The Maharashtra State Co-operative Bank Ltd.
(Incorporating The Vidarbha Co-op. Bank Ltd.)
(Scheduled Bank)
Sir Vithaldas Thackersey Smruti Bhavan,
9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai 400001
Ph. +91-22-69801000/1182/1184 Email: hrdm@mscbank.com
Website: **https://www.mscbank.com**

<u>MUST TO KNOW POINTS FOR REGISTRATION</u> -

Before applying online, candidates should-

   i) **Scan their:**

- **Photograph (4.5cm × 3.5cm)**
- **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 the all these scanned documents adhere to the required specifications as given to 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) **Keep the necessary details / documents ready to make Online Payment of the requisite application fee.**

   vi) **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, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

3. A <u>APPLICATION REGISTRATION</u> -

1. Candidates to go to the MSC Bank's website https://www.mscbank.com/careers 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 e-mail ID. A Provisional Registration Number and a Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and the Password. An e-mail & a SMS indicating the Provisional Registration number and the Password will also be sent.

3. In case the candidate is unable to complete the application form at 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 / entertained after clicking the COMPLETE REGISTRATION 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 / discrepancy found may disqualify the candidature.

6. Candidate should validate their details and save their application by clicking on the "Validate your details" and "Save & Next" button.

7. Candidates can proceed to upload their Photo, Signature, Thumb Impression & Hand-written Declaration as per the specifications given in the Guidelines for Scanning and Upload of their Photograph and Signature as 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 clicking on "COMPLETE REGISTRATION".

10. Modify details, if required, and click on 'COMPLETE REGISTRATION' 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.

3. B. <u>PAYMENT OF FEES</u> -

Sr. No.	Posts	Application Fees for all categories of candidates.
1	TRAINEE JUNIOR OFFICERS	Rs.1,770/- (Includes GST)
2	TRAINEE ASSOCIATES	Rs.1,180/- (Includes GST)

1. The Application fees are to be paid only through On-line Mode. **No other mode of payment will be accepted.**

2. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

3. The payment can be made by using Debit Cards (RuPay / Visa / MasterCard /Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards / Mobile Wallets.

4. 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.

5. On successful completion of the transaction, an e-Receipt will be generated.
6. 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.
7. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.
8. 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.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. **There is also a facility to print the application form containing fee details after payment of fees.**
11. **APPLICATION FEES ARE NON REFUNDABLE SHOULD BE PAID ONLINE BETWEEN 19.10.2024 TO 08.11.2024.** Bank Transaction charges, if any, for Online Payment of Application fees will have to be borne by the candidate.

3. C. <u>DOCUMENT SCAN AND UPLOAD</u> –

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

i. <u>Photograph Image</u>: (4.5cm × 3.5cm)
 a) Photograph must be a recent passport style colour picture.
 b) Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
 c) Look straight at the camera with a relaxed face
 d) 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
 e) If you have to use flash, ensure there's no "red-eye"
 f) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
 g) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
 h) Dimensions 200 x 230 pixels (preferred)
 i) Size of file should be between 20kb–50 kb
 j) Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

ii. <u>Signature, left thumb impression and hand-written declaration Image:</u>

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb.Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - <u>File type:</u> jpg / jpeg
  - <u>Dimensions:</u> 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - <u>File Size:</u> 20 KB – 50 KB

- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - <u>File type</u>: jpg / jpeg
  - <u>Dimensions</u>: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - <u>File Size</u>: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- 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.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

iii. <u>Scanning the documents:</u>
   a) Set the scanner resolution to a minimum of 200 dpi (dots per inch)
   b) Set Colour to True Colour
   c) File Size as specified above
   d) Crop the image in the scanner to the edge of the photograph/signature then use the upload editor to crop the image to the final size (as specified above).
   e) 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.
   f) Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg/.jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

iv. <u>Procedure for Uploading the documents</u>
   a) While filling in the Online Application Form the candidate will be provided

with separate links for uploading Photograph & Signature.

b) Click on the respective link "Upload Photograph / Signature/ Thumb Impression/ Hand Written Declaration"

c) Browse and Select the location where the Scanned Photograph / Signature/ Thumb Impression/ Hand Written Declaration file has been saved.

d) Select the file by clicking on it

e) Click the 'Open/Upload'

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

g) Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

h) **Your Online Application will not be registered unless you upload your Photograph & Signature as specified.**

v. **Note:**

a. In case the face in the photograph or signature is unclear / smudged or not as per specification mentioned, the candidate's application may be rejected.

b. After uploading the Photograph / Signature/ 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 is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or Thumb Impression or Hand Written Declaration prior to submitting the form.

c. 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, application of such candidate/s will not be accepted.

After registering online candidates are advised to take a printout of their system generated online application forms.