



NATIONAL BANK FOR AGRICULTURE  
AND RURAL DEVELOPMENT  
(Fully owned by Govt. of India)  
Advertisement No. 4 /Driver/2019-20

## Recruitment to the post of Driver in Subordinate Service

Applications are invited from Indian citizens for the post of **Driver** in Group C in the Subordinate Service in National Bank for Agriculture and Rural Development (NABARD). Candidates can apply only **ON-LINE** on NABARD website [www.nabard.org](http://www.nabard.org) **between 26 October 2019 and 04 November 2019**. NABARD is an all India Apex Organization, wholly owned by Government of India and is equal opportunity employer.

**Before applying, candidates should read all the instructions carefully and ensure that they fulfil all the eligibility criteria for the post. NABARD would admit candidates on the basis of the information furnished in the ON-LINE application along with applicable requisite fee and shall verify their eligibility at the stage of recruitment process / joining. If, at any stage, it is found that any information furnished in the ON-LINE application is false/ incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/she will not be allowed to join**

**Candidates are requested to apply only ON-LINE through Bank's website [www.nabard.org](http://www.nabard.org). No other mode of submission of application will be accepted by NABARD.**

**Help Facility:** In case of any problem in filling up the form, payment of fee/intimation charges, or in downloading of Call Letter, complaints may be made at "Candidate Grievance Lodging and Redressal Mechanism" at <http://cgrs.ibps.in/>. Do not forget to mention "NABARD – Driver in Group 'C' Service" in the subject of the email.

### **Important Dates / Timelines**

<b>Online Application Registration and Payment of Online Fees/Intimation Charges</b>	<b>26 October 2019 to 04 November 2019</b>
<b>Online Examination (Tentatively)</b>	<b>16 November 2019 @</b>
<b>@ NABARD reserves the right to make change in the date of the examination</b>	

The online links for download of call letter/information handout will be published on our website, [www.nabard.org-career](http://www.nabard.org-career) notices. Candidates are advised to visit the website regularly for updates, etc. during recruitment process.

**Table – 1**

**I. Vacancies for the post of Driver**

<b>SR NO</b>	<b>State/Office</b>	<b>Total</b>	<b>UR</b>
1	Head Office, Mumbai	2	2
2	New Delhi Regional Office	1	1

**Candidates can apply for vacancies in the concerned State only. PWBD candidates are not eligible to apply. All vacancies are Unreserved.**

The Bank reserves the right to change (cancel/modify/add) any of the criteria/vacancies, method of selection, etc. at its discretion. Further, the Bank also reserves right to stall/cancel the recruitment partially/fully at any stage during the selection process at its discretion.

**II. ELIGIBILITY CRITERIA: Educational Qualification  
(as on 01-10-2019)**

- i. The candidate should possess a minimum qualification of VII Standard pass from the concerned State coming under the State/Office to which he/she is applying. Such qualification should be from a recognized board.
- ii. In addition to the above, the candidate should be a domicile of the State coming under the Regional Jurisdiction of Head Office/Regional Office to which he/she is applying for. Bank reserves the right to call for valid document in support of domicile status of the candidate.
- iii. Candidates possessing Graduation and higher qualification are not eligible to apply. The applicants will be required to give self-declaration in this regard in online application/at the time of appointment and/or as demanded by the Bank during the recruitment process.
- iv. Candidate should possess a valid Driving license for LMV.
- v. Candidate should have experience of driving not less than 03 years with good driving record and should be able to attend minor repairs.

**Note:**

- a) In case of multiple applications submitted by the applicant, only the last application submitted will be considered valid and fee against all other applications will be forfeited.
- b) The candidate must possess the required educational qualification as on 01 October 2019. The result of examination of the required educational qualification must have been declared on or before 01 October 2019. In other words, candidates whose results are declared on or after 02 October 2019 are not eligible to apply.

### III. AGE\_(as on 01-10-2019)

The candidate must be between 21 and 35 years of age as on 01 October 2019, i.e., the candidate must have been born not earlier than 02 October 1984 and not later than 01 October 1998).

#### Relaxation in the Upper Age Limit:

Upper age limit will be relaxed as under:

Sr. No	Category	Relaxation in Age
(i)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years subject to maximum of 50 years

**NOTE: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.**

Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of document verification.

**Experience:** The candidate is required to have experience of driving an LMV for 03 years in the recent past. This experience could be with NABARD, Subsidiaries of NABARD, Government Agencies, Private Agencies, etc. A declaration to this effect would be provided by the candidate at the time of application. Further, experience certificate would be required to be submitted at the time of skill test.

#### Eligibility Criteria for Staff Candidates

- Services of Staff member should have been utilized for driving the office car in the absence of regular driver.
- The Officer-in-charge should be satisfied with his/her driving proficiency
- He/she should be subject to the recruitment process as in the case of outside candidates and same norms should be observed for assessing his performance
- Upper age limited to be exempted

### IV. SELECTION PROCEDURE

a. An online test comprising questions on Reasoning, General Awareness, Traffic Rules and Numerical ability and carrying 40 marks, with a duration of 60 minutes will be conducted. The Online test will be in bilingual/trilingual, i.e., English and Hindi; English, Hindi and Marathi in Delhi and Mumbai respectively.

b. Candidates applying to a State/Office should be proficient in the official language/s (i.e. know to read, write, speak and understand the official language/s) of the concerned state falling under that office as indicated hereunder.

## Official Languages:

Maharashtra – Marathi  
New Delhi - Hindi

c. Candidates qualifying in the writing test will be called for Skill test in the ratio of 1:10.

d. The Skill Test shall be conducted through the RTO in Mumbai and Delhi for candidates from the two centres respectively. A maximum of 40 marks is assigned to the Skill Test, and 15 marks would be the minimum qualifying requirement.

e. Candidate is required to have experience of driving an LMV for at least 03 years. Experience would carry maximum 20 marks as under:

No of years Driving experience	Marks
3 years	5
>3 years and upto 5 years	10
>5 years and upto 08 years	15
>08 years	20

f. Those who qualify for Selection and produce 10<sup>th</sup> or 12<sup>th</sup> Standard Mark Sheet/certificate indicating official language as one of the subjects will not be subjected to Language proficiency Test. In case of others (qualified for selection), the Language Proficiency Test will be conducted after declaration of result of the Skill test at Head office/Delhi Regional Office. The Language proficiency test will be conducted in the official language of the state concerned. **Candidates not found to be proficient in official language would be disqualified**, i.e. candidates who fail to qualify the test will not be offered appointment.

The details of Language Proficiency Test to be conducted would be available on NABARD website after the Skill Test. The Selected candidates/Wait list candidates would require to undergo LPT. The LPT will be qualifying in nature. However candidates not qualifying the test would not be eligible for appointment. In this connection, the following language/s are specified for the LPT:

Maharashtra – Marathi  
New Delhi – Hindi.

g. Other detailed information regarding the test will be given in an information handout which can be downloaded by the candidate from banks website along with call letter.

h. Candidates who qualify and score the cut off marks or above in the examination, shall be shortlisted for selection on merit.

i. The qualifying marks for Written test would be 15(out of 40) and the minimum qualifying marks for Skill Test would be 15 (out of 40). An aggregate qualifying of 35 Marks out of 100 for Written Test, Skill test, and Experience together is prescribed

***Since the vacancies are earmarked State-wise, merit list of candidates will be prepared State-wise.***

**k. Wait list:**

Further, a wait list of upto 50% of vacancies (State wise) or subject to minimum of **three** will be maintained. Candidates will be considered from the wait list against non-joining of Selected candidates only. The validity of the panel will be for a period of one year from the date of approval of the Selection list by the Competent Authority.

A. In case of candidates securing same marks their ranking will be decided as under:

- I. In case of having equal marks in Written Examination, candidate with higher qualification or in case of similar qualification, the candidate senior in age will be ranked higher.

NOTE: With a view to overcoming the possibility of applicants seeking help of other applicants during the online exam, the Bank would be analysing the responses of applicants in the examination with other appeared applicants to detect patterns of similarity of right and wrong answers. On the basis of such an analysis, if it is suspected that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves the right to cancel the candidature of the suspected applicants. Hence the applicants are advised in their own interest not to indulge in any unfair practice in the exams.

**l. Appointment of the selected candidate would be subject to his/her being declared medically fit as per the rules of the Bank.**

**V. PRE-RECRUITMENT TRAINING (PRT) FOR SC/ST/OBC CANDIDATES**

NABARD arranges pre-recruitment training at certain centres for a limited number of SC/ST/OBC candidates as per the guidelines issued by Government of India in this regard. Candidates belonging to the above categories who desire to avail of such training may write to the Regional Office of NABARD in his / her State / HO, Mumbai. Candidates opting for pre-recruitment training will be intimated about the training by the concerned Office. All expenses regarding travelling, boarding, lodging etc. will have to be borne by the candidates for attending the Pre-recruitment Training programme at the concerned Pre-recruitment Training Centre. Depending upon the response and administrative feasibility, the right to drop any of the pre-recruitment training centre/s and/ or add some other Centre/s and/ or make alternate arrangements is reserved. Format of the Application for pre recruitment training is available on NABARD website [www.nabard.org](http://www.nabard.org). The applications for pre-recruitment training should reach our offices on or before 06.11.2019.

Addresses of NABARD offices where the applications may be sent:

1. Head Office, NABARD, C-24/ G Block, Bandra Kurla Complex, Bandra East, Mumbai -400 051.
2. New Delhi Regional Office, NABARD, 24 Rajendra Place New Delhi

## FORM OF APPLICATION FOR TRAINING

The Chief General Manager  
National Bank for Agriculture and Rural Development  
Human Resources Management Department  
\$ Head Office Mumbai/New Delhi Regional Office

Place:

Date:

Dear Sir,

### **Pre-Recruitment Training –Group C - Driver**

I have applied for the above post. My Registration No. / Roll Number is ..... You are requested to register my name for training in English / Hindi medium. I enclose an attested copy of the caste certificate and copy of fee receipt in respect of payment made by me. I note that I will have to make my own arrangement for stay and meet all my expenses. I also note that undergoing the training will not confer on me any right to be called for the examination or for recruitment in the Bank's service.

Yours faithfully,

(Signature)

Name and Address

Email ID

Mobile No.

Encl: Attested Copy of Caste certificate/fee receipt

\$ Delete inapplicable.

(Note: Training in Hindi will be held only if there are sufficient number of requests).

## **VI. EXAMINATION CENTRES**

**A. Online Examination :** The ON-LINE Examination will be held at the following Centres:

01	<b>Maharashtra</b>	Mumbai, Thane, Pune, Nasik, Aurangabad, Nagpur & Kolhapur
02	<b>New Delhi</b>	Delhi – NCR.

### **Note:**

1. The examination will be conducted online at the venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.

3. NABARD, 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. NABARD 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 the Examination Centre at his/her own risk and expenses and NABARD 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.

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 centre or for any candidate.

**Note:** Choice of Centre by candidates for Examinations must be indicated in the online application. A final decision on the number of centres for Examination will be taken by NABARD, based on the availability of adequate number of candidates. In the event of cancellation of Examination at any centre, NABARD may at its discretion allot an alternative centre to the concerned candidates. Admission Letters (AL) for the online Examination should be downloaded by the candidates from the link provided in the Bank's website i.e. [www.nabard.org](http://www.nabard.org) at an appropriate time. Candidates will not be admitted to the examinations without the Admission Letters.

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 such an eventuality, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or conduct of the examination, afresh, if considered necessary. Decision of NABARD in this regard shall be final. Candidates not willing to accept such change shall lose his / her candidature for this exam.

## **VII. APPLICATION FEE/INTIMATION CHARGES (NON-REFUNDABLE)**

Application fee (exclusive of applicable GST) for the post will be as under:

(Amt. in Rs.)

<b>Category of applicant</b>	<b>Application Fee</b>	<b>Intimation charges etc.</b>	<b>Total</b>
SC/ ST/ EXS	NIL	50/-	50/- *
All others	350/-	50/-	400/- *

\* Exclusive of applicable GST

## **VIII. EMOLUMENTS AND SERVICE CONDITIONS**

- (a) **Pay Scale:** Selected candidates will draw a starting basic pay of Rs.10940/- p.m. in the scale of Rs.10940-380(4)-12460-440(3)-13780-520(3)-15340-

690(2)-16720-860(4)-20160-1180(3)-23700 applicable to Drivers in Group C and they will be eligible for Dearness Allowance, Local Compensatory Allowance, House Rent Allowance, and Grade Allowance as per rules in force from time to time. At present, initial monthly gross emoluments are approximately Rs. 24000/-

- (b) Perquisites: The available perquisites include NABARD's residential accommodation subject to availability, reimbursement of petrol for vehicle for official purpose, Newspaper, Book Grant, Allowance for furnishing of residence, etc., as per eligibility, dispensary facility besides reimbursement of medical expenses for OPD treatment/hospitalization as per eligibility; Interest free Festival Advance, Leave Travel Concession (once in two years for self, spouse and eligible dependents). Loans and Advances at concessional rates of interest for Housing, Car, Education, Consumer Articles, Personal Computer, etc. The candidates selected for the post will be governed by the Defined Contribution New Pension Scheme, in addition to the benefit of Gratuity and Optional Group Term Insurance Plan.
- (c) Initial appointment of a selected applicant will be on probation for a period of 06 months, which may, at the Bank's discretion, be extended for a further maximum period of 06 months.
- (d) Selected candidates will be initially posted in NABARD's Head Office/New Delhi Regional office for which they have applied.

## **IX. HOW TO APPLY:**

Eligible applicants are required to apply online through website **www.nabard.org**. No other means/ mode of application will be accepted. The application form should be filled in English only. Option for the use of Hindi language will be available for the Online Examination.

### **Detailed Guideline / Procedure for**

- A. Application Registration**
- B. Payment of Application Fee**
- C. Documents Scan and Upload**

**Candidates can apply online only from 26 October 2019 to 04 November 2019 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 (4.5 cm x 3.5 cm)
  - Signature (with Black ink)
  - Driving licence
  - 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 the 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 handwritten declaration is as follows –  
“I .....(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and 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 handwriting 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.
- 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. Bank 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 valid personal e-mail ID/mobile number, he/she should create/obtain his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

#### **A APPLICATION REGISTRATION**

1. Candidates to go to the Bank’s website [www.nabard.org/career](http://www.nabard.org/career), 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 be sent at the given email ID and mobile number.
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.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible after clicking the FINAL SUBMIT BUTTON. They should review the details before final submission.
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 as well as valid ID Proof brought for the examination. 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**

- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- Payment can be made by using Debit Cards (only Master/Maestro/Visa/Rupay) Credit Cards, Internet Banking, IMPS, Cash cards/Mobile Wallets by providing information as asked on the screen.
- 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
- On successful completion of the transaction, an **e-Receipt** will be generated.
- 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.
- 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.**
- 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.
- To ensure the security of your data, please close the browser window once your transaction is completed.
- **There is a facility to print application form containing fee details after payment of fees**

### **Application Fee / Intimation Charges (Non Refundable)**

Applicable Fee is Non Refundable and has to be paid Online. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

### **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 and signature as per the specifications given below:

#### **Photograph Image:**

1. Photograph must be a recent passport size colour picture.
2. The picture should be in colour, against a light-coloured, preferably white, background.
3. Look straight at the camera with a relaxed face.
4. 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.
5. If you have to use flash, ensure there's no "red-eye".
6. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
7. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
8. Dimensions 200 x 230 pixels (preferred).
9. Size of file should be between 20kb-50kb.
10. 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.
11. Candidate should ensure that photo is uploaded at the place of the photo and signature at the place of signature. If photo in the place of photo and signature in the place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
12. Candidate must ensure that Photo to be uploaded is of required size and face should be clearly visible.

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

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink
- The applicant has to write the declaration in English clearly on the white paper with black ink
- The signature, left thumb impression and hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the call letter and wherever necessary

- If the Applicant's signature obtained on the attendance sheet or call letter, signed at the time of examination does not match the signature uploaded, the candidate will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10kb –20kb for signature & 20kb -50 kb for left thumb impression)
- For hand written declaration, size of the file should be 50kb-100kb
- Ensure that the size of the scanned image is not more than 20KB for signature, 50kb for left thumb impression and 100 kb for hand written declaration
- Signature/Hand Written declaration in CAPITAL LETTERS shall not be accepted

### **Driving license**

#### **Document file type/ size:**

- i. Document must be in PDF format.
- ii. Page size of the document to be A4.
- iii. Size of the file should not be exceeding 500 KB.
- iv. In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

#### **Scanning the Documents:**

- 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/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. For 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 documents in .jpeg format not exceeding 50KB for Photograph, 100kb for hand written declaration, 20KB for Signature and 50kb left thumb impression by using MS Paint or MS Office Picture Manager. Scanned documents 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 for photograph, 100kb for hand written declaration, 20KB for signature and 50kb for left thumb impression 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.

- In case of Driving license being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning

**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, Driving license, left thumb impression and hand written declaration.

### **Procedure for Uploading the documents**

- There will be separate links for uploading Photograph, Driving license, Signature, left thumb impression and hand written declaration.
- Click on the respective link "Upload Photograph / Signature/Driving license/ left thumb impression/hand written declaration".
- Browse & Select the location where the Scanned Photo/ Signature/Driving license/left thumb impression/hand written declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

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 that the images are 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, prior to submitting the form.
- 3) After registering online, candidates are advised to take a printout of their system generated online application forms.

Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the NABARD's website on account of heavy load on internet/website jam.

NABARD does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of NABARD.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

### **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 subsequent 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.

### **BIOMETRIC DATA – Capturing and Verification**

The biometric data (thumb impression) and the photograph of the candidates will be captured on the day of Main Examination which will be verified at subsequent stages of recruitment/appointment. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth biometric verification:

- If fingers are coated (stamped ink/mehandi/coloured, etc.), ensure to thoroughly wash them so that coating is completely removed before the exam.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc., may be captured.

## **X General Rules/ Instructions:**

- i. 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. If at any stage, it is found that any information furnished in the online application is false/ incorrect or if according to NABARD, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment is liable to be cancelled/ terminated.
- ii. All educational qualifications should have been obtained from Universities / Institutions incorporated by an Act of Central or State legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section – 3 of UGC Act 1956.
- iii. NABARD shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- iv. Candidates will have to visit the NABARD's website [www.nabard.org](http://www.nabard.org) 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 centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.
- v. **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 1 hour for the Written Test, candidates may be required to be at the venue for about 2 to 3 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.
- vi. The candidates will have to appear for the exam at their own cost.

- vii. Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of appointment/document verification. **Caste certificate by candidate belonging to SC/ST/OBC/EWS in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC/EWS** and the village/town the candidate is originally a resident of will have to be submitted by the candidates at the time of appointment.
- viii. 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 the problem, which may include shifting the candidates to the other centres or to conduct of another examination if considered necessary. Decision of NABARD in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- ix. Decision of NABARD in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by NABARD in this behalf.
- x. 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.
- xi. NABARD 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 NABARD in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, NABARD reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- xii. 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 NABARD 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.
- xiii. **IDENTITY VERIFICATION:** At the time of Examination, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as Aadhar/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 recognized College/ University/ Aadhar card with a photograph/E-Aadhar Card/ 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.

- xiv. Ration Card and Learner's Driving Licence is **not** a valid ID proof for this examination.

**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 respectively, 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 name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

- xv. Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of appointment.
- xvi. **A declaration is required to be submitted in the prescribed format by candidate belonging to OBC category, that he/she does not belong to the creamy layer as on date of appointment. The OBC certificate containing the non-creamy layer clause should have been issued after 31.03.2019.**
- xvii. Candidates serving in Government/Quasi Government offices, Public Sector Undertaking including Nationalised Banks and financial Institutions will be required to submit 'No Objection Certificate' from their employer at the time of appointment, failing which their candidature may not be considered. Before appointment in NABARD, a proper discharge certificate from the employer will have to be produced.
- xviii. Canvassing in any form will be a disqualification.
- xix. In all correspondence with NABARD, Registration number received on submission of application and Roll no. indicated in 'Admission Letter' must be quoted.
- xx. Mobile phones, Bluetooth device, pagers or any other communication/electronic devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including ban from future examinations.
- xxi. Candidates are not permitted to use or have in possession calculators in examination premises.

- xxii. Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ Bluetooth devices/pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
- xxiii. NABARD will not furnish the mark-sheet to candidates. However, the online examination marks and cut-off, etc. would be available on NABARD's website after the recruitment process is complete.
- xxiv. The post is also open to the employees of NABARD (staff candidates) who satisfy the eligibility criteria. There would be no upper age limit for Staff Candidate.
- xxv. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Mumbai and courts/ tribunals/ forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause / dispute.
- xxvi. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated. Decisions of Bank in all matters regarding eligibility, conduct of written examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Bank in this regard.
- xxvii. Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or even after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with the eligibility criteria mentioned in the advertisement. Further, applicants are required to apply online only. No manual/paper application will be entertained. The candidature of the candidates shall be provisional and will be subject to verification of eligibility conditions with reference to original documents. Screening and selection will be based on the details provided by the candidate. Hence it is necessary that applicants should furnish accurate, full and correct information in the online application. In the event of the candidate furnishing wrong or false information, his/her candidature may be rejected at any stage of the selection process. Requests for change of mailing address, category as declared in the online application, will not be entertained.
- xxviii. Candidate's admission to the test is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by NABARD.
- xxix. Any notice / communication meant for the candidates displayed on the bank's website or sent by registered /Speed posts or conveyed to the email id mentioned in the application at the time of registration with the Bank, shall be deemed to be sufficient service of communication upon the candidate, for all purpose.

**IMPORTANT DATES**

<b>Online Application Registration and Payment of Online Fees/ Intimation Charges.</b>	<b>From 26 October 2019 to 04 November 2019</b>
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**Mumbai**

**Date: 26 October 2019**

**Chief General Manager**

**Human Resource Management Department**