

ADVERTISEMENT NO. SCUB/HO/2024/249

RECRUITMENT FOR THE POSITION OF PEON

Online applications are invited from intending and eligible candidates for filling up the following vacancies under **The Shillong Co-operative Urban Bank Ltd.** in the manner prescribed below:

| Sl. No. | Category of Posts | Minimum qualification required | No. of Vacancies |
|---------|-------------------|---|------------------|
| 1. | PEON | Secondary School Leaving Certificate [SSLC] | 6 |

NOTE:

- The Bank reserves the right to change any condition of recruitment mentioned in this advertisement before last date for submission of application.
- Further, the Bank reserves the right to cancel/amend the entire/part of the process of recruitment at any time without assigning any reason thereof. However, communication in this regard will be placed in the website.
- **Only those candidates who possess the required educational qualifications indicated above may apply and candidates should be in possession of all required documents in original which must be produced as and when called for, failing which, his/her candidature will be automatically rejected.**
- The applicant should be conversant with English and Khasi.
- **SCALE OF PAY** ₹26700-₹800-₹30700-₹920-₹39900-₹1120-₹51100

ELIGIBILITY CRITERIA

1. **AGE: The candidate should not be less than 18 years and more than 32 years of age as on 01.08.2024.** The upper age is relaxable as follows:
 - (a) 5 (five) years for ST/SC candidates;
 - (b) 3 (three) years for OBC candidates;
 - (c) 10 (ten) years for physically handicapped candidates which are of general category;
 - (d) 15 (fifteen) years for SC/ST with physically handicapped candidates;
 - (e) 13 (thirteen) years for OBC with physically handicapped candidates;

**Candidates seeking age relaxation will be required to submit necessary certificate(s) in original/ Copies at the time of interview and at any subsequent stage of the recruitment process as required by the Organization.

2. EDUCATIONAL QUALIFICATION :

Minimum educational qualification is SSLC passed Examination or its equivalent from a recognized Board.

The candidate must possess valid Mark-sheet /Pass Certificate/ Character Certificate.

3. STRUCTURE OF EXAMINATION WILL BE CONDUCTED AS FOLLOWS :

- English - 25 questions
- General Knowledge & Current Affairs - 25 questions

- Mathematical Aptitude - 25 questions
- Logical Reasoning - 25 questions

Each question will carry one mark. There will be NO NEGATIVE marks for wrong answers.

3.a The total duration of the examination will be of 2 hours (120 minutes).

3.b The candidates are advised to bring along with them **two HB pencils, a pencil sharpener, a ball pen and a good quality eraser.**

3.c Calculators / calculator watches / smart watches/ watches/ mobile phones or any such devices are not allowed inside the examination hall. Bank will not take any responsibility for safe custody of such items.

3.d The Examination will be conducted in English **ONLY**

The organization reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the admit card/call letters from the bank's website www.scubank.in

Please note that candidates will not be permitted to appear for the Examination/interview without the following documents:

- (1) Valid Admit Card/Call Letter for the respective date and session Of Examination
- (2) Photo-identity proof (as specified) in **original bearing the same name** as it appears on the application form/admit card/call letter and.
- (3) Photocopy of photo-identity proof (as mentioned in (2) above

Candidates reporting late i.e. after the reporting time specified on the admit card/call letter for Examination will not be permitted to take the examination, The reporting time mentioned On the admit card (call letter is prior to the Start time Of the test). Though the duration of the examination is 2 hours candidates may be required to be at the venue for about half an hour before the examination for completion of various formalities such as verification and collection of various requisite documents giving of instructions etc.

4. EXAMINATION CENTRES

- A. The examination will be conducted in venues across shillong and will be notified through its website,
- B. The Organization however; reserves the right to cancel -any Examination Centre and/or add some Other Centres at its discretion; depending upon the response, administrative feasibility, etc.
- C. No request for change of centre for Examination shall be entertained,
- D. Candidate Will appear for the examination at an Examination Centre at his/her own risk and expense and the organization will-not be responsible for any injury or losses etc. of any nature.

- E. Any unruly behaviour/misbehaviour in the examination hall may lead to cancellation of candidature/ disqualification from future exams -conducted by the organization.

5. INTERVIEW

Candidates Who have been Shortlisted in the examination will subsequently be called for an Interview to be conducted by the Organization. The centre, address of the venue, time & date of Interview Will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from the organization's authorized website www.scubank.in. Please note that any request regarding change in date, centre etc. of interview will not be entertained. However, the conducting agencies reserve the right to change the date/ venue/ time/ Centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

6. IDENTITY VERIFICATION

- A. In the examination hall as well as at the time of interview, the admit card/call letter along with a photocopy of the Candidate's photo identity (bearing the same name as it appears on the admit card/call letter) such as Aadhar Card/ SSLC admit card /EPIC/Driving License should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the admit card/call letter/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/ interview.
- B. Note: Candidates have to produce, in original, the same photo identity proof bearing the name as has been mentioned in the online form and submit photocopy of the photo identity proof along with Examination Call letter/admit card as well as the Interview Call Letter while attending the examination/interview respectively, without they will not be allowed to take up the examination/ interview.

7. OTHER CONDITIONS

- (a) Candidates who are selected for Viva Voce must bring the originals of Marksheets and Pass Certificates of all educational qualifications from matriculation onwards along with Caste Certificate (if any), Aadhar Card/ SSLC admit card /EPIC/Driving License/ for proof of age. Failure to bring original documents will disqualify the candidate from appearing the Viva Voce.
- (b) Only online applications shall be accepted. No other mode for submission of Application is allowed.**
- (c) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to <https://www.scub.co.in> on account of heavy load on internet or website jam.
- (d) **Instructions for Online Application** shall be available in website. Candidates are advised to download the same and go through it before applying online.

(e) **FEE DETAILS & LAST DATE OF SUBMISSION OF ONLINE APPLICATION FORM:**

| | |
|---|---|
| Schedule for online registration (<i>including edit / modifications of application by candidates</i>) and payment of application fee. | From: 23 rd August 2024 (10.00am) To: 06 th September 2024(05.00pm) |
| ADMIT CARD download | Candidates will be advised I in due course through SMS / e-mail ID provided by them in their Online Application Form. |
| FEES: The fee shall be deposited by way of online payment through payment gateway provided in the portal. | Rs.300.00 (Non-refundable) |

Candidates are advised to regularly keep in touch with the Bank's website <https://scub.co.in> for details and updates.

(CANVASSING "IN ANY FORM THROUGH ANY AUTHORITY" WILL LEAD TO AUTOMATIC DISQUALIFICATION)

Sd/-

Chief Executive Officer