Advertisement No. 1/PDCC Bank/ 2017

Recruitment of DGM (Senior Management), AGM / Chief Officer (Middle Management), Senior/Junior Officer (Junior Management) & support staff in IT.

Time Frame

Website link open	-	**08 Feb.2017**
On-line Registration of Application	-	**08 Feb.2017 To 18 Feb.2017**
Payment of Fee On-line	-	**08 Feb.2017 To 18 Feb.2017**
On-line Test will be conducted	-	**In March 2017**
Downloading of call letter for On-line test	-	**10 days before On- line test**
Download of call letter for personal interview	-	**20 days after On- line test**

Please Note That

1. A candidate can apply for only one position and not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

2. A candidate can apply for only one position.

3. The process of Registration of application is completed only when fee is deposited with the Bank through On-line mode on or before the last date for fee payment.

4. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Admission to On-line test will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents when the candidate reports for interview.

5. Candidates are advised to check Bank's website **http://www.pdccbank.com** for details and updates.

The Pune District Central Cooperative Bank Ltd., (Pdcc Bank) Pune, A Leading District Central Cooperative Bank in Maharashtra State, established in 1917. The Bank is operating through its Head Office at Pune, 15 Regional Offices and 261 Branches in Pune District. The Bank invites On-line applications from Indian Citizens preferably last 15 years Domicile in Pune District for appointment in the Post of DGM (Senior Management), AGM/Chief Officer (Middle Management), Senior/Junior Officer (Junior Management) & support staff in IT.

Candidates / Individuals fulfilling prescribed eligibility criteria are requested to apply On-line through the Bank website **http://www.pdccbank.com** on or before the timeframe indicated. The details of the post, category wise vacancies, educational qualification, experience, age etc. are as under:

Pune District Central Co-Operative Bank Ltd.

Human Resource Recruitment in IT Department

Sr. No.	Post Name	Cadre	No of Vacancies	Degree / Subject / Stream	Post Qualification Work Experience	Age Limit
1	DGM - IT	Senior Management	1	**B.E. in Computer Science / B.Tech. in Computer Science / B.E. in Electronics & Telecommunication / B.Tech. in Electronics & Telecommunication / B.E. in Information Technology / B.Tech. in Information Technology.**	Minimum 10 Years	**Mini-40 maxi.-55**
				AND		
				Experience in IT Banking.		
				OR		
				MCA as a full time regular student / MCS as a full time regular student.		
				AND		
				Experience in IT Banking.		
				OR		
				M. Com as a full time regular student.		
				AND		
				Experience in IT Banking.		
				AND		
				A Level Qualification of Department of Electronic and Accredidation Computer Course (DOEACC)		
				OR		
				M. Com as a full time regular student.		
				AND		
				Experience in IT Banking.		
				AND		
				Course of C-DAC / Course of NIIT/ Course of Seed respective course completion certification .		

Sr. No.	Post Name	Cadre	No of Vacancies	Degree / Subject / Stream	Post Qualification Work Experience	Age Limit
2	AGM - IT & MIS	Middle Management	1	**B.E. in Computer Science / B.Tech. in Computer Science / B.E. in Electronics & Telecommunication / B.Tech. in Electronics & Telecommunication / B.E. in Information Technology / B.Tech. in Information Technology.**	Minimum 7 Years	Mini-40 maxi.-55
				AND		
				Experience in IT Banking.		
				OR		
				MCA as a full time regular student / MCS as a full time regular student.		
				AND		
				Experience in IT Banking.		
3	AGM - Delivery Channels / Clearing		1	**OR**		
				M. Com as a full time regular student.		
				AND		
				Experience in IT Banking.		
				AND		
				A Level Qualification of Department of Electronic and Accredidation Computer Course (DOEACC)		
				OR		
				M. Com as a full time regular student.		
				AND		
				Experience in IT Banking.		
				AND		
				Course of C-DAC / Course of NIIT/ Course of Seed respective course completion certification.		

4	Chief Officer - MIS	Middle Management	1	**B.E. in Computer Science / B.Tech. in Computer Science / B.E. in Electronics & Telecommunication / B.Tech. in Electronics & Telecommunication / B.E. in Information Technology / B.Tech. in Information Technology.**	Minimum 5 Years	Mini- 35 maxi.- 45
5	Chief Officer - Systems		1	**AND**		
				Experience in IT Banking.		
				OR		
				MCA as a full time regular student / MCS as a full time regular student.		
				AND		
				Experience in IT Banking.		
				OR		
6	Chief Officer - Delivery Channels		1	**M. Com as a full time regular student.**		
				AND		
				Experience in IT Banking.		
				AND		
7	Chief Officer - CTS		1	**A Level Qualification of Department of Electronic and Accredidation Computer Course (DOEACC)**		
				OR		
				M. Com as a full time regular student.		
				AND		
				Experience in IT Banking.		
				AND		
8	Chief Officer - NPCI Payment Systems		1	**Course of C-DAC / Course of NIIT/ Course of Seed respective course completion certification.**		

Sr. No.	Post Name	Cadre	No of Vacancies	Degree / Subject / Stream	Post Qualification Work Experience	Age Limit
9	Senior Officer – MIS	Junior Management	1	**B.E. in Computer Science / B.Tech. in Computer Science / B.E. in Electronics & Telecommunication / B.Tech. in Electronics & Telecommunication / B.E. in Information Technology / B.Tech. in Information Technology .**	Minimum 3 Years	Mini-25 maxi.-35
10	Senior Officer - IT		1	**AND**		
				Experience in IT Banking.		
				OR		
				MCA as a full time regular student / MCS as a full time regular student		
11	Senior Officer - Delivery Channels		1	**AND**		
				Experience in IT Banking.		
12	Senior Officer - NPCI Payment Systems		1	**OR**		
13	Junior Officer - MIS		1	**BCA as a full time regular student / BCS as a full time regular student./ B.Sc Computer/ B.Sc Electronics.**		
				AND		
14	Junior Officer - Systems		1	**A Level Qualification of Department of Electronic and Accredidation Computer Course (DOEACC)**		
				OR		
15	Junior Officer - Inward CTS		1	**BCA as a full time regular student / BCS as a full time regular student./ B.Sc Computer/ B.Sc Electronics.**		
				AND		
				Course of C-DAC / Course of NIIT/ Course of Seed respective course completion certification.		

Sr. No.	Post Name	Cadre	No of Vacancies	Degree / Subject / Stream	Post Qualification Work Experience	Age Limit
16	Support Executive - MIS	Support Executive	1	**BCA as a full time regular students / BCS as a full time regular students.**	Minimum 1 Year	Mini-22 maxi.-30
17	Support Executive - Network		1			
18	Support Executive - IT Remote Support		1			
19	Support Executive - Applications		1			
20	Support Executive - Anti Virus, Firewalls		1			
21	Support Executive - ATM, POS		1			
22	Support Executive - Operating Systems		1			
23	Support Executive - Database		1			
24	Support Executive - Delivery Channels		1			
25	Support Executive - Inward CTS		1			
26	Support Executive - Outward CTS		1	**AND**		
27	Support Executive - NPCI Payment Systems		1	**Course of C-DAC / Course of NIIT/ Course of Seed respective course completion certification.**		
For All post				**Do you able to read, write and speak Marathi.**		

Post wise eligible age criteria

No.		Min.	Max.	Candidates should have been born not earlier than	Candidates should have been born not later than
1	DGM/AGM	40	55	02.01.1962	01.01.1977
2	Chief Officer	35	45	02.01.1972	01.01.1982
3	Senior/Junior Officer	25	35	02.01.1982	01.01.1992
4	Support Executive	22	30	02.01.1987	01.01.1995

1. Preference will be given to candidates having cleared JAIIB / CAIIB of Indian Institute of Banking & Finance and experience in Banking. There will be no age relaxation for them.
2. The qualification (Graduate / Post Graduate) shall be from a recognized university with **minimum 50% marks in aggregate**.
3. Knowledge of Marathi (Writing, Speaking, Reading) is essential.
4. The education qualification & work experience prescribed for the post is the minimum. Candidates possessing the higher education / having work experience for more than the prescribed years in the relevant, disciplines shall get preference.
5. The candidate must be in good physical and mental health, free from any defeat likely to interfere with the efficient performance of duties.
6. Probationary Period is 24 Month compulsory and bond proscribe by bank to be given at the time of appointment

Emoluments Compensation and service condition:

Salary and perquisites as admissible to the corresponding grade etc. as per Bank's rules and service condition in force time to time. The officials will be eligible for DA, VDA, HRA, PF the approximately gross salary (cost to bank) per month would be for support Executive -Rs. 27,259/-, Junior Officer -Rs.34,119/-, Senior Officer -Rs. 44,757/-, Chief Officer -Rs.54,331/-, AGM -Rs.72,682/-, DGM-Rs.1,18,000/- Respectively applicable as per banks existing pay Scale In addition, eligible perks / facilities as per Bank's policies will also be available.

HOW TO APPLY

DETAILED GUIDELINES / PROCEDURES FOR
A.   Application Registration
B.   Payment Of Fees
C.   Photograph & Signature Scan And Upload

Candidates can apply On-line only from 08 Feb.2017 To 18 Feb.2017. and no other mode of application will be accepted.

A.   Application Registration & Procedure

1.   Candidates to visit to the **PDCC Bank** website (**http://www.pdccbank.com**/) click on the option "**APPLY ON-LINE**" 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.   Validate your details and Save your application by clicking the 'Validate your details' and 'save & Next' button.

4.   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 On-line application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the On-line application form and modify the same if required.

5.   The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.

6.   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 Guidelines for Scanning and uploading of photograph and signature.

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

8.   Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.

9.   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.

10. Candidates are advised to carefully fill and verify the details filled in the On-line application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

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

12. Click on 'Submit' button.

B. Payment of Fees

Application fee / intimation charges of **Rs.350/-** for Candidates. The fee is to be paid through On-line Mode. **No Cash or any other mode will be accepted.**

ON-LINE MODE.

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay / Visa / Master Card / Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards / Mobile Wallets.
3. After submitting your payment information in the On-line 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 On-line Application Form containing fee details**. Please note that if the same cannot be generated, On-line 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 closed the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees**.

Examination Centre

1. The **Interview** will be held **at Pune**. And the On-line written test will be held **at Pune, Mumbai/Navi Mumbai/ Thane/ Greater Mumbai.**
2. The venue and address will be indicated in the call letters**.**
3. No request for the change of venue / date for the On-line written test shall be entertained. The PDCC Bank also reserves the right to allot the candidates to any centre other than the one he / she has opted for.
4. Candidate will appear for the examination at an Examination Centre at his/ her own risks and expenses and PDCC Bank will not be responsible for any injury or losses etc. of any nature.
5. The PDCC Bank reserves the right to cancel the On-line written examination.
6. Personal interview will be held at Pune.

C.   Photograph & Signature Scan And Upload

i. Photograph Image:

- Photograph must be a recent passport size colour picture.
- The picture should be in a light-coloured, preferably white background.
- 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, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

ii.   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.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- 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.

iii.   Scanning The Photograph & Signature:

- 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, 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.

iv. 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

Download of Call letters for On-line written test and interview.

- Candidates will have to visit the PDCC Bank's website (**http://www.pdccbank.com)** for downloading call letters for On-line written 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 Centre with (i) Call Letter (ii) Photo Identity Proof Photocopy of the same Photo Identity Proof may be brought in original.

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 such as E-Aadhar Card/ PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted 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/ Aadhar /E-Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. **Ration Card is not valid id proof for identity verification.**
Note:

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with On-line Examination call letter as well as the Interview Call Letter while attending the examination / interview respectively, without which they will not be allowed to take up the examination / interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should **exactly** match the name as appearing on the photo identity proof. Female candidates who have changed first / last / middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. **In case of candidates who have changed their name will be allowed only if they produce Gazette notification / their marriage certificate / affidavit.**

Selection Procedure

1. The selection of candidates will be on the basis of On-line (written) test and personal interview
2. Pattern of On-line written test:

A)   For DGM /AGM by Personal Interview only

B)   Chief Officer

Sr. No.	Contents of Test	No. Of Questions	Marks	Time
1	Subject Knowledge of I.T.	50	100	
2	Reasoning	25	25	90 Minutes
3	English Knowledge	25	25	
4	General Awareness with special reference to Banking	25	25	
5	Quantitative Aptitude	25	25	
Total		150	200	

C)   For Senior/Junior Officer Post.

Sr. No.	Contents of Test	No. Of Questions	Marks	Time
1	Subject Knowledge of I.T	50	50	
2	English Knowledge	25	25	
3	General Awareness with special reference to Banking	25	25	
4	Quantitative Aptitude	25	25	90 Minutes
5	Technical relevant	25	25	
Total		150	150	

D) Support Executive

Sr. No.	Contents of Test	No. Of Questions	Marks	Time
1	Subject Knowledge of I.T.	25	25	
2	English Knowledge	25	25	
3	General Awareness with special reference to Banking	25	25	60 Minutes
4	Quantitative Aptitude	25	25	
Total		100	100	

3. There will be a penalty for wrong answers.
4. The On-line (written) Test will be only in English language.
5. Candidates have to score minimum qualifying marks for being shortlisted for further Personal interview. The minimum qualifying marks will be decided by the Bank.
6. Candidates will be shortlisted for personal interview based on their performance in On-line Written Test, Educational Qualification and Experience. In the interview, the candidate can opt English/Marathi/Hindi also.
7. **Merit List:** For selection will be prepared in descending order on the basis of scores obtained in On-line written test and interview.

General instructions

- The process of registration of application is completed only when fee is deposited with the PDCC Bank through On-line mode on or before the prescribed last date of submission of application.
- The candidates are requested ensure before applying that they fulfill the eligibility criteria (viz. age, qualification and experience for the post as on **1st January 2017)**.
- Candidates will be subject to verification of the details of the document (s) when they report for the personal interview.
- Decision of the Bank in all matters regarding eligibility of the candidates, the stages of which such scrutiny of the eligibility is to be undertaken, the document to proceed for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence for the personal enquires will be entertained by the bank in this behalf.
- In case, it is detected at any stage of recruitment, that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact (s), his / her candidature will stand cancelled. If, any of these shortcoming(s) is / are detected even after entering in to the contract, his / her services are liable to be terminated.
- All candidates will have to produce self-attested photo copies of certificates regarding qualification, work experience, in support of their eligibility at the time of interview failing which there candidature will not be considered. The Bank taken no responsibility to correct any certificate / remittance sent separately.
- Any amendment / change in the clauses related to the advertisement for selection of D.G.M., A.G.M., Chief / Senior/ Junior Officer, Support Executive shall be updated on the bank's website Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Pune.
- Candidates serving in Government, Public Sector – Undertaking. (Including bank) should produce a 'No Objection Certificate' from their employer at the time of personal interview, in the absence of which his / her candidature may not be considered.
- Appointment of selected candidates is subject to his / her being declared medically fit as per the requirement of the Bank.
- Canvassing in any form will be disqualification.
- Action against candidates found guilty or misconduct: Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.
- The bank reserves the right to change the selection procedure, is necessary. The change, if any, shall be communicated to the candidates in advance.
- Bank would be free to reject the candidature of any candidate at any state of the recruitment process, if he / she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by ineligible candidate shall be forfeited.

- PDCC Bank reserves the rights to reject / cancel any appointment at any stage between completion of selection process and joining of the candidates selected for the post.

C.   Others –

1. Without <u>valid </u>call letter <u>and stipulated documents</u> candidates will not be allowed to appear the On-line written test / personal interview
2. Candidates are advised to keep the copy of the application form and the details of payment fees

Note. Application once made will not be allowed to be withdrawn and fees once paid will **NOT** be refunded.

Decisions of the Bank in respect of all matter pertaining to this recruitment would be final and binding on all candidates.

Any queries will be addressed by email. The queries may be addressed to "samir.rajput@pdccbank.com" .

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 On-line 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 prosecution, be liable :
  (a)to be disqualified from the examination for which he/ she is a candidate
  (b) to be debarred either permanently or for a specified period from any examination conducted by bank
  (c)for termination of service, if he/ she has already joined the Bank.

1. The possibility for occurrences 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 such problem, which may include movement of candidates, delay in test. Conduct of 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 form the process.

2. Decision of **PDCC 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 **PDCC Bank** in this behalf.

3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

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

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

Date: **(Dr. Sanjaykumar Bhosale)**
                                                          Chief Executive Officer