.

   iii) Examination Centers:

   The online examination will be conducted at the following Centres:

S.No.	Centre
1	KOLKATA
2	ASANSOL
3	DHANBAD
4	PATNA
5	VARANASI

   1. The examination will be conducted online in venues given in the respective call letters.
   2. No request for change of centre /venue/date/session for Examination shall be entertained.
   3. The Bank, 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. The Bank 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 athis/her own risks and expenses and the Bank will not be responsible for any injury or losses etc. of any nature
   6. Choice of center once exercised by the candidate will be final.

   If sufficient number of candidates does not opt for a particular centre for "Online" examination, the Bank reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for

online exam for a center, the Bank reserves the right to allot any other centre to the candidate.

07. **Appointment:**

Candidates selected for current vacancies shall be taken into the service in the descending order of merit as per the requirement.

08. **Service Bond:**

The selected candidates will have to execute a service bond undertaking to service the Bank for a minimum period of 3 years from the date of joining. If he/she leaves the Bank before completion of three years period he/she will have to pay liquidated damages as per rules of the Bank as detailed below:

Officer :	: Rs. 5,00,000/-
Manager :	: Rs. 2,00,000/-
Lower Division Clerk (Multipurpose)	: Rs. 1,00,000/-

09. **HOW TO APPLY**

DETAILED GUIDELINES / PROCEDURES FOR

(i) APPLICATION REGISTRATION

(ii) PAYMENT OF FEES

(iii) DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 24.12.2021 to 15.01.2022 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 (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, trueand 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 puttheir 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. The Corporation 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 validpersonal 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) Selected candidates would be posted in any of the existing eight Branches of the Bank or at any of the Branches at other locations which would be opened in future and / or at the ADMN. Office , as per requirement of the Bank. It should be treated as transferable service.

(ix) The Bank will obtain the Police Verification Report of the selected candidates before issuing Final Appointment Letter.

(x) The selected candidates will have to appear before the Railway Medical Officer for medical examination as would be deemed fit by the Medical Officer.

(xi) All vacancies are to be treated as vacancies under General Category and no Reservation / Age Relaxation is made for any type of Other Category/ Physically Challenged Candidates.

(xii) In Gender only Male and Female candidates are to be considered.

10. APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ON LINE **: 24.12.2021 TO 15.01.2022**

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

A. <u>Application Registration</u>

    i.   Candidates to go to the Bank's website <u>https://www.erecb.com/</u> clickon the option "**APPLY ONLINE**" which will open a new screen.

    ii.   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.

    iii.   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.

    iv.   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**.

    v.   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.

    vi.   Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.

    vii.   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".

    viii.   Candidates can proceed to fill other details of the Application Form.

    ix.   Click on the Preview Tab to preview and verify the entire application form before 'Complete Registration.

    x.   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.

    xi.   Click on 'Payment' Tab and proceed for payment.

    xii.   Click on 'Final Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

i. The application form is integrated with the payment gateway and thepayment process can be completed by following the instructions.

ii. The payment can be made by using Debit Cards (RuPay /Visa/ MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

iii. 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.

iv. 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 success**

v. 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.

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

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

C. Guidelines for scanning and Upload of Documents

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

Photograph Image: (4.5 cm x 3.5 cm)
- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size

of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

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

- The applicant has to sign on white paper with Black Ink Pen.
  o Dimensions 140 x 60 pixels (preferred)
  o Size of file should be between 10kb – 20kb for signature and 20 kb- 50 kb for left thumb impression.

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  o File type : jpg/jpeg
  o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm * 3 cm (width * height)
  o File size : 20 KB – 50 KB

- The applicant has to write the declaration in English clearly on a white paper with black ink.
  o File type : jpg/jpeg
  o Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm * 5 cm (width * height)
  o File size : 50 KB – 100 KB

- The signature, left thumb impression and the hand-written declarationshould 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 examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File size as specified above
- Crop the image in the scanner to the edge of the photograph / signature / left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image02.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 documents in .jpeg format by using MS Paint or MS Office 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, photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload photograph / signature / 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' button.
- 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.

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

Note:

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

(2) After uploading the photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check the imagesare 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 thumb impression or 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 ofsignature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be up-loaded 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 himself / 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.

11. **VERIFICATION OF CREDENTIALS**:

The candidates who qualify for interview will be subjected to verification of credentials, such as, verification of Original Certificates of Educational Qualifications, other Qualifications, etc. and also subjected to verification with the

respective Universities/ Authorities.

12. SPECIAL INSTRUCTIONS:

Candidates have to submit the <u>online examination call letter</u> at the time of online examination.

13. IDENTITY VERIFICATION:

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazettee Officer on official letterhead along with photograph / Photo identity proof issued by a People'sRepresentative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identitywill be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are <u>not</u> valid id proofs.
<u>Note:</u>

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on thephoto 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 changedtheir name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

14. Candidates are advised to regularly keep in touch with the Bank's website https://www.erecb.com for details, 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.

15.   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. The 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 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.

h) Only candidate willing to serve any of the branches of the bank (currently situated in Kolkata, Howrah, Liluah, Asansol, Dhanbad, Danapur, Jamalpur & Mughalsarai.) should apply

i) The decision of the bank 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 power 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 up to 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.

j) Decision of the bank in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Corporation in this behalf.

k) 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 the bank in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

l) 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 node's capacity is less or some technical disruption takes place at any center or for any candidate.

m) The requests of the applicants seeking marks obtained by them in the online test/interview will not be entertained.

n) Canvassing in any form will be a disqualification.

o) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated at Kolkata only.

p) The bank takes no responsibility for any certificate/remittance sent separately by candidate.

q) No Candidate is permitted to use calculator, Mobiles, papers or any other such instruments during the examination. The candidates will appear for the written examination/interview at the examination center at their own expenses and risks and the Bank will not be responsible for any injury/loss etc. of any nature.

r) 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.

s) Appointment of selected candidates is subjected 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.

16. **OTHER CLAUSES**:

1. The possibility of occurrence of some problem in the administration of the examination can not be ruled out completely which may impact test delivery and/or test form 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 be have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

2. Decision of the bank in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank in this behalf.

3. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead t o disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Bank 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.

17. **Action against candidates found guilty of misconduct / use of unfair means:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –
  (i) using unfair means or
  (ii) impersonating or procuring impersonation by any person or
  (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
  (iv) resorting to any irregular or improper means in connection with his/

her candidature or

(v) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal to be disqualified from the examination for which he/ she is a candidate

(vii) to be debarred either permanently or for a specified period from any examination conducted by the Bank.

(viii) for termination of service, if he/ she has already joined the Bank.

Responses (answers) of a candidate in online examination will be analyzed to detect patterns of similarity of right and wrong answers. If, in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the candidature may be cancelled and/or the result withheld.

18. **DOWNLOAD OF CALL LETTER :-**

Candidates will have to visit the bank's website https://www.erecb.com 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 Proofas stipulated in clause (xiii) below 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. Thereporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

For The Eastern Railway Employees' Co-op. Bank Ltd.

Place : Kolkata

Date : 2 2 . 1 2 . 2 0 2 1   Chief Executive Officer