



## NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

(Fully owned by Govt. of India)

Advertisement No.03 /Office Attendant/2024-25

### 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 02 October 2024 and 21 October 2024**. 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>02 October 2024 to 21 October 2024</b>
<b>Online Examination</b>	<b>21 November 2024</b>
<b>@ NABARD reserves the right to make change in the date of the examination. The online examination would be conducted on weekdays / weekend.</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 No. I**

**1. Number of vacancies and reservation – Office Attendant (OA)**

Sr. No.	Regional Offices	Category						PwBD \$	EXS	Dis-EXS
		UR	SC	ST	OBC	EWS	Total			
1	Andhra Pradesh	2	0	0	0	0	2	3	19	4
2	Arunachal Pradesh	1	0	0	0	0	1			
3	Bihar	2	0	0	1	0	3			
4	Chhattisgarh	1	0	1	0	0	2			
5	Goa	2	0	0	0	0	2			
6	Gujarat	1	0	0	1	1	3			
7	Haryana	3	0	0	0	0	3			
8	Himachal Pradesh	1	0	0	1	0	2			
9	J & K	1	0	0	1	0	2			
10	Jharkhand	2	0	0	0	0	2			
11	Karnataka (Includes BIRD Mangaluru)	4	1	0	2	1	8			
12	Kerala	3	0	0	1	1	5			
13	Madhya Pradesh	2	1	1	0	1	5			
14	Maharashtra (Includes Head Office-Mumbai) @	10	0	8	14	3	35			
15	Manipur	1	0	0	0	0	1			
16	Meghalaya	1	0	0	0	0	1			
17	Mizoram	1	0	0	0	0	1			
18	New Delhi	1	0	0	1	0	2			
19	Odisha	4	0	1	0	0	5			
20	Punjab	1	0	0	1	0	2			
21	Rajasthan	1	0	1	0	1	3			
22	Tamil Nadu	2	1	0	1	1	5			
23	Telangana	0	0	0	1	0	1			
24	Tripura	1	0	0	0	0	1			
25	Uttar Pradesh (Includes NBSC) @	2	1	0	1	1	5			
26	Uttarakhand	2	0	0	0	0	2			
27	West Bengal	2	0	0	2	0	4			
	<b>Total</b>	<b>54</b>	<b>4</b>	<b>12</b>	<b>28</b>	<b>10</b>	<b>108</b>	<b>3</b>	<b>19</b>	<b>4</b>

**Note:** Karnataka includes 6 vacancies for Karnataka RO, Bengaluru and 2 vacancies for BIRD – Mangaluru  
 Maharashtra includes 2 vacancies for Maharashtra RO, Pune and 33 for HO, Mumbai  
 Uttar Pradesh includes 3 vacancies for Uttar Pradesh RO, Lucknow and 2 for NBSC, Lucknow

**\$ Refer [Table No. II](#) for the Category wise PwBD Vacancies.**

**@ Includes Backlog vacancy, details as under:**

State	Category	Vacancy
Maharashtra	ST	08
	OBC	02
Odisha	ST	01
UP	OBC	01

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) There would be vertical reservation for SC, ST & OBCs as per reservation for state specific criteria. There would be horizontal reservation for PwBD and Ex-servicemen category.
- (ii) The reservation under various categories will be as per prevailing Government Guidelines at the time of finalisation of result.
- (iii) 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 the right to stall/cancel the recruitment partially/fully at any stage during the selection process at its discretion.

**Note: 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.**

**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 SC/ST/OBC/PwBD/EXS category will be eligible for age relaxation and exemption from payment of application fee. However, they will have to pay the intimation charges.
- 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, wherever, applicable.
- e. Candidates belonging to OBC category but coming in the ‘Creamy Layer’ are not entitled to OBC reservation. They should indicate the category as ‘General’ (UR).
- f. **OBC applicants, availing reservation benefit will have to produce OBC certificate issued on or after 01 April 2024 with non-creamy layer clause as per Govt. of India guidelines.**
- g. Benefit of reservation under EWS category can be availed upon production of an ‘Income and Asset Certificate’ issued by a Competent Authority in the format prescribed by Government of India. Applicants, availing reservation benefit of **EWS will have to produce EWS certificate for the financial year 2024-2025, issued on or after 01 April 2024.**

h. **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 **01 October 2025** 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 **01 October 2025**.

**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 or severely disabled.

### **iv) Persons With Benchmark Disabilities (PwBD) as per RPwD Act 2016:**

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

**Only following categories of PwBD candidates are eligible to apply for the post of Office Attendant:**

**Table No. II  
Vacancies for PwBD**

Benchmark Disabilities identified suitable for various posts in National Bank for Agriculture and Rural Development in terms of RPwD Act, 2016.

<b>Categories for which identified</b>	<b>Nature of disability suitable for the posts</b>	<b>Vacancies</b>	<b>Functional Requirements</b>
Category (A)	B – Blind LV – Low Vision	01	<b>S – Sitting, ST – Standing, W – Walking, MF -- Manipulation with Fingers SE - Seeing</b>
Category (B)	D- Deaf HH- Hard of hearing	01	
Category (C)	OA - One Arm affected OL - One Leg affected. OAL - One Arm & One Leg Affected CP - Cerebral Palsy LC - Leprosy Cured Dw - Dwarfism AAV - Acid Attack Victim (Spinal Deformity (SD)/ Spinal Injury (SI) with associated limb dysfunction shall be covered under the respective sub-category of OA, OL and OAL) Spinal Deformity (SD)/ Spinal Injury (SI) without neurological/limb dysfunction	01	
Category (D)	ASD (M) – Autism Spectrum Disorder (Mild) SLD - Specific Learning Disability ID – Intellectual Disability MI – Mental Illness	00	
Category (E)	MD – Multiple Disability (involving (a) to (d) above)	00	

**Note:** Only those persons with benchmark disabilities would be eligible for reservation. “Benchmark disability” means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority.

A person who wants to avail benefit of reservation will have to submit a latest disability certificate, in the prescribed format, issued by Medical Authority or any other notified Competent Authority (Certifying Authority) in the district of applicants’ residence as mentioned in the proof of residence in the application. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. **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**

### 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 scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110 /2003 -DDIII dated February 26,2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.
- b. The candidate will have to arrange his/her own scribe at his/her own cost.
- c. 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.
- d. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably indicate the same in the online application form. Any subsequent request may not be entertained.
- e. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- f. The scribe may be from any academic stream.
- g. During the exam, at any stage, it is found that scribe is independently answering the questions, the exam session will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates, using the services of the scribe, will also be cancelled if it is reported after the examination by the Test Administrator Personnel that the scribe independently answered the questions.
- h. 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.
- i. 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.
- j. 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.
- k. In addition to instructions applicable to PwBD candidates (who have disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.
  - The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at [Appendix-I](#).
  - The qualification of a scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at [Appendix-II](#).

**(i) Guidelines for Candidates with Locomotor Disability and Cerebral Palsy**

A compensatory time of twenty 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 twenty minutes for every hour of examination. 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.

**(a) Blindness (B):**

- i. Total absence of sight; OR
- ii. Visual acuity less than **3/60 or less than 10/200 (Snellen)** in the better eye with best possible correction; OR
- iii. Limitation of the field of vision subtending an angle of less than **10 degree or worse.**

**(b) Low Vision:**

- i. Visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections
- ii. Limitation of the field of vision subtending an angle of less than 40 degrees up to 10 degrees.

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

(a) **Deaf (D):** means person having 70 DB hearing loss in speech frequencies in both ears.

(b) **Hard of Hearing (HH):** means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

In addition to the instructions applicable to PwBD candidates (who have disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act ,2016 but not covered under the definition of Section 2 (r) of the said Act,i.e persons having less than 40% disability and having difficulty in writing.

**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 benchmark:

- a. **OA** - One arm affected (Right or Left)
- b. **OL** - One Leg affected (Right or Left)
- c. **BA** – Both Arms affected.
- d. **BL** – Both Legs affected.
- e. **OAL** – One Arm One Leg affected.

Persons with OA and OAL category should have normal bilateral hand functions.

**(i) "Leprosy cured person" (LC)** 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 eyelid 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" (CP)** 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" (Dw)** means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less;

**(iv) "Muscular dystrophy" (MDy)** 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" (AAV)** 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.

**(iii) "Mental Illness" (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgement, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

**Candidates seeking reservation/relaxation benefits available for PwBD must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed. They should also be in possession of the PwBD certificate, in the prescribed format, in support of their claim as stipulated for such benefits on or before last date of registration of application.**

#### **4. Job Profile of Office Attendant**

1. Carrying of files, papers, etc.
2. Removing from and keeping them in cupboards.
3. Stitching and binding of records.



4. Supply of water and beverages to the staff.
5. Preparation and serving of tea, food, etc. to the staff.
6. Helping of Cooks and maintenance of lounge.
7. Attend to all incidental and / or related work.
8. Attending to the duties of Wireman, Liftman, Cook.
9. Operation of Office equipment including cyclostyling and xerox / photo-copying machines, as may be entrusted by NABARD.
10. Attending to work relating to Central Receipt and Dispatch Section.
11. Maintaining and upkeep of records.
12. Attending on Senior Officers in Grade 'F' and above, as also Officer-in-Charge of the Regional Offices and Head of Departments in Head Office.
13. The staff attending on such officers will also discharge the duties of carrying files, papers, etc., removing from and keeping them in the cupboards in respect of such Officers and carry cases from such Officers to their Departments / Sections, etc.
14. Supply of water and beverages and serving of tea, food, etc. to such Officers and attend to all incidental and / or related work.
15. The duties / work of Office Attendant / Senior Office Attendant / Special Office Attendant / Senior Special Office Attendant are inter-changeable.

**5. Eligibility Criteria: Educational Qualification  
(as on 01 October 2024)**

- i. A candidate should have passed 10<sup>th</sup> 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. **The candidate should be an undergraduate as on 01.10.2024. 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 10<sup>th</sup> 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 October 2024**. The result of 10<sup>th</sup> Standard (S.S.C./Matriculation) examination of the required educational qualification must have been declared on or before **01 October 2024**. In other words, candidates whose 10<sup>th</sup> Standard (S.S.C./Matriculation) results have been declared on or after 02 October 2024 are not eligible to apply.

## 6. Age (as on 01-10-2024)

The candidate must be between 18 and 30 years of age as on 01/10/2024, i.e., the candidate must have been born not **earlier than 02/10/1994** and not **later than 01/10/2006** (both days inclusive) are eligible to apply.

### Relaxation in the Upper Age Limit:

Upper age limit will be relaxed as under:

Sr. No	Category	Relaxation in Age
(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

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

## 7. Caste Criteria:

i) 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.

ii) 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.

iii) 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.

iv) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of document verification/ as & when Bank called for.

**The SC/ST/OBC candidates from Maharashtra are mandatorily required to submit “VALIDITY CERTIFICATE” issued by the Scrutiny Committee.**

**The caste certificates for OBC candidates should be for the Financial Year 2024-25 issued after 01/04/2024.**

### **8. Reservation for Economically Weaker Sections (EWS):**

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.”

**EWS will have to produce EWS certificate for the financial year 2024-2025, issued on or after 01 April 2024.**

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

### **9. Selection Procedure**

**The selection will be done on the basis of Online Test (as given below) and Language Proficiency Test (LPT).**

#### **I. Online Test**

<b>Sr. No.</b>	<b>Name of test (objective)</b>	<b>No. of questions</b>	<b>Maximum Marks</b>	<b>Duration</b>
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>	

## II. Language Proficiency Test

All the Selected /Waitlist candidates would require to undergo the Language Proficiency Test (LPT). The LPT will be conducted in the official language of the State concerned / the State for which the candidate has applied in the online application form. The LPT will be qualifying in nature. Candidates not qualifying/ passing the (LPT), would be disqualified. The details of LPT to be conducted would be available on NABARD website after declaration of the Online Examination Result. In this connection, a list of language/s specified for the LPT of concerned State/s is given in [Annexure I](#).

## III. Scheme of Examination:

- i. The online test except English language, will be available bilingually, i.e. in English and Hindi.
- ii. Only Such Candidates who score the cut off marks or above in the Online Test will be shortlisted for the Selection.
- iii. There will be negative marking for wrong answers in the online test. ***For every wrong answer marked, 1/4<sup>th</sup> mark will be deducted as penalty in examination.***
- iv. LPT is mandatory. No exemption of any sort will be given to any candidate from appearing in LPT, which will be conducted at respective offices.
- v. LPT will be of Qualifying Type. The candidates provisionally selected/waitlisted from the On-line Test will have to undergo a mandatory language proficiency test (LPT).
- vi. **Candidates applying for post in a particular State should be proficient in the official language of the State (i.e. should be able to read, write, speak and understand the language).**
- vii. The Official language of the state would be the main language declared in the State gazette of the concerned state.
- viii. LPT will be conducted in the Official/ Local Language of the State (Regional Office) concerned/ the State for which the candidate has applied in the online application form. **(Annexure-I). Candidate not qualifying LPT shall not be considered for selection.** The Date for LPT will be displayed on the website along with a brief notice thereof.
- ix. 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.
- x. Roll No. of those candidates who have qualified for LPT on the basis of **Online test** will be displayed on NABARD's website.
- xi. The 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.
- xii. Final appointment of a candidate will depend on the performance in online test in the order of Merit, qualifying in LPT, Medical fitness, verification of certificates and Biometric Data/ Identity Verification, etc. to the Bank's satisfaction. Decision of the Bank in this regard, will be final.
- xiii. With a view to overcome 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 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 practices in the exam.

- xiv. 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.
- xv. Other detailed information regarding the online test will be given in an Information Handout, which can be downloaded by the candidates from NABARD's website along with call letter.

***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 online test will be considered for the final merit list. State wise final merit list will be prepared for SC/ST/OBC/ EWS candidates coming under “vertical reservation”. For PWBD /EXS/ DIS-EXS candidates coming under “horizontal reservation” final merit list will be prepared on all India basis and the candidates will be posted to those centres / States / UTs as per their domicile State /UT.
- ii. **Resolution of Tie Cases:**  
In cases where more than one candidate secure equal marks, tie will be resolved by applying the following methods one after another:
  - a) candidate with higher educational qualification (undergraduate qualifications only).
  - b) In case of there is a tie in qualification, candidate with higher marks in 12<sup>th</sup> /10<sup>th</sup> will be ranked higher.
  - c) In case of further tie-up, higher age will be given preference.
- 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 declaration of the final result.

**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 Online Test before the examination. This will be verified after the examination and during 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 fingerprint (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.

### **Pre-Recruitment Training for SC/ST/OBC/PwBD Candidates**

The Bank arranges pre-examination training for SC/ST/OBC/PWBD candidates, free of cost, in online mode. **Candidates belonging to SC/ST/OBC/PWBD, who desire to avail of the pre-examination training, should invariably fill in the details in the relevant column while filling the ON-LINE application.** Any subsequent request shall not be entertained. Further, no other mode of request shall be entertained. The pre-examination training would be held prior to Online Examination. The exact date, time, etc., would be informed to the candidates in advance on their email given in the application. **The training will be held subject to receipt of adequate number of requests.** (Note: Training in Hindi will be held only if there are sufficient number of requests). By merely attending the pre-examination training, no candidate acquires any right to be selected in NABARD.

### **Application Fee / Intimation Charges (Non-Refundable Payment of Fee Online: (from 02 October 2024 to 21 October 2024))**

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. 450	Rs. 50	Rs. 500*

\*Exclusive of Applicable GST.

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

## 10. Examination Centres

Sr. No	State	City Name
1	Andhra Pradesh	Eluru, Guntur/ Vijaywada, Kadapa, Kakinada, Kurnool, Nellore, Rajahmundry, Srikakulam, Tirupati, Vishakhapatnam, Vizianagaram
2	Arunachal Pradesh	Naharlagun
3	Bihar	Arrah, Bhagalpur, Darbhanga, Gaya, Muzaffarpur, Patna, Purnea
4	Chhattisgarh	Bhilai Nagar - Durg, Bilaspur, Raipur
5	Goa	Panaji
6	Gujarat	Ahmedabad - Gandhi Nagar, Anand, Mehsana, Rajkot, Surat, Vadodara
7	Haryana	Hisar, Faridabad, Gurugram, Kurukshetra, Ambala
8	Himachal Pradesh	Baddi, Bilaspur, Hamirpur, Shimla, Solan, Mandi, Kangra, Kullu, Una
9	Jammu & Kashmir	Samba, Jammu, Srinagar
10	Jharkhand	Bokaro, Dhanbad, Hazaribagh, Jamshedpur, Ranchi
11	Karnataka (Includes BIRD Mangaluru)	Bengaluru, Belgaum, Gulbarga, Hubli-Dharwad, Mangalore, Mysore, Shimoga, Udupi
12	Kerala	Alappuzha, Kochi/ Ernakulam, Kannur, Kottayam, Kozhikode, Malappuram, Pallakad, Thrichur, Thiruvananthapuram, Kollam
13	Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur, Satna, Ujjain, Sagar
14	Maharashtra (Includes HO-Mumbai)	Amravati, Ahmednagar, Akola, Chhatrapati Sambhaji Nagar (Aurangabad), Dhule, Jalgaon, Kolhapur, Latur, Mumbai/Thane/Navi Mumbai/MMR Region, Nagpur, Nanded, Pune, Solapur, Nasik, Chandrapur.
15	Manipur	Imphal
16	Meghalaya	Shillong
17	Mizoram	Aizawl
18	New Delhi	Delhi – NCR
19	Odisha	Balasore, Berhampur(Ganjam), Bhubaneswar, Cuttack, Rourkela, Sambalpur, Dhenkanal
20	Punjab	Amritsar, Bhatinda, Jalandhar, Ludhiana, Mohali, Patiala, Phagwara
21	Rajasthan	Ajmer, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur, Hanumangarh, Bharatpur
22	Tamil Nadu	Chennai, Coimbatore, Erode, Madurai, Nagercoil/Kanyakumari, Salem, Thanjavur, Thiruchirapalli, Tirunelveli, Vellore, Virudhunagar
23	Telangana	Hyderabad/ Secunderabad, Karimnagar, Khammam, Warangal, Mehboob Nagar
24	Tripura	Agartala
25	Uttar Pradesh (Includes NBSC)	Agra, Aligarh, Ayodhya, Prayagraj (Allahabad), Bareilly, Ghaziabad, Gorakhpur,

		Kanpur, Jhansi, Lucknow, Mathura, Meerut, Moradabad, Muzaffarnagar, Noida / Greater Noida, Varanasi
26	Uttarakhand	Dehradun, Haldwani, Roorkee
27	West Bengal	Asansol, Burdwan, Durgapur, Kolkata/Greater Kolkata, Hooghly, Kalyani, Siliguri

## 11. 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.17270-590(4)-19630-690(3)-21700-840(3)-24220-1125(2)-26470-1400(4)-32070-1900(3)-37770 (20 Years) 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. 35,000/-
- (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, Vehicle, 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, based on their domicile.

## 12. General Instructions:

### (i) Download of Call Letter

Candidates will have to visit NABARD website 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 the same photograph as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (iii) below and also specified in the call letter and photocopy of the original Photo Identity Proof.

### (ii) Candidates Reporting Late

The reporting time mentioned on the call letter is prior to the Start time of the test. Candidates may be required to be at the venue for approximately 1 hour more than the duration of the test including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

### (iii) Identity Verification

In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along



with photograph / Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ 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.

Ration Card and Learner's Driving License are **not** valid id proof.

**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, 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. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

### **Centre Clauses**

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. NABARD, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. NABARD also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at 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.
6. Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, NABARD reserves the right to allot any other adjunct 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.

### **13. How to apply**

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

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

- a. Application Registration
- b. Payment of Application Fee
- c. Photograph & Signature Scan and Upload

**Candidates can apply online only from 02 October 2024 to 21 October 2024 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 the advertisement.
- ii. 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)
- iii. 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.”
- iv. The above-mentioned handwritten 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. (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.)
- v. Keep the necessary details/documents ready to make online payment of the requisite application fee/intimation charges.
- 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/upload biodata etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID/mobile number, he/she should create/obtain his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- vii. The Bank shall not be liable if any email communication is delivered to the SPAM/JUNK folder of the candidate’s e-mail account. Candidates are advised to check their SPAM/JUNK folders also.

## **14. Application Procedure**

1. Candidates to go to the Bank’s website [www.nabard.org/career](http://www.nabard.org/career), click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will be sent at the given email ID and mobile number.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same, if required. 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 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 as well as valid ID Proof brought for the examination. Any change/alteration found may disqualify the candidature.
6. Validate your details and save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
9. 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.
10. Click on 'Payment' Tab and proceed for payment.
11. Click on 'Submit' button.

#### **a. Payment of fees-Online Mode**

- The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- Payment can be made by using only Master/Visa/Rupay Debit or Credit Cards or Internet Banking, IMPS, Cash cards/Mobile Wallets by providing information as asked on the screen.
- After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- On successful completion of the transaction, an **e-Receipt** will be generated.
- Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login **again** using their Provisional Registration Number and Password and repeat the process of payment.
- Candidates are required **to take a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is complete.
- **There is facility to print application form containing fee details after payment of fees.**

**b. Application Fee / Intimation Charges (Non-Refundable)**

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

**c. Guidelines for Photograph & Signature Scan and Upload**

- **IN CASE THE SIGNATURE OR FACE IN THE PHOTOGRAPH IS UNCLEAR, THE APPLICATION MAY BE REJECTED.**
- **CANDIDATE MAY EDIT THE APPLICATION AND RE-UPLOAD THE PHOTOGRAPH/ SIGNATURE IN SUCH CASE.**

**Photograph Image:**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, 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.
- After uploading the photograph / signature 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, prior to submitting the form.
- Candidate must ensure that the photo to be uploaded is of the required size and face is clearly visible.
- In case the face in photograph or signature is unclear /smudged the candidate's application will be rejected.
- After uploading the photograph/ signature in the online application form. Candidate 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 reupload his/ her photograph or signature prior to submitting the form.
- After uploading photograph, the candidate should 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 the candidate will not be allowed to appear for the exam.**

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

- 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 for signature and 20KB – 50KB for left thumb impression.
  - 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.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 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.
- Handwritten declaration in CAPITAL LETTERS shall NOT be accepted.

**Scanning the Photograph Image and Signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. For example, file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature 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) & 20KB (signature) 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 photograph and signature.

### **Procedure for Uploading the Photograph and Signature**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and handwritten declaration.
- Click on the respective link “Upload Photograph / signature / Upload left thumb impression / hand written declaration”
- Browse and select the location where the Scanned Photograph / signature / left thumb impression / handwritten declaration file has been saved.
- Select the file by clicking on it.
- Click the ‘Open/Upload’
- If the file size and format are not as prescribed, an error message will be displayed.
- 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.
- Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and handwritten declaration as specified.

### **15. 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
- v. resorting to any irregular or improper means in connection with his/ her candidature or
- vi. obtaining support for his/ her candidature by unfair means, or
- vii. 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.

**16. Guidelines for Filling Application are as under:**

- i. Applicants should have a valid e-mail id. In case candidate does not have a valid e-mail, he/ she can create a new e-mail id. This e-mail should be valid for the duration of the recruitment period. All correspondence to the candidate till the recruitment process is over shall be sent to this email ID.
- ii. An 'Information Handout' booklet will be made available to the applicants on the NABARD website which may be downloaded along with the call letter for Online Examination.
- iii. Applicants serving in Government/ Quasi Government Offices, Public Sector Undertaking including Nationalised Banks and Financial Institutions will be required to submit 'No Objection Certificate' from the employer at the time of joining, failing which their candidature may not be considered.
- iv. Applicants under the reserved category will have to produce his/her original caste certificate/ relevant certificates at the time of joining, failing which his/ her candidature will be cancelled and he/ she will not be admitted for interview. OBC applicants, availing reservation will have to produce OBC certificate at the time of joining with Non-creamy layer clause issued by Govt. of India on or after 01-04-2024.
- v. In case of any difficulty experienced in submission of ONLINE application and/or payment of fees, the candidates may send complaints to "Candidate Grievance Lodging and Redressal Mechanism" at <http://cgrs.ibps.in/>.
- vi. Canvassing in any form will be a disqualification.
- vii. In all correspondence with NABARD, Registration number received on submission of application and Roll no. indicated in 'Admission Letter' must be quoted.
- viii. 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.
- ix. Candidates are not permitted to use or have in possession calculators in examination premises.
- x. 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.
- xi. 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.
- xii. 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.
- xiii. 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.
- xiv. 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.
- xv. 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.

- xvi. 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.
- xvii. 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>02 October 2024 to 21 October 2024</b>
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**Mumbai**  
**Date: 02 October 2024**

**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	Bihar	Hindi
4	Chhattisgarh	Hindi
5	Goa	Konkani
6	Gujarat	Gujarati
7	Haryana	Hindi
8	Himachal Pradesh	Hindi
9	Jammu & Kashmir	Urdu, English
10	Jharkhand	Hindi
11	Karnataka	Kannada
12	Kerala	Malayalam
13	Madhya Pradesh	Hindi
14	Maharashtra	Marathi
15	Manipur	Manipuri
16	Meghalaya	English
17	Mizoram	Mizo
18	New Delhi	Hindi
19	Odisha	Oriya
20	Punjab	Punjabi
21	Rajasthan	Hindi
22	Tamil Nadu	Tamil
23	Telangana	Telugu
24	Tripura	Bengali/ Kak-Barak
25	Uttar Pradesh	Hindi
26	Uttarakhand	Hindi
27	West Bengal	Bengali

**Appendix I**

Certificate for person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate), S/o, D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Vill/PO/PS/District/State), aged \_\_\_\_\_ years, a person with \_\_\_\_\_ (nature of disability/condition) and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/She requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR Specialist	Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer / Civil Surgeon / Chief District Medical Officer .....Chairperson				

Name of Govt. Hospital/Health Care Centre with Seal

Date:

Place:

**Appendix II**

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

I do hereby state that (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination. If qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate)

Date:

Place:

