

**AGRICULTURE COOPERATIVE STAFF TRAINING INSTITUTE
NAMDEV CHOWK, JALANDHAR – 144 001.**

PHONE NO. 0181-2223364,

2223374

PUBLIC NOTICE

**RECRUITMENT OF CLERK-CUM-DATA ENTRY OPERATORS IN VARIOUS
DISTRICT CENTRAL COOPERATIVE BANKS IN THE STATE OF PUNJAB**

Online applications are invited for the Written test to be conducted for filling up the posts of Clerk-cum-Data entry Operators in the pay band of Rs.5910 – 20200 (grade pay Rs.1900) on regular basis in various District Central Cooperative Banks in the State of Punjab as per detail given below: -

Eligible applicants may personally submit their applications online Up to 04-07-2011, 5:00 PM in the prescribed online format available at <http://recruitment.cdacmohali.in>.

Name of the Post	Eligibility Criteria
Clerk-cum-Data Entry Operator	<ol style="list-style-type: none">1. Graduation (2nd Division) (any stream) OR Post Graduation Pass (any stream)2. Diploma / Certificate (Minimum 6 months) in computers from an Institute having ISO Certification.3. Should have passed Punjabi Language examination of Matriculation standard.4. Should be domicile of Punjab. <p>Note : During selection process weightage will be given to higher qualifications and to the rural students</p>

Sr. No	Name of the District Central Cooperative Bank	Number of Posts
1	Amritsar	09
2	Fatehgarh Sahib	06
3	Faridkot	21
4	Fazilka	19
5	Ferozpur	28
6	Gurdaspur	26
7	Hoshiarpur	13
8	Kapurthala	16
9	Ludhiana	48
10	Mansa	26
11	Moga	63
12	Muktsar	28
13	Patiala	32
14	Sangrur	48
15	S.A.S. Nagar	10
16	Tarn Taran	07

*No. of posts may increase or decrease.

Terms and conditions:

- Educational qualification must be from a recognized University/ Board as per detail mentioned against the category of post
- Age Limit: Minimum 18 and Maximum 37 years. The Upper Age Limit shall be 42 years in case a candidate is a member of Scheduled Caste OR already employed in the service of another Cooperative Institution. However, the upper age limit for the candidates employed in The Punjab State Cooperative Bank and those employed in the service of Distt. Central Cooperative Banks shall be 47 years The upper age limit in all the above cases shall be considered on the last date of submission of application forms i.e **04-07-2011**.
- Bank-wise reservation will be as per applicable rules & Punjab Govt. policy guidelines.
- No TA, DA will be paid for the journey performed for the written test / counseling.
- After selection choice of posting station will be strictly based on merit and the station once opted will not be changed in any case.

How to apply online

1. Fill the online application form available on the website <http://recruitment.cdacmohali.in> by clicking at the link **Recruitment of Various Coop. Banks Posts**.
2. The application can be filled online only till **04-07-2011 up to 5.00 PM**.
3. If by mistake the candidate has filled in wrong information, he/she can correct the information **upto 04-07-2011, 5:00 PM**. by entering his/her registration number and password. After **04-07-2011** no editing will be allowed and thereafter information will be locked and no change will be acceptable/allowed.
4. Candidate has to apply through online only.
5. Fill up the form available on the site <http://recruitment.cdacmohali.in> On successful submission of form candidates are required to take the print out which will have registration number printed on it and print out of the form is to be retained by the candidate for any further enquiry.
6. Every successful registration will be allotted the Registration no. Printed on the acknowledgement slip containing the detail of amount to be deposited by the candidate in the **CDAC Mohali Application Fee Account, Current Account No. 911020028486199** mentioning registration number and name in the bank narration.
7. Thereafter the candidate shall have to report to the designated banker (Axis Bank) along-with the downloaded Acknowledgement Slip cum Fee Chalan for depositing the fee.
8. In case the candidate fails to deposit the fee, his /her application shall stand automatically cancelled /rejected and shall not be considered for further processing.
9. For any problem, help can be taken from the help line no 0172- 6619054 - 55 available during working hours.
10. Candidates are advised to visit <http://recruitment.cdacmohali.in> website regularly.
11. In case Candidate is unable to get PRINT OUT of submitted form Click on get print out again.
12. The last date for deposit of application fee is 05-07-2011.
13. The list of candidates whose fee is confirmed will be available on <http://recruitment.cdacmohali.in> for candidates' reference from **18-07-2011**.
14. The candidate can download their **ADMIT CARDS** by visiting the website <http://recruitment.cdacmohali.in> again by entering his/her registration number and password **(Candidates are advised not to disclose the password to any one for data security)** from 18-07-

2011. In case any candidate is unable to get the admit card, he/ she must contact C-DAC Mohali personally or on help line numbers one day before the said examination **up to 5.00 PM**, failing which department will not be held responsible.

15. Date of written test: **31.07.2011 (Sunday)**.

16. Candidates are advised to visit the website <http://recruitment.cdacmohali.in> regularly for more updates and important information.

16. Candidate will be responsible for any mistakes made by him/ her in the on line application form, Department shall not be responsible or liable in any way.

17. The merit list will be prepared on the basis of the written test by giving weight age to the candidate having higher qualifications and to the rural students and will be available on website <http://recruitment.cdacmohali.in>

18. The venue, date and time of counseling will be available on the website <http://recruitment.cdacmohali.in>
Candidates will not be informed individually about the result and counseling schedule.

Instructions:

1. The candidate has to apply only online <http://recruitment.cdacmohali.in>. No other mode of applying will be entertained.
2. The written examination will be conducted out of those candidates only who will fulfill the prescribed eligibility criteria and will submit prescribed fee.
3. The recruitment will be made based on the merit of the written test by giving weight age to the candidate having higher qualifications and to the rural students.
4. The candidates should reach the examination centre one hour before the start of the examination. At the examination centre, the candidate has to produce his/her admit card pasted with passport size photograph and duly attested by self along with identity proof, which may be anyone out of the Driving license, Voter ID Card, Passport, PAN Card.
5. The candidate must satisfy himself/herself, that he/she fulfils all the eligibility conditions for this post. Appearing in the examination and qualifying the test does not entitle him/her for appointment to the post. The selection will be subject to his/her being found eligible for the post. Verification of original documents would be done at the time of counseling. The purpose would be to verify different records regarding identification, age, qualifying examination, state of eligibility, category etc, of the candidate. On failing to establish of any of the documents at the time of counseling the candidate will not be considered for recruitment.
6. The Question Paper will be of objective type (100 marks) having 100 questions with multiple choices on OMR sheet with one correct answer of each question of appropriate standards. The duration of the paper will be of 90 minutes. There will be NO NEGATIVE MARKING. Each right answer will carry one mark.
7. No candidate will be allowed to appear in the examination without admit card and identity proof in original.
8. Candidates should bring with them BLUE or BLACK Ball Pens only. Books, written notes, calculator, mobile phones and other electronic devices etc. will not be permitted to be carried in the examination hall.
9. Candidates are advised to visit the web-site <http://recruitment.cdacmohali.in> regularly.

Principal