



**NATIONAL BANK FOR AGRICULTURE  
AND RURAL DEVELOPMENT  
(Fully owned by Govt. of India)**

**Advertisement No.05/Office Attendant/2019-20**

**Recruitment to the post of Office Attendant in Subordinate Service**

Applications are invited from Indian citizens for the post of **Office Attendant** 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 25 December 2019 and 12 January 2020** 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.

**Helpline: In case of any problem in filling up the form, payment of fee or download of call letter, queries may be made at <http://cgrs.ibps.in> Don't forget to mention "NABARD Office Attendant Examination" in the subject box of the email.**

**Important Dates / Timelines**

<b>Online Application Registration and Payment of Online Fees/Intimation Charges</b>	<b>25 December 2019 to 12 January 2020</b>
<b>Online Examination (Tentatively)</b>	<b>February 2020</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 &amp; Reservation for the post of Office Attendant (OA)

SR NO	State/Office	Total	UR	SC	ST	OBC	EWS	PWBD #	EXS	
									EXS	DIS-EXS
1	Andhra Pradesh @	1				1		6	14	3
2	Arunachal Pradesh	1	1							
3	Chhattisgarh	3	3							
4	Goa	1	1							
5	Gujarat	3	3							
6	Haryana	5	4			1				
7	Himachal Pradesh	1	1							
8	Jammu & Kashmir	1	1							
9	Karnataka	3	3							
10	Karnataka (BIRD Mangaluru)	2	2							
11	Kerala	3	2			1				
12	Maharashtra (HO-Mumbai) @	23	7		8	6	2			
13	Meghalaya	1	1							
14	Mizoram	1	1							
15	Nagaland	2	2							
16	New Delhi	3	3							
17	Odisha	2	1		1					
18	Rajasthan @	4	2	1		1				
19	Telangana @	2	1			1				
20	Uttar Pradesh \$	8	6			2				
21	Uttrakhand	2	2							
22	Tripura	1	1							
Total		<b>73</b>	<b>48</b>	<b>1</b>	<b>9</b>	<b>13</b>	<b>2</b>	<b>6</b>	<b>14</b>	<b>3</b>

PWBD # VI-01, MD-01, HI-02, LD – 02 (06 PWBD vacancies includes 2 carried forward vacancies)

\$ Includes 04 Vacancies at NBSC, Lucknow

@ includes backlog vacancies (01 OBC at AP, 8 ST & 6 OBC at HO Mumbai, 01 SC at Rajasthan and 01 OBC at Telengana)

Abbreviations: SC – Scheduled Caste, ST- Scheduled Tribe, OBC – Other Backward Classes, UR - Unreserved, EWS – Economically Weaker Section, PWBD-Persons with Benchmark Disabilities, EXS-Ex-Servicemen, DIS-EXS -Disabled ex-servicemen/Dependents of ex-servicemen killed in action.

- (i) Reservation for PWBD/EXS is horizontal reservation and included in State-wise vacancies for various categories.
- (ii) Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate the category as 'General' (Gen).
- (iii) OBC applicants, availing reservation benefit will have to produce OBC certificate issued after 31 March 2019 with Non-creamy layer clause as per Govt. of India guidelines.
- (iv) **Candidates can apply for vacancies in one State only.** The reservation will be provided for candidates belonging to SC/ST/OBC/PWBD/EXS/EWS category as per extant Government of India instructions.
- (v) 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 stall/cancel the recruitment partially/fully at any stage during the selection process at its discretion.

### **Guidelines for Reserved Category Candidates:**

a) Reservation for Persons with Benchmark Disability (PWBD) shall be applied @4% of total vacancies, horizontally, within the overall State-wise vacancies earmarked for various categories viz., UR, SC, ST, OBC, EWS as per the Right to Persons with Disabilities Act, 2016.

b) The candidates from PWBD category will be eligible for age relaxation and exemption from payment of application fee. However, they will have to pay the intimation charges.

c) Only 'Persons with benchmark disability' would be eligible for reservation with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

c) Reservation for EXS shall be applied @24.5% of total vacancies, which shall include reservation of 4.5% for disabled Ex-Servicemen and dependents of Servicemen killed in action, clubbed together, horizontally, within overall State-wise vacancies earmarked for various categories viz., UR, SC, ST, OBC, EWS.

d) Reserved category candidates belonging to SC/ST/OBC (Non Creamy Layer)/EWS may apply against unreserved vacancies if vacancies have not been reserved for their category in their State. However, they must fulfil the eligibility criteria for age and educational qualification at par with unreserved candidates. They will, however, be eligible for fee concession, where ever, applicable.

The reservation under various categories will be as per prevailing Government of India guidelines at the time of finalization of result.

## II.A Reservation for PWBD

Category	Type of disability	Benchmark Disability	No. of Post(s)
A	Visually Challenged (VC)	Low Vision (LV)	1
B	Hearing Impairment (HI)	Hard of Hearing (HH)	2
C	Locomotor Disability (LD)	Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (LD, CP, LC, DW, AAV, MD)	2
D		Specific Learning Disability (SLD) and Autism Spectrum Disorder (ASD)	1
E	Multiple Disability (MD)	Multiple disabilities from amongst persons under category (A) to (D) above including deaf-blindness in the posts identified for each disability	

### 2. Definition:

#### i) Ex-Servicemen

Ex-Servicemen candidates should fulfil the criteria as per prevailing instructions laid down by Govt. of India.

**ii) Disabled Ex-Servicemen:** Ex-Servicemen who while serving in Armed Forces got disabled in operation against the enemy or in disturbed areas shall be treated as Disabled Ex-Servicemen.

**iii) Dependents of Servicemen killed in Action:** Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) warlike operation or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Government (g) Dealing with agitating Para-Military forces personnel (h) IPKF Personnel killed during the operations in Sri Lanka.

#### Note:

**a.** Candidates, who are released / retired from Armed Forces, or who are likely to retire / get released on or before **31/12/2020** only are eligible to apply under this recruitment. They will also be required to submit the release letter along-with a self-declaration at the time of joining NABARD that he/she is entitled to the benefits admissible to Ex-servicemen in terms of Govt. of India Rules. Those candidates, who have already completed their initial period of engagement and are on an extended assignment are required to submit certificates to that effect. If selected, all such candidates mentioned above, should get released and join NABARD on or before **31/01/2021**.

**b.** The Territorial Army Personnel will be treated as Ex-Servicemen with effect from 15 November 1986.

c. Benefit of reservation to an Ex Servicemen for purpose of re-employment in Government job on civil side shall be available as per instructions contained in DoPT OM NO. 36034/1/2014 Estt (Res) dated 14 September 2014.

d. Dependents of Servicemen killed in action are eligible for reservation. Reservation @ 4.5% of the total vacancies will be provided for Disabled Ex-Servicemen and dependents of Servicemen killed in action, clubbed together. First priority in the matter of appointment will be given to the Disabled Ex-Servicemen and second priority will be given to dependents of Defence Personnel killed in action or severely disabled (with over 50% disability attributable to defence services). For the purpose of this concession, the members of the family would include his widow, son, daughter or his near relations who agree to support his family. The relaxation in upper age limit and educational qualification available to Ex-servicemen/Disabled Ex-Servicemen will not be available to Dependents of Servicemen killed in action or severely disabled.

#### **iv) Persons With Benchmark Disabilities:**

Definitions of disabilities applicable to various categories of disabilities as provided in the Rights of Persons with Disabilities (RPD) Act 2016 will be followed.

### **3. Guidelines for PWBD candidates using Scribe**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to conditions as in (i) and (ii) below. In all such cases where a scribe is used, the following rules will apply:

- a. The candidate will have to arrange his/her own scribe at his/her own cost.
- b. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- c. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be entertained.
- d. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- e. The scribe may be from any academic stream.
- f. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- g. Pro-forma of undertaking is available on NABARD website [www.nabard.org](http://www.nabard.org). Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- h. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he /

she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

**(i) Guidelines for Candidates with locomotor disability and cerebral palsy**

A compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

**(ii) Guidelines for Visually Impaired candidates**

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

**A. Visual Impairment (VI):** Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

**(i) Low Vision:**

(i) Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR

(ii) Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

**B. Hearing Impaired (HI):**

Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

**C. Locomotor Disabilities (LD):** A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under Locomotors disability with following bench mark:

a. OA - One arm affected (Right or Left)

b. OL - One leg affected (Right or Left)

Persons with OA category should have normal bilateral hand functions.

**(i). "Leprosy cured person"** means a person who has been cured of leprosy but is suffering from:

(a) Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(b) Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(c) Extreme physical deformity as well as advanced age which prevents him/ her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;

**(ii) "Cerebral palsy"** means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

**(iii) "Dwarfism"** means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less;

**(iv) "Muscular dystrophy"** means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

**(v) "Acid attack victims"** means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

**D.** Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

**(i) "Specific Learning Disability" (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

**(ii) "Autism spectrum disorder" (ASD)** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

**E. "Multiple Disabilities"** means combination of two or more disabilities as indicated below:

No.	Disability	No.	Disability
1	Low-vision	10	Specific learning disabilities
2	Leprosy cured persons	11	Multiple sclerosis
3	Hearing impairment (hard of hearing)	12	Speech and language disability
4	Locomotor disability	13	Thalassemia
5	Dwarfism	14	Haemophilia
6	Autism spectrum disorder	15	Sickle cell disease
7	Cerebral palsy	16	Acid Attack victims
8	Muscular dystrophy	17	Parkinson's disease
9	Chronic neurological conditions		

**Note:** Only "person with bench mark disability" would be eligible for reservation with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified

disability has been defined in measurable terms, as certified by the certifying authority.

A person who wants to avail the benefit of reservation will have to submit a latest Disability Certificate, on prescribed format, issued by Medical Authority or any other notified Competent Authority (Certifying Authority) in the District of the applicant's residence as mentioned in the proof of residence in the application. **The certificate should be dated on or before last date of registration of application.**

**These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.**

### **III. ELIGIBILITY CRITERIA: Educational Qualification (as on 01-12-2019)**

- i. A candidate should have passed 10th Standard (S.S.C./Matriculation) from the concerned State/UT coming under the State/Regional 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/UT coming under the Regional Jurisdiction of the Regional Office to which he/she is applying for. Bank reserves the right to call for any 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. A candidate belonging to Ex-servicemen category should at least have passed 10th Standard (S.S.C./Matriculation) and rendered at least 15 years of defence service, provided they have not graduated outside the Armed Forces.

#### **Note:**

- a) In case of multiple applications submitted by a candidate across State/s, 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 December 2019. The result of 10th Standard (S.S.C./Matriculation) examination of the required educational qualification must have been declared on or before 01 December 2019. In other words, candidates whose 10th Standard (S.S.C./Matriculation) results have been declared on or after 02 December 2019 are not eligible to apply.

### **IV. AGE (as on 01-12-2019)**

The candidate must be between 18 and 30 years of age as on 01/12/2019, i.e., the candidate must have been born not earlier than 02/12/1989 and not later than 01/12/2001 (both days inclusive) are eligible to apply.



**Relaxation in the Upper Age Limit:** Upper age limit will be relaxed as under:

<b>Sr. No</b>	<b>Category</b>	<b>Relaxation in Age</b>
(i)	Scheduled Caste / Scheduled Tribe	By 5 years, i.e. up to 35 years
(ii)	Other Backward Classes (OBC)	By 3 years, i.e. up to 33 years
(iii)	Persons with Benchmark Disabilities (PWBD)	By 10 years (GEN), 13 years (OBC) & 15 years (SC/ST)
(iv)	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
(v)	Widows/divorced women/women judicially separated who are not re-married	By 10 years
(vi)	Candidates who had ordinarily been domiciled in the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.	By 5 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.

**Caste Criteria:**

Candidate's seeking reservation as SC/ST/OBC, shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site [www.ncbc.nic.in](http://www.ncbc.nic.in), for ST category the list of caste for each state is available on the site [www.ncst.nic.in](http://www.ncst.nic.in) and for SC category the list of castes for each state is available on the site [www.socialjustice.nic.in](http://www.socialjustice.nic.in). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.

The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

No change in the community status already indicated in the on-line application by a candidate for this examination will be allowed. Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of document verification.

**Reservation for Economically Weaker Sections (EWSs) :** Persons who are not covered under the scheme of reservations for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh) and fulfilling Government of India criteria for EWSs, are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources, i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities

Reservation for Economically Weaker Section (EWS) in recruitment is governed by Office Memorandum no. 36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India.

**Disclaimer:** “EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the income & Asset certificate being verified through the proper channels.”

Benefit of reservation under EWS category can be availed upon production of an ‘Income and Asset Certificate’ issued by a Competent Authority on the format prescribed by Government of India. Applicants, availing reservation benefit of EWS will have to produce EWS certificate issued on or after 01 April 2019.

These guidelines are subject to change in terms of GoI guidelines/ clarifications, if any, from time to time.

## V. SELECTION PROCEDURE

- A. The selection will be done on the basis of two phase Online Tests (as given below) and Language Proficiency Test (LPT).

### Preliminary Online Examination

Sr. No.	Name of test (objective)	No. of questions	Maximum Marks	Duration
1	Test of Reasoning	30	30	<b>Composite time of 90 minutes</b>
2	English Language	30	30	
3	General Awareness	30	30	
4	Numerical Ability	30	30	
	<b>Total</b>	<b>120</b>	<b>120</b>	

## Main Online Examination

Sr. No.	Name of test (objective)	No. of questions	Maximum Marks	Duration
1	Test of Reasoning	35	35	<b>Composite time of 120 minutes</b>
2	Quantitative Aptitude	35	35	
3	General Awareness	50	50	
4	English Language	35	35	
	<b>Total</b>	<b>150</b>	<b>150</b>	

### **Scheme of Examination :**

- i. The preliminary and main online tests except English/Hindi language, will be available bilingually, i.e. in English and Hindi.
- ii. The Preliminary Examination is only qualifying in nature and is meant to serve as a screening test. Only those candidates who score sufficiently high in both, individual tests & in aggregate, shall be shortlisted for Main Examination in the calling ratio of maximum 1:25 based on the cut off arrived on performance of the candidates in the examination. Similarly, only such candidates who score the cut off marks or above in the Main Examination will be shortlisted for selection.
- iii. There will be penalty for wrong answers marked by the candidate. ***For every wrong answer marked, 1/4th of the marks assigned to that question will be deducted as penalty in examination.***
- iv. Other detailed information regarding the examination will be given in an Information Hand-out, which will be made available to the candidates for download along with the call letter for examination from NABARD's website.
- v. Final selection will be on the basis of candidate's performance in the online Main examination in the order of merit and biometric verification. The decision of the Bank in this regard will be final. Final Select list of the candidates who have provisionally qualified for selection will be made available on the Bank's website. Appointment is subject to Verification of eligibility for the post and information furnished in the online application.
- vi. Candidates responses (answers) will be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. The NABARD may take further action against such candidates as deemed fit by it.
- vii. A candidate who is or has been declared by NABARD guilty of impersonation or of submitting fabricated document/s which have been tampered with or of making statements which are incorrect or false or of suppressing material information or otherwise resorting to any other irregular or improper means of obtaining admission to examination or of using or attempting to use unfair means in the examination hall or misbehaviour in the examination hall may be debarred permanently or for a specified period.

- viii. Those who qualify for selection and produce 10<sup>th</sup> & 12<sup>th</sup> standard mark sheet/certificate indicating the official language as one of the subjects will not be subjected to any Language test. In case of others (qualified for selection and waitlist), Language Proficiency Test will be conducted at respective Regional Offices after provisional selection but before issue of offer letter. Candidates not found to be proficient in official local language would be disqualified.
- ix. LPT will be of Qualifying Type. The candidates provisionally selected/waitlisted from the On-line Test will have to undergo a language proficiency test (LPT).
- x. LPT will be conducted in the Official Language of the State (Regional Office) concerned (Annex-II). **Candidate not proficient in the Official/Local Language would be disqualified.**
- xi. Other detailed information regarding the test will be given in an Information Handout, which can be downloaded by the candidates from NABARD's website along with call letter.
- xii. Roll No. of those candidates who have qualified for LPT on the basis of **Online test** will be displayed on NABARD's website. Date for LPT will also be displayed on the website along with a brief notice thereof.
- xiii. Final Selection will depend, on the performance in online test, qualifying in LPT, Medical fitness, verification of certificates and **Biometric Data**, etc. to the Bank's satisfaction. Decision of the Bank in this regard, will be final.

**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 state/UT falling under that office as indicated hereunder.**

- 1) The applicants will be required to give self-declaration regarding proficiency in the official language/s (i.e. know to read, write, speak and understand the official language/s) of the state/UT falling under that office, in the online application/at the time of appointment and/or as demanded by the Bank during the recruitment process.
- 2) The Bank will conduct Language Proficiency Test (LPT) at any/all Offices. The candidate/s will be required to pass the test, failing which his/her candidature/appointment may be cancelled
- 3) Candidates who qualify and score the cut off marks or above in the examination as decided by NABARD, shall be shortlisted for selection on merit.

***Cut-offs may be applied in two stages : (i) On scores in individual tests, (ii) On Total Score***

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

**Selection Process :**

- i. **State wise merit list will be prepared for final selection.** The marks obtained in the Preliminary Examination (Phase-I) will not be added for preparing the final merit list for selection. Only the marks obtained in Main Examination (Phase-II) will be considered for the final merit list.

ii. **Resolution of Tie Cases:**

In case of having equal marks in Examination, candidate with higher educational qualification (undergraduate qualifications only) or in case of similar qualification, candidate with higher marks in 12<sup>th</sup> /10<sup>th</sup> will be ranked higher. In case of further tie-up, the candidate senior in age will be ranked higher.

- iii. **Wait List:** A wait list of up to 50% of vacancies (State-category wise) or subject to minimum of **three** will be maintained. Candidates will be considered from the waitlist against non-joining of select list candidates only. The validity of panel will be for a period of one year from the date of approval of the selection list by the Competent Authority or the declaration of the result for subsequent recruitment of Office Attendant, whichever is earlier.

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.

### **BIOMETRIC DATA- Capturing and Verification**

It has been decided to capture the biometric data (thumb impression or otherwise) and photograph of the candidates on the day of Main Online Test before the examination. This will be verified after the examination and during the day of LPT. **Further, this will also be verified subsequently.**

Decision of the Biometric data verification authority with regard to its status (matched or unmatched) shall be final and binding upon the candidates.

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

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

## **VI. PRE-RECRUITMENT TRAINING (PRT) FOR SC/ST/OBC/PWBD CANDIDATES**

NABARD arranges pre-recruitment training at certain centres for a limited number of SC/ST/OBC/PWBD 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 Regional 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 examination 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 **14 January 2020**.

Addresses of NABARD offices where the applications may be sent:

1. Andhra Pradesh Regional Office, NABARD, 1-1-61, RTC Cross Roads, Musheerabad, Hyderabad 500 020.
2. Arunachal Pradesh Regional Office, NABARD, Bank Tinali VIP Road, Post Box No. 133, Itanagar – 791111 Arunachal Pradesh
3. Chhatisgarh Regional Office, NABARD, Ananya, Plot No.01, Sector-24 Opposite Central Park, Atal Nagar, Nava Raipur-492101 Chhattisgarh
4. Goa Regional Office, NABARD, Nizari Bhavan Menezes Braganza Road Panaji - 403 001 Goa
5. Gujarat Regional Office, NABARD Tower, Opp. Municipal Garden, Usmanpura, Ahmedabad 380013.
6. Haryana Regional Office, Plot. No. 3, Sector 34-A Post Box No. 7 Chandigarh – 160 022
7. Himachal Pradesh Regional Office, Block No. 32 S D A Commercial Complex, Dev Nagar, Kasumpti Shimla – 171 009 – Himachal Pradesh
8. Jammu & Kashmir Regional Office, Railway Road Railhead Complex, Near Saraswati Dham, Jammu – 180012 Jammu & Kashmir
9. Karnataka Regional Office, NABARD Towers, 46 K G Road, Bangalore 560 009.
10. Bankers Institute of Rural Development Mangalore, BIRD Campus, Behind Govt. Polytechnic for Women, Krishna nagar Road, Bondel, Mangalore 575 008
11. Kerala Regional Office, Punnen Road, Statue Thiruvananthapuram – 695 039 Kerala
12. Head Office, NABARD, C-24/ G Block, BandraKurla Complex, Bandra East, Mumbai -400 051.

13. Meghalaya Regional Office, NABARD, 'U' PheitKharmihpen Building, 2<sup>nd</sup> and 3<sup>rd</sup> floor, Plot No. 28(2) Dhankheti, Shillong-793003
14. Mizoram Regional Office, NABARD, Ramhlun Road (North), Bawngkawn, Aizawl, Mizoram - 796012
15. Nagaland Regional Office, NABARD, 4<sup>th</sup> Floor, West Wing Administrative NSCB Building, Kher Mahal, Circular Road, Dimapur, Nagaland – 797112
16. New Delhi Regional Office, 24 Rajendra Place, New Delhi – 110 008 New Delhi
17. Odisha Regional Office, Ankur 2/1, Nayapalli Civic Centre, Post Box 179, Bhubneswar – 751015 Odisha
18. Rajasthan Regional Office, NABARD, 3 Nehru Place, Tonk Road Jaipur 302015
19. Telengana Regional Office, NABARD, 1-1-61, RTC Cross Roads, Musheerabad, Hyderabad 500020
20. Uttar Pradesh Regional NABARD, VipinKhand, Gomtinagar, Lucknow 226010.
21. Uttrakhand Regional Office, NABARD, 42, IT Park, Sahastradhara Road, Dehradun 248013.
22. Tripura Regional Office, NABARD, Shilpa Nigam Bhawan, Ground Floor, P.O. Kunjaban, Post Box. No. 9, Khejur Bagan, Agartala, Tripura – 799006

## FORM OF APPLICATION FOR TRAINING

The Chief General Manager  
National Bank for Agriculture and Rural Development  
Human Resources Management Department

Place:

Date:

\*\*  
\_\_\_\_\_

Dear Sir,

### **Pre-examination Training – Office Attendant in Group C**

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 / physically challenged 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/Physically Challenged certificate/fee receipt

\$ Delete inapplicable.

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



## VII. EXAMINATION CENTRES

- 1) The Online Examination will be conducted at various venues across the states as indicated in Annexure – III. Candidates will have to opt for a centre within the same state, they have applied for.
- 2) The Main Exam will be held at any place(s) in the concerned State. However, in case of any unforeseen infrastructural issues, centres would be shifted /combined/merged elsewhere.
- 3) NABARD, however, reserves the right to cancel any of the Examination centre/s and/ or add some other center/s, depending upon the number of candidates opting, administrative feasibility, etc.
- 4) The examination will be conducted online at the venues given in the respective call letters.
- 5) No request for change of centre/venue/date/session for Examination shall be entertained.
- 6) 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.
- 7) NABARD also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- 8) 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.
- 9) Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates do not opt for a particular centre for "Online" examination, NABARD reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, NABARD reserves the right to allot any other centre to the candidates.

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.

## **IX. 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 Office Attendants 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/Regional office for which they have applied.

## **7. How to Apply**

### **Detailed Guidelines / Procedure for**

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

**Candidates can apply online only from 25 December 2019 to 12 January 2020 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)

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 this advertisement.

- II. Signature in CAPITAL LETTERS will NOT be accepted.
- III. The left thumb impression should be properly scanned and not smudged. ( If a candidate is not having left thumb, he/she may use his/her right thumb for applying)
- IV. The text for the hand written declaration is as follows –  
“I.....(Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, 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 hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specification.)
- 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 email 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.**

**APPLICATION FEE / INTIMATION CHARGES (NON-REFUNDABLE)**

**Payment of Fee online : (from 25 December 2019 to 12 January 2020)**

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

<b>Category of Applicants</b>	<b>Application Fee</b>	<b>Intimation Charges, etc.</b>	<b>Total Fee</b>
For SC/ST/PWBD/EXS	-	Rs. 50	Rs. 50
All others	Rs. 400	Rs. 50	Rs. 450

- i. GST and Bank Transaction charges for Online Payment of application fee/intimation charges will have to be borne by the candidate.

**A. Application Registration**

1. Candidates to visit the NABARD’s website [www.nabard.org](http://www.nabard.org)– career notices 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 also be sent.
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. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
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. 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 Fee**

### **Online 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/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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
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 online Application Form. **Please note that if the same cannot be generated, online 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 close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

### **C. Guidelines for Scanning and Upload of Documents**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

#### **Photograph Image:**

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20kb-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.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the 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 the 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 on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions - 140 x 60 pixels (preferred).
- Size of file should be between 10kb – 20kb for signature & 20 kb – 50 kb left thumb impression
- For handwritten declaration, size of file should be 50 kb – 100 kb
- Ensure that the size of the scanned image is not more than 20KB for signature & 50 KB for left thumb impression and 100 KB (for hand written declaration).
- Signature/Hand Written declaration in CAPITAL LETTERS shall NOT be accepted.

### **Scanning the Documents :**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Colour to True Colour.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature/left thumb impression/hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01 .jpg or 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 and 100KB for hand written declaration & 20KB for signature and 50 KB for 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 and 100 KB for hand written declaration & 20KB for signature and 50 KB 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.

**If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression & hand written declaration.

### **Procedure for Uploading the Documents**

- There will be separate links for uploading Photograph, signature, left thumb impression and hand written declaration.

- Click on the respective link "Upload Photograph / Signature/left thumb impression/ hand written declaration".
- Browse & Select the location where the Scanned Photo/ Signature/left thumb impression/ hand written declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open/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.

## **8. 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.

## **9. 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 Preliminary Exam and 2 hours for Main Exam, candidates may be required to be at the venue for about 3 and 4 hours respectively 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 seeking reservation as 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 of 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 seeking reservation as OBC, 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 25 December 2019 to 12 January 2020</b>
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**Mumbai**  
**Date: 25 December 2019**

**Chief General Manager**  
**Human Resource Management Department**

**Regional Office (States) & their Official Languages**

<b>Sr. No.</b>	<b>States</b>	<b>Official Language/s</b>
1	Andhra Pradesh	Telugu
2	Arunachal Pradesh	English
3	Chhattisgarh	Hindi
4	Goa	Konkani
5	Delhi	Hindi
6	Gujarat	Gujarati
7	Haryana	Hindi
8	Himachal Pradesh	Hindi
9	Jammu	Urdu, English
10	Karnataka	Kannada
11	Kerala	Malayalam
12	Uttar Pradesh	Hindi
13	Maharashtra	Marathi
14	Meghalaya	English
15	Mizoram	Mizo
16	Nagaland	English
17	Odisha	Oriya
18	Rajasthan	Hindi
19	Telangana	Telugu
20	Tripura	Bengali/ Kak-Barak
21	Uttarakhand	Hindi

## Preliminary Examination Centre

Regional Offices	Centre of Preliminary Examination
Andhra Pradesh	Chirala, Srikakulam, Guntur, Kadapa, Kurnool, Nellore, Rajahmundry, Vijayawada, Vishakhapatnam, Tirupati, Kakinada, Eluru, Vizianagaram
Arunachal Pradesh	Naharlagun
Chhattisgarh	Bhilai Nagar, Bilaspur, Raipur
Gujarat	Mehsana, Rajkot, Surat, Vadodara, Ahmedabad - Gandhi Nagar, Anand
Haryana	Hisar, Faridabad, Gurugram, Karnal, Kurukshetra, Ambala, Panipat, Yamuna Nagar
Himachal Pradesh	Bilaspur, Hamirpur, Shimla, Solan, Mandi, Kangra, Kullu, Una
Jammu & Kashmir	Samba, Jammu, Srinagar
Karnataka	Bengaluru, Belgaum, Bidar, Hassan, Gulbarga, Hubli- Dharwad, Mangalore, Mysore, Shimoga, Udupi, Mandya, Davangere
Karnataka (BIRD Mangaluru)	
Kerala	Alappuzha, Kochi, Kannur, Kottayam, Kozhikode, Malappuram, Pallakad, Thrichur, Thiruvananthapuram, Kollam
Maharashtra (HO-Mumbai)	Aurangabad, Amravati, Kolhapur, Mumbai/ Navi Mumbai/Thane, Nagpur, Nanded, Nasik, Pune, Chandrapur, Solapur, Latur, Dhule, Jalgaon, Ratnagiri
Meghalaya	Shillong
New Delhi	Delhi – NCR
Odisha	Balasore, Berhampur(Ganjam), Bhubaneshwar, Cuttack, Sambalpur, Dhenkanal, Rourkela
Rajasthan	Ajmer, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur, Alwar
Telangana	Hyderabad, Karimnagar, Warangal, Khammam
Uttar Pradesh	Agra, Aligarh, Prayagraj (Allahabad), Bareilly, Faizabad, Ghaziabad, Gorakhpur, Noida/Greater Noida, Jhansi, Kanpur, Lucknow, Mathura, Meerut, Moradabad, Muzaffarnagar, Varanasi, Gonda, Sitapur
Uttrakhand	Roorkee, Dehradun, Haldwani
Goa	Panaji-Mapusa
Mizoram	Aizawl
Nagaland	Kohima
Tripura	Agartala

### Main Examination Centre

<b>Regional Offices</b>	<b>Centre of Main Examination</b>
Andhra Pradesh	Vishakhapatnam, Vijaywada
Arunachal Pradesh	Naharlagun
Chhattisgarh	Raipur
Gujarat	Ahmedabad – Gandhi Nagar
Haryana	Hisar
Himachal Pradesh	Shimla
Jammu & Kashmir	Jammu, Srinagar
Karnataka	Bengaluru
Karnataka (BIRD Mangaluru)	
Kerala	Thiruvananthapuram
Maharashtra (HO-Mumbai)	Mumbai/ Navi Mumbai/ Thane, Pune, Nagpur, Aurangabad
Meghalaya	Shillong
New Delhi	Delhi – NCR
Odisha	Bhubaneshwar
Rajasthan	Jaipur
Telangana	Hyderabad
Uttar Pradesh	Lucknow
Uttrakhand	Dehradun
Goa	Panaji-Mapusa
Mizoram	Aizawl
Nagaland	Kohima
Tripura	Agartala