



# National Bank for Agriculture and Rural Development

Plot No. C-24, G Block, Bandra-Kurla Complex, Bandra (E), Mumbai – 400051

## ADVERTISEMENT NO. 01 / DA / 2016-17 RECRUITMENT OF DEVELOPMENT ASSISTANTS / DEVELOPMENT ASSISTANTS (Hindi)

Applications are invited from eligible Indian Citizens for the post of Development Assistants in NABARD.

Candidates may click on the link below for filing in the online application form.

“Recruitment for the post of Development Assistants/ Development Assistants (H)”

### 1. Application Form

Before applying, candidates should ensure that they fulfill the eligibility criteria for the post. Candidates are requested to apply 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 receipt 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.**

### IMPORTANT DATES:

Website Link Open	30 August 2016 to 20 September 2016
Payment of Online Examination Fees	30 August 2016 to 20 September 2016
Date of Online Test	November / December 2016. Exact dates of examination would be announced separately on NABARD’s website <a href="http://www.nabard.org">www.nabard.org</a>

Sr. No.	Regional Office	Vacancies						
		SC	ST	OBC	GEN	Total	EXS	PWD
A	Development Assistant & Development Assistant (Hindi)							
1	Andaman & Nicobar	-	-	-	1	1		
2	Andhra Pradesh/ Telangana @	1	-	1	3	5	1	
3	Arunachal Pradesh	-	-	-	1	1		
4	Assam (Dev.Assistant - Hindi) \$	-	-	-	1	1		
5	Bihar	1	-	1	3	5	1	
6	Chhattisgarh \$	-	1	-	4	5	1	

7	Gujarat	-	-	-	4	4	1	
8	Head Office, Mumbai \$	2	1	1	5	9	1	1
9	Himachal Pradesh	-	-	-	1	1		
10	Jammu & Kashmir	-	-	-	1	1		
11	Jharkhand \$	-	1	-	3	4	1	
12	Karnataka (includes one vacancy at BIRD, Mangalore)	2	-	2	4	8	1	1
13	Madhya Pradesh	1	2	-	3	6	1	
14	Manipur	-	-	-	1	1		
15	Meghalaya	-	-	-	1	1		
16	Mizoram	-	-	-	1	1		
17	Nagaland	-	-	-	1	1		
18	New Delhi	1	-	-	1	2		
19	Odisha	1	2	-	4	7	1	
20	Rajasthan	1	-	1	3	5	1	
21	Tamil Nadu	-	-	3	4	7	1	
22	Tripura	-	-	-	1	1		
23	Uttar Pradesh \$	2	-	1	4	7	1	
24	Uttarakhand	-	-	-	1	1		
	<b>Total</b>	<b>12</b>	<b>7</b>	<b>10</b>	<b>56</b>	<b>85</b>	<b>12</b>	<b>2</b>

\$ Includes one post of Development Assistant (Hindi)

@ candidates can be posted either in Andhra Pradesh or Telangana RO. Presently, both the offices are functioning from Hyderabad.

EXS : A total of 12 vacancies are reserved for Ex-Serviceman category in the Regional Offices /HO, mentioned in the above table under the principle of horizontal reservation.

PWD: A total of 2 vacancies are reserved for candidates from PWD category as mentioned in the above table under the principle of horizontal reservation.

**Note : Candidates can apply for vacancies in one State only. The Bank reserves the right to increase / decrease the number of vacancies or not to fill up any or all of the vacancies, as per the requirements.**

Abbreviations stand for: SC - Scheduled Caste, ST- Scheduled Tribe, OBC - Other Backward Classes, GEN - General i.e. Unreserved, EXS-Ex-Serviceman, PWD- Persons with Disabilities.

\* Reservation for PWD / EXS is horizontal reservation and included in the vacancies of various categories e.g. General, SC/ST and OBC. PWD candidates applying for offices where vacancies are not reserved for them will be eligible for relaxation in upper age limit as available to PWD candidates. Similarly EXS candidates applying in States where vacancies are not reserved for them will be eligible for age relaxation, if any, applicable to their parent categories (SC/ST/OBC) only.

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

## **2. Definition:**

### **i) Ex-Serviceman**

Only those candidates shall be treated as Ex-servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt (SCT) dated 27 October 1986 as amended from time to time.

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

**Dependents of Serviceman killed in Action:** Serviceman 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:**

1. Candidates, who are released / retired from Armed Forces, or who are likely to retire / get released on or before 30.11.2016 only are eligible to apply under this recruitment. They will also be required to submit the release letter alongwith a self-declaration at the time of joining NABARD that he/she is entitled to the benefits admissible to Ex-serviceman 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 30.11.2016.
2. The Territorial Army Personnel will be treated as Ex-Serviceman with effect from 15 November 1986.
3. An Ex-serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-Serviceman status for the purpose of re-employment in Government ceases.

4. Dependents of Serviceman killed in action are eligible for reservation. A 4.5% of the total vacancies are reserved for Disabled Ex-Serviceman and dependents of Servicemen killed in action, clubbed together. First priority in the matter of appointment will be given to the Disabled Ex-Serviceman and second priority will be given to two dependents of Defense personnel killed in action or severely disabled (with over 50% disability attributable to defence services). For the purpose of this concession, the member of the family would include his widow, son, daughter or his near relations who agree to support his family. The relaxation in upper age and educational qualifications available to Ex-serviceman/Disabled Ex-Serviceman will not be available to Dependents of Servicemen killed in action.

### **3. Reservation for Persons with Disability (PWD)**

#### **A. Persons with Disabilities:**

- (i) Orthopedically Handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints. The degree of disability should be minimum 40% in these cases.
- (ii) Hearing Impaired are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all, even with amplified speech. The cases included in this category will be those having hearing more than 60 decibels in the better ear (profound impairment) or total loss of hearing in both ears.
- (iii) For being considered as Visually Handicapped candidates, the candidate should fulfil either of the following conditions:
- (a) Total absence of sight
  - (b) With visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
  - (c) With limitation of the field of vision subtending an angle of 20 degrees or worse.
- (iv) The Persons with Disability (PWD) candidates should possess a latest certificate to this effect issued by an appropriate Government of India/ State Government Department Authority.
- (v) Candidates falling in the following categories of the disabled may apply :
- OA - One arm affected (Right or Left), BL - Both legs affected but not arms, OL - One leg affected (Right or Left), PD - Partially deaf, D - Deaf, B - Blind, LV - Low vision**

**Note:** Within the overall notified total vacancies, Persons with Disability (PWD) candidates belonging to any of the three categories of disability (who are eligible for the post as explained above) ranking highest in the PWD category will be selected for appointment.

### **B) Guidelines for PWD 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 limits as in (i) and (ii) below. In all such cases where a scribe is used, the following rules will apply :

- The candidate will have to arrange his/her own scribe at his/her own cost.
- 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. 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 favorably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream.
- 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 fulfill 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. Proforma 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.
- 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 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 or otherwise advised 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.

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 31-07-2016):

Between 18 and 35 years. Candidates must have been born not earlier than 01-08-1981 and not later than 31-07-1998 (both days inclusive) are only 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 (SC / ST)	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 Disabilities (PWD)	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

Sr. No	Category	Relaxation in Age
(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: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.**

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

**(b) Educational Qualifications (as on 31-07 -2016)**

**Development Assistant:**

- i) At least a Bachelor's Degree in any discipline with a minimum of 50% marks (pass class for SC/ST/PWD candidates) in the aggregate and the knowledge of word processing on Computer.
- ii) 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.
- iii) Candidates applying for post in a particular state should be proficient in the language of the state i.e. know to read, write, speak and understand the language. Candidate should also be able to write and speak English.

Wherever, marks of the candidate are in percentile, they will have to submit a certificate indicating percentage equivalent to percentile from the concerned institution.

**Development Assistant (Hindi)**

- i. Should be a Graduate with, minimum 50% marks (pass class for SC/ST/PWD candidates), Hindi and English as subjects or Hindi as medium of instruction at Graduation level with English as compulsory subject or English as medium of instructions level with Hindi as a compulsory subject. Knowledge of computer operation is essential.
- ii. Candidates applying for post in a particular state should be proficient in the language of the state i.e. know to read, write, speak and understand the language. Candidate should also be able to write and speak English.

Wherever, marks of the candidate are in percentile, they will have to submit a certificate indicating percentage equivalent to percentile from the concerned institution.

**(c) Scheme of Selection :**

- The selection process will involve two phases viz. Preliminary and Main Exam. Both the exams will be held online. The details of the exams are as under :

**Preliminary Exam**

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

**Main Exam**

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>	

For Development Assistants (Hindi), the examination pattern will be as follows:

**Preliminary Exam for Development Assistant (Hindi)**

Sr. No.	Name of the Tests (objective)	No. of Questions	Max. Marks	Duration
1.	Test of English Language	40	40	Total 1 hour
2.	Test of Professional Knowledge (Hindi)	30	30	
3.	Test of Reasoning	30	30	
	<b>Total</b>	<b>100</b>	<b>100</b>	

### Main Exam

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
2.	Test of Professional Knowledge (Hindi)	30	30	
3.	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. A candidate has to qualify in each part of the Objective test separately. There will be negative marks for wrong answers in the Objective tests. 1/4th mark will be deducted for each wrong answer.
- iii. All the candidates satisfying the eligibility criteria will be called for online Preliminary Exam.
- iv. 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 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. The decision of the Bank in this regard will be final.

#### **(d) Pre-examination Training for SC/ST/OBC/PWD candidates**

NABARD may arrange pre-examination training at certain centres for a limited number of SC/ST/PWD candidates in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories who desire to avail themselves of such training may write to the Regional Office NABARD in his State / Union Territory. Candidates opting for pre-examination 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-Examination Training programme at the concerned Pre-Examination Training Centre. Depending upon the response and administrative feasibility the right to cancel any of the pre-examination training centres and/ or add

some other Centres and/ or make alternate arrangements is reserved. Format of the Application for pre examination training (Annexure-I) is available on the NABARD website [www.nabard.org](http://www.nabard.org). The applications for pre-examination training should reach our offices on or before 26 September 2016.

Addresses of the Offices:

1. NABARD Complex, Kamaraj Road (VIP Road) Junglighat PO, Port Blair – 7.
2. NABARD, 1-1-61, RTC Cross Roads, Musheerabad, Hyderabad 500 020.
3. NABARD, Bank Tinali, VIP Road, P.B.No.133, Itanagar – 791111.
4. NABARD, G S Road, Opposite Assam Secretariat, Dispur, Guwahati 781 006.
5. NABARD, Maurya Lok Complex, Block B 4 & 5 Floors, Dak Bungalow Road, Patna 800 001.
6. NABARD, 1<sup>st</sup>& 2<sup>nd</sup> Floor, Pithalia Complex, Fafadih Chowk, K K Road, Raipur 492 009.
7. NABARD Tower, Opp. Municipal Garden, Usmanpura, Ahmedabad 380013.
8. NABARD, C-24/ G Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051.
9. NABARD, Block 32, SDA Complex, Kasumpti, Shimla 171 009.
10. NABARD, B-2 , South Block, 4<sup>th</sup> floor, Bahu Plaza Complex, Jammu 180 012.
11. NABARD, Opp. Adivasi College, Hostel, Karamptoli Road, Ranchi 834 001.
12. NABARD Towers, 46 K G Road, Bangalore 560 009.
13. NABARD, E-5 Arera Colony, Bittan Market, P O Ravishankar Nagar, Bhopal 462 016
14. NABARD, Lairen Mansion, 2<sup>nd</sup> floor ,Lamphelpat, Imphal 795004
15. NABARD, 'U' Pheit Kharmihpen Building, 2<sup>nd</sup> and 3<sup>rd</sup> floor, Plot No. 28(2) Dhankheti, Shillong-793003
16. NABARD, Ramhlum Road (North), Bawngkawn, Aizawl – 796014
17. NABARD, 4<sup>th</sup> floor NSCB HO Building, Khermahal, Circular Road, Dimapur – 797112
18. NABARD Tower, 24 Rajendra Place, New Delhi 110 125
19. NABARD, "Ankur", 2/1, Nayapalli, Civic Centre, Bhubaneswar 751 015
20. NABARD, 3 Nehru Place, Tonk Road Jaipur 302 015

21. NABARD, 48, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034
22. NABARD, Palace Compound (East), Uzibari Road, Post Box No.9, Agartala 799001
23. NABARD, Vipin Khand, Gomtinagar, Lucknow 226 010.
24. NABARD, 113/2 Rajput Road, Hotel Sunrise Building, Dehradun 248 001.

## **5. Examination Centres:**

- i. The Preliminary Examination will be conducted online at various venues across many cities in India as indicated in Annexure - II. The candidate should appear for the examination only at the venue indicated in his / her call letter.
- ii. The Main Exam will be held at one place in the concerned State, preferably at the capital city of 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 Centres and/ or add some other Centers, depending upon the response, 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 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.

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

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

Selected Candidates will draw a starting basic pay of Rs. 8,860/- per month (i.e. Rs. 8,040/- plus two advance increments admissible to graduates only) in the scale of Rs.

8,040 – 410 – 9270 – 500 – 11,270 – 550 – 13,470 – 650 – 15,420 – 720 – 16,140 – 990 – 20,100 (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.24948/-. The pay scale is under revision.

**(ii) Perquisites:**

NABARD's 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, Vehicle, Education, Consumer Articles, Personal Computer, etc. The recruits will be governed by the Defined Contribution New Pension Scheme, in addition to the benefit of Gratuity. Total pay and allowances along with admissible perquisites attached to the post (excluding value of housing) works out approximately Rs. 3,70,000/- p.a. on a cost to NABARD basis.

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

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

**7. How to Apply**

**DETAILED GUIDELINES/PROCEDURES FOR**

**A. APPLICATION REGISTRATION**

**B. PAYMENT OF FEES**

**C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

**Candidates can apply online only from 30 August 2016 to 20 September 2016 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 and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send call letters for the Examination etc. through the registered e-mail ID. In case a candidate

does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

**APPLICATION FEE (NON-REFUNDABLE):**

Application Fee payable would be as under :

Category of Applicants	Application Fee	Communication Banking Charges etc.	Total
For SC/ST/PWD/EXS	-	Rs. 50	Rs. 50
All others	Rs. 400	Rs. 50	Rs. 450

- iii. Staff candidates are exempted from payment of examination fee and intimation charges.
- iv. Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate

**A. Application Procedure**

1. Candidates to go to the NABARD's website [www.nabard.org](http://www.nabard.org) 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. 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 FEES**

### **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 PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

- IN CASE THE FACE IN THE PHOTOGRAPH OR SIGNATURE 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.

#### **SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.
- Dimensions
  - 140 x 60 pixels (preferred).
  - Size of file should be between 10kb – 20kb.
  - Ensure that the size of the scanned image is not more than 20KB.

#### **SCANNING THE PHOTOGRAPH & 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. 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 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**

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph / Signature".
- Browse & Select the location where the Scanned Photo/ Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Upload' button

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form will not be considered as valid.

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 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 hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution and will 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. 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 recognised universities/ institutions in India or abroad. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent.
- 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 of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any NABARD recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
- xiii. **IDENTITY VERIFICATION** In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as 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 is **not** a valid ID proof for this project.

**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 on or after 01.01.2016.

- xvii. Candidates serving in Government/Quasi Government offices, Public Sector Undertaking including Nationalised Banks and Financial Institutions will have to produce a proper discharge certificate from the employer before appointment in NABARD.
  - 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, 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/ 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 declaration of the online exam result.
  - xxiv. The post is also open to the employees of NABARD (staff candidates) who satisfy the eligibility criteria.
  - 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. 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.
- .....

**Annexure - I**

**PRE-EXAMINATION TRAINING FOR SC/ST/OBC/PWD CANDIDATES**

The Bank arranges pre examination training to SC/ST/OBC/PWD candidates, free of cost. Candidates who desire to avail of the training may apply **SEPARATELY** to the Chief General Manager, NABARD at any one of the centres indicated in the advertisement on the Bank's website [www.nabard.org](http://www.nabard.org) (\*\*), in the format furnished below on or before 26 September 2016. The cover containing the application should be super scribed "APPLICATION FOR PRE-EXAMINATION TRAINING FOR SC/ST/OBC/PWD CANDIDATES"

**The training will be held subject to adequate number of requests being received.**

**FORM OF APPLICATION FOR TRAINING**

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

Place:  
Date:

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

Dear Sir,

**Pre-examination Training for the post of Development Assistant  
/ Development Assistant (Hindi)**

I have applied for the above post. My Registration No. / Roll Number is \_\_\_\_\_. I belong to **SC/ST/OBC/PWD category (\$)**. You are requested to register my name for training in English / Hindi language. I enclose an attested copy of the caste / physically challenged certificate and copy of fee receipt in respect of payment made by me. I note that I will have to make my own arrangement for stay and meet all my expenses. I also note that undergoing the training will not confer on me any right to be called for the examination or for recruitment in the Bank's service.

Yours faithfully,

(Signature)

Name and Address

Email ID

Mobile No.

Encl : Attested Copy of Caste/Physically Challenged certificate/fee receipt

\$ Delete inapplicable.

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

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