



# THE MALAD SAHAKARI BANK LIMITED

## Central Administrative Office

6, Sujata Niketan, Rani Sati Marg, Malad (East), Mumbai – 400097.

Tel No.: 8097555891| 8097555895, Website: [www.maladbank.com](http://www.maladbank.com)

## RECRUITMENT

### The Malad Sahakari Bank Ltd, Malad East, Mumbai

The Malad Sahakari Bank Ltd., Malad East, Mumbai invites **online** applications for the Post of **Clerk**. Individuals fulfilling prescribed eligibility criteria are requested to apply **Online** through the Bank website ([www.maladbank.com](http://www.maladbank.com)) on or before the time frame indicated. For Online Application candidates should have a valid e-mail ID and it should be kept active during the entire recruitment process. The important instruction regarding online examination may be sent to the registered e-mail ID. **Candidates can apply online only from 21.03.2024 to 10.04.2024 and no other mode of application will be accepted.** The details of the post, age, qualification and experience etc. are as under:

<b>Clerk : Total Number of Vacancies</b>	<b>30</b>
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- The number of vacancies is subject to change.
- The bank reserves the right to change the number of vacancies, selection process or bank would be free to stop / cancel entire recruitment process at any stage.
- Only one application should be submitted. In case of multiple applications the last valid application will be considered and the application fee / intimation charges paid for the other multiple registration(s) will stand forfeited. Candidate can apply for only one post.

**Clerk:** The successful candidate will be appointed on a probation period of six months with a monthly fix pay of **Rs.20,000/-** per month & after confirmation he/she will be paid regular salary which will be approximate around **Rs.30000/-** ( Gross ) per month. The probation period will be decided by bank taking in to consideration working ability and attitude of the candidate. After confirmation the approximate gross salary will be around **Rs.30,000/-**per month. In addition to this, Bank's eligible perks/ facilities will be available. **The selected candidate will have to execute an Bond to remain in the services of the Bank for at least two years. If the candidate want to leave/resign within a period of two years of service then he/she has to compensate the Bank with a payment of Rs.50,000/-.**





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### 1. Minimum Educational Qualification For Clerk (Support Staff): As on 31.03.2024

- (i) The eligibility criteria is as under : Candidates with minimum 50% marks and above in Graduation in Commerce, Arts , Science. OR Post graduation in Banking , Finance , Marketing & I T. and Other
- (iii) Knowledge of Computer will be preferred.
- (iv) AGE LIMIT: "Not below 20 years and not above 26 years as on 31.03.2024

### 2. Other Eligibility:

- Candidates must have school leaving certificate / Birth certificate with them.
- Nationality of Candidate must be Indian.
- Original copies of above mentioned applicable documents must be submitted for Verification at time of interview.

### 3. Recruitment Process:

The Clerk will be selected as per below recruitment process among the eligible candidates.

- The merit list of selected candidates for interview will be displayed on Bank website.
- Exam will be conducted in English only and there will be (1/4th) penalty for wrong answers.
- The contents of the online test will be:

Sr. No	Name of Test	No of Questions	Maximum Marks	Medium	Time allotted for each test
1	Reasoning	35	35	English	35 minutes
2	English Language	10	10	English	10 minutes
3	General awareness (with special reference to banking)	35	35	English	35 minutes
4	Computer Knowledge	35	35	English	35 minutes
5	Quantitative Aptitude	35	35	English	35 minutes
<b>Total</b>		<b>150</b>	<b>150</b>		<b>150 minutes</b>





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### **4. HOW TO APPLY**

#### DETAILED GUIDELINES / PROCEDURES FOR

A. APPLICATION REGISTRATION

B. PAYMENT OF FEES

C. DOCUMENT SCAN AND UPLOAD

- **Candidates can apply online only from 21.03.2024 to 10.04.2024 Last date for acceptance of Online Application Date 10.04.2024 upto 23.59 hours on Bank's website [www.maladbank.com](http://www.maladbank.com) 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 (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below)

Ensuring that the all these scanned documents adhere to the required specifications as given in page number 06.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand written declaration is as follows –

*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*





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- (v) **The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)**
- (vi) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges**
- (vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered 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 FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 21.03.2024 to 10.04.2024**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### **A. Application Registration**

1. Candidates to go to the **Bank's** website [www.maladbank.com](http://www.maladbank.com) 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





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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 CPM.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
10. Modify details, if required, and click on COMPLETE REGISTRATION 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**





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GST Invoice Calculation					
State	Amount	CGST	SGST	IGST	FEES
Maharashtra	Rs. 750	Rs. 57.20	Rs. 57.20	-	Rs. 635.60
Out of Maharashtra	Rs. 750	-	-	Rs. 114.40	Rs. 635.60

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 containing fee details. **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.**





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### **C. Guidelines for scanning and Upload of Documents**

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

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

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





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- 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.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

### Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).







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- 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/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

### Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written 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 / hand written 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 hand written declaration as specified.

### Note:





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- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

### Procedure for uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it





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- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- 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.

### Note:

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

### GENERAL INSTRUCTION REGARDING EXAM

#### **EXAMINATION CENTER MUMBAI**

1. The examination venues will be mentioned in Online Exam call letter.
2. No request for change of center/venue/Date/Time for examination shall be entertained.
3. The Bank has reserves the right to cancel any of the examination centers and/or add some other centers, at its discretion, depending upon the response, administrative feasibility, etc.
4. The bank also reserves the right to allot the candidate to any center other than the one He / she has opted for (within or outside the district/state).
5. Candidate will appear for the examination at an examination center at his/her own risk and expenses and The Bank will not be responsible for any injury or losses etc. of any nature.





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### 5) Download of Call letters

Candidates will have to visit the Malad Sahakari Bank's website (<https://www.maladbank.com>) 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.

### 6) Identity verification

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Permanent Driving License / Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazette 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/ Aadhaar card with a photograph/ 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. **Ration Card and Learner's Driving License are not valid id proofs for identity verification.**

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with online Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. 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 Gazette notification / their marriage certificate / affidavit.**

Please note that candidates will not be permitted to appear for the Online Examination without the





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following documents:

- i. Valid Call Letter for the respective date and session of Examination
- ii. Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter / application form and
- iii. Photocopy of photo-identity proof (as mentioned in (ii) above) Candidates reporting late i.e. after the reporting time specified on the call letter of the examination will not be permitted to take the examination.

**Candidates reporting late i.e. after the reporting time specified on the call letter of the 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 online Examination is 150 mins respectively, candidates may be required to be at the venue for about 180 minutes respectively or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

a. **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/details/information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above mentioned activities, he/she will not only be disqualified but he / she will be liable to be dismissed from the services of the Bank at any time, even after being selected and after joining the Bank service and also liable for prosecution.

**At the time of Examination / Interview, if a candidate is (or has been) found guilty of:**

- i. Using unfair means during the selection process, or
- ii. Impersonating or procuring impersonation by any person, or





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- iii. Misbehaving in the Personal Interview, or
- iv. Obtaining support for his/ her candidature by unfair means, or
- v. Carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, or
- vi. Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.

Such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

1. To be disqualified from the examination for which he/ she is a candidate
2. To be debarred either permanently or for a specified period from any Examination conducted by bank
3. For termination of service, if he/ she has already joined the Bank.

### b. Other Important Instructions:

- i. The possibility of occurrence of some problem in the 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 such problem, which may include movement of candidates, delay in test. Decision taken by **the Bank** will be final. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be temporarily rejected from the process.
- ii. Decision of **the Bank** in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by The Malad Sahakari Bank Ltd. in this behalf.
- iii. 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.
- iv. The Examination process will be rational, fair & transparent, any type of inducement will not be entertained.
- v. The various facilities, rules and regulations as published by the state govt. will be Applicable.
- vi. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.





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- vii. The candidate is required to confirm his eligibility before applying for the vacancies.
- viii. The copy of the application can be downloaded using the registration number and password. The downloaded application need not be sent by courier or post. Candidate is required to bring the application along with a recent passport size photograph affixed on the application and the applicable documents for verification as mentioned in terms and conditions for the application.
- ix. Only online applications will be accepted and no other mode of application will be entertained.
- x. The call letter for the online test for the shortlisted candidates will not be sent by courier or post. The Candidates are required to download the call letter using their registration number and password online.
- xi. The candidates are required to bring the call letter along with the recent passport size photograph affixed on it for online examination.
- xii. The online examination will be conducted at Mumbai only.
- xiii. Candidates will have to appear at the decided venue in time for the online exam at their own expense.
- xiv. No candidate is permitted to use Mobiles or any other such instruments at examination center or during the examination.

### c. Important Dates

1	Website link open	:	21.03.2024
2	Starting date for apply online and payment of fees	:	21.03.2024
3	Last date to apply online and payment of fees	:	10.04.2024
4	Online test	:	May'24 /June'24

(The Bank has been reserve right to changes in above dates.)

### d. General instructions:-

- i. The selection list will be equivalent to the number of vacancies published. The selection list may be cancelled / rejected without any prior intimation or decreased/ increased with the sole decision **of the Bank**. The candidate should note that they will not have the right to claim for the vacancy even if their name appears in the selection list.
- ii. The number of vacancies published are subject change as per the need. The selection for the changed number of vacancies' will be done on merit basis as per the decision **of the Bank**.





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- iii. An NOC duly signed by a superior authority has to be submitted by the candidate who is already an employee of the bank at the time of application and submitted before joining.
- iv. The candidate must have valid E-mail ID and correspondence address with Pin code clearly mentioned on the application.
- v. The candidate will have to produce below mentioned Certificates / documents along with their originals for verification by the Appointed Officer before interview.
  - A) School leaving Certificate /Birth Certificate/Domicile Certificate.
  - B) SSC/H Sc. Mark Sheet / Graduation / Post graduation Certificate with the certified copies of both sides of the document.
  - C) Certified copies of Mark-sheets of Graduation/Post graduation of each Year with copy of both sides of the document will be required and if the Original documents have been submitted in Board / University/ Collage the true copy Certification of competent authority will be required on documents.
  - D) Candidates already employee of Govt., semi govt. or private should produce 'no objection Certificate' from their employer.
  - E) The employment exchange card will be required if the candidate is registered with the employment exchange.
- vi. The candidate will stand disqualified if he/she has any criminal record. The candidate will have to furnish the details of any pending cases against him/her.
- vii. The candidate may be appointed for any location with in Mumbai. The posts are transferable to any branch and the duties may be in different shifts.
- viii. At any stage of the appointment or after the appointment if any of the documents submitted are found to be incorrect or any of the information not disclosed, the appointment will be cancelled without any prior notice.
- ix. **In case of any change in the dates of Online Examination Bank will give the intimation on it's website. No other online correspondence will be done in this regard.**
- x. Candidates are advised to remain in touch with Bank's website, for any further information which may be put for further guidance during the process.







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7) During the process of appointment all the rights for decisions will be solely with the of the Bank

Note: - Any applications made / received before the online application date will not be considered.  
Candidates registered with the Project Officer Employment Exchange office also need to apply  
online as per the given procedure.

Place: Mumbai

Date : 15.03.2024



  
Chief Executive Officer