



Osmanabad Janata Sahakari Bank Ltd., Osmanabad

Head Office: Solapur Road, Osmanabad – 413501 (Maharashtra State)
(Multi-State Bank)

Exam Code No. 120/2024-25

Osmanabad Janata Sahakari Bank Ltd., a leading Multi-State Co-operative Bank in Dharashiv district of Maharashtra state has decided to invite online applications for the post of **Junior Clerk** through The Maharashtra Urban Co-op. Banks' Federation Ltd. Interested candidates may submit their applications through online mode from 06/09/2024 at 11.00 am to 20/09/2024 11.59 pm from the date of publication of advertisement in this regard. The details of post and other important instructions are as follows:

S.N.	Particulars	Date
1.	Online application period	from 06/09/2024 at 11.00 am to 20/09/2024 11.59 pm.
2.	Last date and time for payment of exam fees and updation on website	20/09/2024 11.59 pm.
3.	Exam Date	October 06, 2024
4.	Date of downloading Exam Admit Card	Will be published on the website http://www.mucbf.in/
5.	Interview Date	Will be published on the website http://www.mucbf.in/

Important Instructions:

- 1) The registration process will not be completed until the exam fee (with applicable GST) is paid and uploaded on the website of the Federation.
- 2) Candidate shall have a valid e-mail Id and mobile number, which shall remain valid and active till the completion of the entire selection process. As the mobile number is NCPR registered (DND), it will be the responsibility of candidate if the instructions, messages and information sent through SMS are not received by him/her during the recruitment process. Also, the Federation and the Bank will not be responsible if email delivery to an address or domain is failed due to any technical issue. Throughout the recruitment process, it will be the responsibility of the candidate to check the website of the Federation from time to time and get the updated information about the recruitment.

- 3) Candidates shall ensure that they possess the required qualifications for the post while filling the application form. As the applications of candidates will be accepted through online mode, it is not necessary to attach educational documents, other certificates and evidences while applying. However the candidate shall carefully fill complete and correct information as per the eligibility norms in the application form. If there is any error while filling the online application form, due to which if the application is rejected at any stage of recruitment, the concerned candidate will be responsible for the same and he/she cannot complain about such rejection anywhere and in any manner. The information so filled in the online application form cannot be changed, once the application is submitted.
- 4) Throughout the recruitment process, it will be responsibility of the candidate to get updated information about the recruitment process by following the instructions on the website from time to time.
- 5) The application form, complete in all respect and after payment of requisite fees must be finally submitted within 15 days from the date of publication of advertisement through online mode on or before 20/09/2024 till 11:59 pm with valid email address. Eligible candidates will be considered for offline examination with multiple choice questions of 100 marks.
- 6) As the examination will be conducted as per the eligibility criteria mentioned in the online application form without any scrutiny of certificates, documents, the candidates shall not claim any right for selection based on the marks obtained in the examination. The eligibility of the candidate will be determined only after full scrutiny and verification of validity of the documents. Candidates found ineligible at any stage during the said screening process will be disqualified from the selection process. The federation and the concerned bank reserve the right to disqualify the candidates who do not meet the eligibility criteria at any stage of recruitment and no complaint of the candidate in this regard shall be entertained later on.
- 7) Candidates shall appear at their own cost at the examination centre and for interview.
- 8) Passed candidates will be selected through interview process.

- 9) Place and date of the examination, format of examination etc., will be communicated to the eligible candidates on the website of the Federation.
- 10) The interview schedule will be intimated to the candidates on the website of the Federation.
- 11) All the required information and details filled up by the candidate in the application form should be correct. Please note that if the said information or details are found incorrect or false, the application shall be liable to cancel/terminate at any stage without any notice or any compensation in lieu thereof.
- 12) The Federation and the concerned Bank shall have the right to make changes in the recruitment process/selection process and any changes in the same will be published on the website of the Federation from time to time. No candidate will be informed separately about such changes.
- 13) The number of posts mentioned in the said advertisement may be reduced/increased as per the requirement of the bank. The federation and the concerned bank reserve all rights of recruitment and also of cancellation process either wholly or in part.
- 14) If the candidate fails to fill up the application completely or does not submit it within the prescribed period, he will be considered ineligible for the examination. Also he/she will not be refunded the amount of examination fee paid by him/her in any manner.
- 15) Eligible candidates who have passed the Junior Clerk Examination and selected after interview, will have to give **2 years'** service bond on Rs. 100/- stamp paper along with security deposits of Rs. **1,00,000/-** to be deposited with Osmanabad Janata Sahakari Bank Ltd. The concerned candidate will not get any kind of interest on the said deposit. It may be noted that the security deposit will be forfeited if the candidate resigns from the job **within the period of two years.**
- 16) Eligible candidates should submit their medical certificates at the time of joining the bank.
- 17) Candidates kindly note that the Federation role is limited only to collect the applications through online mode, prepare the eligible candidates' list, issue Admit Card/Hall ticket, conduct of offline examination and submit result to the bank.

- 18) The Federation reserves the right to hold re-examination of the candidate or initiating legal proceedings against the candidate as the case may be, if his conduct is found susceptible or if it is found that he has indulged in unfair practices during the examination in the examination centre/hall.

❖ **Name of the Post:**

Jr. Clerk

❖ **Vacant Posts:**

50 (Fifty)

❖ **Job Location:**

Dharashiv, Latur, Solapur, Beed, Ahmednagar District (Maharashtra State)
Bidar District (Karnataka State)

❖ **Educational Qualification (Mandatory):**

- 1) Degree from a recognized university in any discipline
- 2) MS-CIT or other equivalent computer course certificate required
- 3) Candidates possessing required educational qualification as on 06.09.2024 will be eligible to apply.
- 4) If the result of the examination of the candidate is updated only on the official website of the University or a web based certificate is provided, then the candidate will have to submit the original certificate in this regard to the bank and it should be signed and authenticated by the authorized officer of the University showing the date of passing of the candidate in the examination.

❖ **Age Limit:**

Minimum 22 to Maximum 38 years as on 06.09.2024

❖ **Preferences:**

- 1) M.Com./BE Computer/ IT / MCA / MBA (Banking and Finance) or (Finance) / JAIIB / CAIIB / GDC&A
Also holding Diploma in Banking / Cooperative / Legal from other Government recognized institute (ICM, IIBF, VAMNICOM etc.) etc.
- 2) Work experience in Banks/Credit Societies or any other Financial Institutions preferred
- 3) The candidate should be preferably residing in the area of operation of the bank.

❖ **Knowledge of language:**

Must be fluent in writing and speaking Marathi/English/Hindi/Kannada language.

❖ **Salary**

Rs. 15,000/- stipend will be paid to the selected candidates during the probationary period of two years. Thereafter performance of each candidate will be reviewed and pay scale will be given as per service rules.

❖ **Selection Procedure:**

1. Offline Exam:

For the post of Junior Clerk, an offline examination consisting of multiple choice questions of 100 marks will be conducted in English language. The multiple choice questions will include questions based on Mathematical and Numerical Ability, English Language and Grammar, Computer and Co-operation Awareness, Reasoning Talent, Banking and General Knowledge. Thereafter the marks obtained out of 100 will be converted into ratio of 75.

2. Document verification:

Candidates will be called for interview in descending order of marks obtained in offline examination for verification of their original documents of academic and other relevant certificates as per bank policy. At that time the candidate must present the original documents to the bank officials. Candidates who qualify in primary verification of documents will be called for an interview by the bank as per bank policy.

3. Interview:

Qualified candidates for the post of Junior Clerk will be called for an oral interview based on the merit order of the offline examination in proportion to the number of vacancies to be filled in as per the Bank's policy. Kindly note that 25 marks will be reserved for an oral interview. Candidates will not be eligible for final selection (despite passing the examination) if they remain absent for the interview.

4. Candidate Final Selection List:

The final selection (merit) list will be prepared based on the total of the marks obtained in the offline exam plus interview marks, out of the 100 marks.

❖ **Exam Date:**

October 06, 2024

❖ **Examination fee**

1. Exam fee of Rs. 800/- plus 18% GST total of Rs. 944/- (Non Refundable) (Online Payment).
2. Candidates shall contact the helpline number available on the website, in case of any difficulties/doubts while filling the application form.
