



NATIONAL BANK FOR AGRICULTURE  
AND RURAL DEVELOPMENT  
(Fully owned by Govt. of India)  
Advertisement No.3/DA/2018-19

## Recruitment to the post of Development Assistant

Applications are invited from eligible Indian citizens for the post of Development Assistant in NABARD.

After reading carefully, all the instructions given below, candidates may click on the following link for submitting the online application form:

[“Recruitment for the post of Development Assistant - 2018”](#)

### Instructions

#### 1-A Application Form

Before applying, candidates should ensure that they fulfil the eligibility criteria for the post. Candidates are advised to apply ONLY ONLINE through Bank's website [www.nabard.org](http://www.nabard.org)

**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 Development Assistant Examination” in the subject box of the email.**

#### 1-B Important Dates:

|                                                                                       |                                                                                                                                                           |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Website Link Open – Online Registration and Payment of Online Fees/Intimation Charges | 27 August 2018 to 12 September 2018                                                                                                                       |
| Phase-I (Preliminary) – Online Examination                                            | September / October 2018. Exact dates of examination would be announced separately on NABARD's website <a href="http://www.nabard.org">www.nabard.org</a> |
| Phase-II (Main) – Online Examination                                                  |                                                                                                                                                           |

NABARD reserves the right to change the dates on account of administrative exigencies. The online links for download of call letters/ handouts will be published on our website, [www.nabard.org](http://www.nabard.org). Candidates are advised to visit the website regularly for updates, etc. during recruitment process.

Please note that corrigendum, if any, issued on the above advertisement, will be published on the Bank's website, [www.nabard.org](http://www.nabard.org).

## 1-C – Number of Posts & Reservations

| Sr No.                              | State/Office                 | Total | UR | SC | ST | OBC | PWBD | EXS |
|-------------------------------------|------------------------------|-------|----|----|----|-----|------|-----|
| 1                                   | Andhra Pradesh - Hyderabad # | 1     | 1  | 0  | 0  | 0   | 2    | 11  |
| 2                                   | Arunachal Pradesh            | 1     | 1  | 0  | 0  | 0   |      |     |
| 3                                   | Bihar                        | 1     | 1  | 0  | 0  | 0   |      |     |
| 4                                   | Chhattisgarh                 | 3     | 1  | 0  | 2  | 0   |      |     |
| 5                                   | Goa                          | 2     | 2  | 0  | 0  | 0   |      |     |
| 6                                   | Gujarat                      | 1     | 1  | 0  | 0  | 0   |      |     |
| 7                                   | Haryana RO - Chandigarh      | 4     | 2  | 0  | 0  | 2   |      |     |
| 8                                   | Jammu & Kashmir*             | 3     | 2  | 0  | 0  | 1   |      |     |
| 9                                   | Jharkhand                    | 1     | 1  | 0  | 0  | 0   |      |     |
| 10                                  | Karnataka \$                 | 2     | 1  | 0  | 0  | 1   |      |     |
| 11                                  | Madhya Pradesh               | 2     | 1  | 0  | 0  | 1   |      |     |
| 12                                  | Maharashtra (HO-Mumbai)      | 16    | 7  | 1  | 1  | 7   |      |     |
| 13                                  | Manipur                      | 2     | 1  | 0  | 1  | 0   |      |     |
| 14                                  | Meghalaya                    | 1     | 1  | 0  | 0  | 0   |      |     |
| 15                                  | Mizoram                      | 2     | 2  | 0  | 0  | 0   |      |     |
| 16                                  | Nagaland                     | 2     | 1  | 0  | 1  | 0   |      |     |
| 17                                  | Odisha                       | 1     | 1  | 0  | 0  | 0   |      |     |
| 18                                  | Punjab RO - Chandigarh       | 1     | 1  | 0  | 0  | 0   |      |     |
| 19                                  | Rajasthan                    | 1     | 1  | 0  | 0  | 0   |      |     |
| 20                                  | Sikkim                       | 3     | 3  | 0  | 0  | 0   |      |     |
| 21                                  | Telangana - Hyderabad        | 1     | 1  | 0  | 0  | 0   |      |     |
| 22                                  | Tripura                      | 2     | 2  | 0  | 0  | 0   |      |     |
| 23                                  | Uttar Pradesh                | 4     | 3  | 0  | 0  | 1   |      |     |
| 24                                  | Uttarakhand                  | 5     | 4  | 1  | 0  | 0   |      |     |
| TOTAL @                             |                              | 62    | 42 | 2  | 5  | 13  | 2    | 11  |
| includes backlog vacancies as under |                              |       |    |    |    |     |      |     |
| BACKLOG                             |                              | 8     |    | 0  | 2  | 2   | 0    | 4   |

\* 2 posts in Srinagar Cell. \$ Posts at BIRD, Mangaluru.

# Likely to be shifted to new capital of AP state in due course.

Abbreviations: SC – Scheduled Caste, ST- Scheduled Tribe, OBC – Other Backward Classes, UR - Unreserved, EXS-Ex-Servicemen, PWBD-Persons with Benchmark Disabilities.

EXS: A total of 11 vacancies, including backlog, are reserved for Ex-Servicemen category.

PWBD: A total of 2 vacancies are reserved for candidates from Persons with Benchmark Disabilities (PWBD).

Reservation for PWBD/EXS is horizontal reservation and included in State-wise vacancies for various categories.

**Note: Candidates can apply for vacancies in one State only. The Bank reserves the right to increase / reduce the number of vacancies or not to fill up any or all of the vacancies or cancel the recruitment process.**

### **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 as per the Right to Persons with Disabilities Act, 2016.
- b) Reservation for EXS shall be applied @14.5% 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.
- c) Reserved category candidates belonging to SC/ST/OBC (Non Creamy Layer) 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.
- d) Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General' (UR).
- e) OBC applicants, availing reservation benefit will have to produce OBC certificate issued after 31 March 2018 with Non-creamy layer clause as per Govt. of India guidelines.
- f) The reservation under various categories will be as per prevailing Government of India guidelines at the time of finalization of result.
- g) **Formats of various certificates required during recruitment process are available for guidance of candidates at our website [www.nabard.org](http://www.nabard.org) - Career Notices.**

## **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 **12.09.2019** 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 on or before **12.09.2019**.
- 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 August 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.

#### **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.

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

#### **4. Eligibility Criteria:**

##### **(a) Age (as on 01/08/2018):**

Between 18 and 35 years.

Candidates born not earlier than 02-08-1983 and not later than 01-08-2000 (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 40 years                                                                                               |
| (ii)          | Other Backward Classes (OBC)                                                                                                                          | By 3 years, i.e. up to 38 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 Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989. | By 5 years                                                                                                                    |

**Note: No cumulative age relaxation will be available to any candidate, save as provided above.**

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

**(b) Educational Qualification (as on 01/08/2018):**

1. Bachelor's Degree in any discipline from a recognised University/Institutions with a minimum of 50% marks in aggregate (pass class for SC/ST/PWBD candidates).

**Note :**

i) 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.

ii) Some Universities/Institutes do not award Class or percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the undefined parameter(s) would be worked out as under:

| Equivalent CGPA/ OGPA/ CPI or similar terminologies allotted on a 10-point scale | Aggregate % of Marks |
|----------------------------------------------------------------------------------|----------------------|
| 6.75                                                                             | 60%                  |
| 6.25                                                                             | 55%                  |
| 5.75                                                                             | 50%                  |
| 5.25                                                                             | 45%                  |

- iii. Aggregate Grade Point or percentage of marks where ever awarded would mean aggregate over the entire duration of the course and covering all subjects.
- iv. Where the Aggregate Grade Point (CGPA/OGPA/CPI, etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item (ii) above.

2. A candidate belonging to Ex-servicemen category should either be a graduate from a recognized University or should have passed the matriculation or its equivalent examination of the Armed Forces and rendered at least 15 years of defence service.

3. Candidates applying for post in a particular State should be proficient in the language of the State (i.e. should know to read, write, speak and understand the language).

**(c) Scheme of Selection:**

The selection process will involve two phases viz. Preliminary and Main Exam, both online, as under:

### Phase I - Preliminary Examination (Online)

| Sr. No. | Name of the Tests (Objective) | No. of Questions | Max. Marks | Duration                     |
|---------|-------------------------------|------------------|------------|------------------------------|
| 1.      | Test of English Language      | 40               | 40         | Composite time of 60 minutes |
| 2.      | Test of Numerical Ability     | 30               | 30         |                              |
| 3.      | Test of Reasoning             | 30               | 30         |                              |
|         | <b>Total</b>                  | <b>100</b>       | <b>100</b> |                              |

### Phase II - Main Exam (Online)

| Sr. No. | Name of the Tests                                                                        | No. of Questions                       | Max. Marks | Duration                                                                             |
|---------|------------------------------------------------------------------------------------------|----------------------------------------|------------|--------------------------------------------------------------------------------------|
| 1.      | Test of Reasoning                                                                        | 30                                     | 30         | Composite time of 90 minutes for Objective Tests and 30 minutes for Descriptive Test |
| 3.      | Quantitative Aptitude                                                                    | 30                                     | 30         |                                                                                      |
| 4       | General Awareness (with special reference to agriculture, rural development and banking) | 50                                     | 50         |                                                                                      |
| 4.      | Computer Knowledge                                                                       | 40                                     | 40         |                                                                                      |
| 5.      | Test of English Language (Descriptive)                                                   | Essay, Precis, Report / Letter Writing | 50         |                                                                                      |
|         | <b>Total</b>                                                                             |                                        | <b>200</b> |                                                                                      |

- i. The above tests except English, 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 negative marks for wrong answers in the Objective tests in both the phases. 1/4<sup>th</sup> mark will be deducted as penalty for each wrong answer.
- iv. Other detailed information regarding the examination will be given in an Information Handout, 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.

#### (d) Pre-recruitment Training 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 September 2018**.

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, P.B.No.133, Itanagar – 791111.
3. Bihar Regional Office, NABARD, Maurya Lok Complex, Block B 4 & 5 Floors, Dak Bungalow Road, Patna 800 001.
4. Haryana Regional Office, Plot. No. 3, Sector 34-A Post Box No. 7 Chandigarh – 160 022
5. Punjab Regional Office, Plot. No. 3, Sector 34-A Post Box No. 7 Chandigarh – 160 022
6. Chhatisgarh Regional Office, NABARD, 1<sup>st</sup>& 2<sup>nd</sup> Floor, Pithalia Complex, Fafadih Chowk, K K Road, Raipur 492 009.
7. Gujarat Regional Office, NABARD Tower, Opp. Municipal Garden, Usmanpura, Ahmedabad 380013.
8. Goa Regional Office, NABARD, Nizari Bhavan, Menezes Braganza Road, Panaji - 403 001
9. Head Office, NABARD, C-24/ G Block, Bandra Kurla Complex, Bandra East, Mumbai -400 051.
10. Jammu & Kashmir Regional Office, NABARD, Railway Road Railhead Complex, Near Saraswati Dham, Jammu 180 012.
11. Jharkhand Regional Office, NABARD, Opp. Adivasi College, Hostel, Karamptoli Road, Ranchi 834 001.
12. Karnataka Regional Office, NABARD Towers, 46 K G Road, Bangalore 560 009.
13. Madhya Pradesh Regional Office, NABARD, E-5 Arera Colony, Bittan Market, P O Ravishankar Nagar, Bhopal 462 016

14. Manipur Regional Office, NABARD, Lairen Mansion, 2<sup>nd</sup> floor, Lamphelpat, Imphal 795004
15. Meghalaya Regional Office, NABARD, 'U' Pheit Kharmihpen Building, 2<sup>nd</sup> and 3<sup>rd</sup> floor, Plot No. 28(2) Dhankheti, Shillong-793003
16. Mizoram Regional Office, NABARD, Ramhlum Road (North), Bawngkawn, Aizawl – 796014
17. Nagaland Regional Office, NABARD, 4<sup>th</sup> floor NSCB HO Building, Kharmahal, Circular Road, Dimapur – 797112
18. Odisha Regional Office, NABARD, "Ankur", 2/1, Nayapalli, Civic Centre, Bhubaneswar 751 015
19. Rajasthan Regional Office, NABARD, 3 Nehru Place, Tonk Road Jaipur 302 015
20. Sikkim Regional Office, NABARD, Om Niwas, Church Road, Gangtok 737101
21. Tripura Regional Office, NABARD, 'Shilpa Nigam Bhawan', Ground Floor P.O. Kunjaban, Post Box No. 9, Khejur Bagan, Near Hotel Ginger, Agartala, Tripura PIN- 799006
22. Telengana Regional Office, NABARD, 1-1-61, RTC Cross Roads, Musheerabad, Hyderabad 500 020
23. Uttar Pradesh Regional NABARD, Vipin Khand, Gomtinagar, Lucknow 226 010.
24. Uttrakhand Regional Office, NABARD, 42, IT Park, Sahastradhara Road, Dehradun 248 013.

## **5. Examination Centres:**

- i. The Preliminary Examination will be conducted online at various venues across the states as indicated in Annexure – I. Candidates will have to opt for a centre within the same state, they have applied for.
- ii. 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.
- iii. 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.
- iv. NABARD also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

- v. Candidate will appear for the examination at an Examination Centre at his/ her own risks and expenses and NABARD will not be responsible for any injury or losses etc. of any nature, whatsoever.
- vi. Choice of Centre once exercised by the candidate will be final.
- vii. No request for change of centre / venue / date / session of Examination shall be entertained.
- viii. 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 candidate.

## **6. Service Conditions / Career Prospects:**

### **(i) Pay Scale:**

Selected Candidates will draw a starting basic pay of **Rs. 14,650/- per month (including two advance increments) in the scale of Rs. 13150 -750 -15400 -900 -19000 -1200-26200 -1300-28800-1480-33240 -1750 -34990 (20 years)** and other allowances, viz. Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Transport Allowance etc., as admissible from time to time. At present, initial monthly Gross emoluments for Development Assistants is approximately Rs.31,000/-.

### **(ii) Perquisites:**

The available perquisites include NABARD's residential accommodation subject to availability, reimbursement of petrol for vehicle for official purpose, Newspaper, Brief Case, 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 to New Pension Scheme (NPS)", in addition to the benefit of Gratuity and Optional Group Term Insurance Plan.

(iii) There are reasonable prospects for promotion to higher grades.

(iv) Selected candidates will be initially posted in NABARD's Head Office/Regional office/TE for which they have applied. However, they are liable to be transferred anywhere in India.

## **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 27 August 2018 to 12 September 2018 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 27 August 2018 to 12 September 2018)

Fee payable would be as under:

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

- i. 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 (signature & left thumb impression)
- For handwritten declaration, size of file should be 20 kb – 50 kb
- Ensure that the size of the scanned image is not more than 20KB (signature & left thumb impression) and 50 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 (photograph and hand written declaration) & 20KB (signature and 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 (photograph and hand written declaration) & 20KB (signature and 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/mehndi/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. Caste certificate by candidate seeking reservation as SC/ST/OBC 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 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 centers 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** In the examination hall as well as at the time of interview, 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 31.03.2018.

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 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 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.

**IMPORTANT DATES**

|                                                                                        |                                                     |
|----------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Online Application Registration and Payment of Online Fees/ Intimation Charges.</b> | <b>From 27 August 2018 to<br/>12 September 2018</b> |
|----------------------------------------------------------------------------------------|-----------------------------------------------------|

**Mumbai  
Date: 27 August 2018**

**Chief General Manager  
Human Resource Management Department**