

Any eligible candidate, who aspires to join the Bank as Assistant Manager, is required to register for the Online Written Examination. Candidates who appear and are shortlisted in the examination, will subsequently be called for a Personal Interview and on being short-listed in Interview, will have to appear for Medical Fitness Test to be conducted and co-ordinated by DNS Bank.

DNS Bank intends to fill 31 positions in Assistant Manager cadre at various locations pan Maharashtra, in phase manner.

Prospective candidates will have to apply to DNS Bank after carefully reading the advertisement regarding the process of examination, interview, eligibility criteria, online registration process, payment of prescribed application fee, pattern of examination, issuance of call letters etc. and ensure that they fulfill the stipulated criteria and follow the prescribed processes.

The tentative schedule of processes is as follows:

Process	Tentative Date
Online Registration	02.05.2022 to 23.05.2022
Payment of Application Fees- Online	
Download of Call letter for Examination	7 days before the date of examination
Online Examination	June 2022
Download of call letters for Interview	15 days after declaration of result

Candidates are advised to regularly keep in touch with the DNS Bank's authorized website [www.dnsbank.in](http://www.dnsbank.in) for details and updates as regards recruitment process and its dates. **NO OTHER MEANS/MODE OF APPLICATION WILL BE ACCEPTED.**

**A. ELIGIBILITY CRITERIA (as 01.04.2022):**

Candidates, intending to apply should ensure that they fulfill the minimum eligibility criteria specified as under: Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must be a domicile of Maharashtra State and should necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility as indicated in the online application form-pertaining to category, age, educational qualifications etc. Please note that, under any circumstances, no change in details provided during online registration will be permitted at any stage after submission of registration form of the online application. Merely applying, appearing and being shortlisted in the examination and/or in the subsequent interview does not imply that a candidate will necessarily be offered employment in the Bank. The Bank in no way is liable to assign reason for rejecting the candidate.

**1. Age (As on 01.04.2022):**

Minimum: 21 years Maximum: 28 years

i.e. a candidate must have been born not earlier than 02.04.1994 and not later than 01.04.2001 (both dates inclusive)

**2. Educational Qualification:**

Degree (Graduation) in Arts/Science/Commerce/Agriculture/Management from a recognized University. However, please note that candidates with Degree (Graduation) in faculty of Engineering, Medical, para medical, Technical graduation or Diploma shall not be allowed to participate in the process and their candidature shall not be permitted.

**Computer Literacy:** Operating and working knowledge in computer systems is mandatory i.e. candidate should have Certificate/Diploma in computer operations/Language/ should have studied Computer / Information Technology as one of the subjects in the High School/College/Institute.

**Note:**

- All the educational qualifications mentioned should be from a recognized University / Institution and the result should have been declared on or before 01.04.2022. Proper document from Board / University for having declared the result on or before 01.04.2022 has to be submitted at the time of interview. The date of passing the examination which is reckoned for eligibility will be the date of passing appearing on the marksheet/ Provisional certificate.
- Candidate should have capacity to read, write and speak in Marathi.

## B. ONLINE EXAMINATION

1. The structure of the Examination which will be conducted online is as follows:

Sr. No.	Name of Tests	No. of Qs.	Max. Marks	Version	Time allotted for each test (Separately timed)
1	General/ Financial Awareness	50	50	Only English	35 minutes
2	General English	40	40		35 minutes
3	Reasoning Ability & Computer Aptitude	50	60		45 minutes
4	Quantitative Aptitude	50	50		45 minutes
	Total	190	200		160 minutes

The above tests will be available only in English. DNS 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 call letters from the website [www.dnsbank.in](http://www.dnsbank.in)

2. **Penalty for Wrong Answers:** There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

### 3. Examination Centers

- The examination will be tentatively conducted online in venues across Ten centres i.e. in Mumbai (including Greater Mumbai/Navi Mumbai), Thane, Pune, Nagpur, Jalgaon, Satara, Nashik, Aurangabad, Ahmednagar and Kolhapur.
- No request for change of centre for Examination shall be entertained.
- DNS Bank, 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. which will be intimated well in advance through Bank's website;.
- DNS Bank reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- Candidate will appear for the examination at Examination Centre, at his/her own risk and expenses and DNS Bank will not be responsible for any injury or losses etc. of any nature.

### 4. Process for Arriving at Scores:

The Scores of Online Examination are obtained by adopting the following procedure:

- Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
  - The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*
- \* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- Testwise scores and scores on total is reported with decimal point upto two digits.

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

- Valid Call Letter for the respective date and session of Examination
- Photo-identity proof (as specified in Point D) in original and
- Photocopy of photo-identity proof (as mentioned in (b) above)

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 160 minutes candidates may be required to be at the venue for about 240 minutes including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

### C. INTERVIEW

Candidates who have been shortlisted in the online examination will subsequently be called for an Interview to be conducted by the Bank. Interviews will be conducted at Mumbai only. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter for interview. Candidates are required to download their interview call letters from Bank's website [www.dnsbank.in](http://www.dnsbank.in). Please note that, any request regarding change in date, centre etc. of interview will not be entertained. However the DNS Bank 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.

A candidate should qualify both in the Online Exam and interview to be shortlisted for subsequent recruitment process, details of which will be available subsequently on DNS Bank's website.

While appearing for the Interview, the candidate should produce valid prescribed documents given below.

List of Documents to be produced at the time of interview (as applicable)

**The following documents in original and self attested photocopies** in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview

- a) Printout of the valid Interview Call Letter
- b) Valid system generated printout of the online application form registered for ONLINE EXAMINATION FOR ASST. MANAGERS
- c) Proof of Date of Birth (Birth Certificate or SSLC/ Std. X Certificate with DOB)
- d) Photo Identify Proof as indicated in Point D of the advertisement
- e) Marksheets & certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before 01.08.2018 has to be submitted.
- f) Caste Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC/ BC / NT category candidates. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be issued during the period 01.04.2021 to 31.03.2022. Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form.
- g) Candidates serving in Government / quasi govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.
- h) Experience certificates, if any
- i) Any other relevant documents in support of eligibility

The Competent Authority for the issue of the certificate to SC / ST / OBC / BC / NT is as under (as notified by GOI from time to time):

For Scheduled Castes / Scheduled Tribes / Other Backward Classes/Nomadic Tribe: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendary Magistrate) / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

### D. 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 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/ E-Aadhar 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 Licence are **not** valid id proofs 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 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**

## **E. 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 02.05.2022 to 23.05.2022 and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

a) 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 Annexure I to this Advertisement

b) Signature in CAPITAL LETTERS will NOT be accepted.

c) The left thumb impression should be properly scanned and not smudged.

d) 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."*

e) 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.

f) Keep **the necessary details/documents ready to make Online Payment of the requisite application fee/intimation charges**

g) 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: 2<sup>nd</sup> May 2022 to 23<sup>rd</sup> May 2022**

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 **Dombivli Nagari Sahakari Bank's** website [www.dnsbank.in](http://www.dnsbank.in) and 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.
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 Complete Registration.
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' 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**

#### **Application Fee (online payment)**

Rs. 800/- NON REFUNDABLE (Rs. 678/- + 18% GST) for all candidates. Applicants have to bear the Transaction charges for online payment.

### **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 **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.

### **C] GUIDELINES FOR SCANNING & UPLOAD OF DOCUMENTS**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below

#### **PHOTOGRAPH IMAGE:**

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

## **SIGNATURE LEFT THUMB IMPRESSION AND HAND-WRITTEN DECLARATION IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between 10kb – 20 kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand Written Declaration in CAPITAL LETTERS shall NOT be accepted
- A candidate to ensure that the signature uploaded is clearly visible.

### **Left thumb impression:**

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- 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

### **Hand-written declaration:**

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
- 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

## **SCANNING THE DOCUMENTS:**

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set Color to True Color.
3. File Size as specified above.
4. Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
5. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
6. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
7. Candidates using MS Windows/MS Office can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu and size can be adjusted by using crop and then resize option.
- **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, signature, left thumb impression and hand written declaration.

## **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
- 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.

**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.

After registering online candidates are advised to take a printout of their system generated online application forms

**Fee Payment:** Fee payment will be accepted through Online Mode only. Once fee has been paid, the registration process is completed.

**Note-** There is a provision to reprint the submitted application containing fee details, after fee payment.

Please note that all the particulars submitted in the online application will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**

An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/**unsuccessful fee payment** will not be considered as valid. The bank in no way shall be liable to refund the fee in case the payment is not generated while processing through internet banking and / or any claim / compensation on account of such event

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 to the website on account of heavy load on internet/website jam. DNS Bank 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 the DNS Bank.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

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.

**F. GENERAL INSTRUCTIONS**

- a) Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof etc. at the time of examination and interview respectively.
- b) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.
- c) A Candidate's admission to the examination/ short-listing for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by DNS Bank. **DNS Bank would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s).** If any of these shortcomings is/are detected after appointment in DNS Bank, his/her services are liable to be summarily terminated.
- d) Decision of DNS Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter relating to ASST. MANAGER – ONLINE EXAMINATION will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the DNS Bank in this behalf.
- e) Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee paid for the other multiple registration(s) will stand forfeited. Multiple attendance/ appearances in written examination and/ interview will be summarily rejected/ candidature cancelled.

- f) Online applications once registered will not be allowed to be withdrawn and/or the application fee once paid will not be refunded nor be held in reserve for any other examination.
- g) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Mumbai.
- h) Canvassing in any form will be a disqualification.
- i) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on DNS Bank's website shall prevail.
- j) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondences with the DNS Bank in future should be identical and there should be no variation of any kind.
- k) A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process/ doubt about identity at any stage could lead to disqualification.
- l) The possibility for occurrences 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 the conduct of another examination if considered necessary. Decision of the test conducting body in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- m) 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. Conduct of a re-exam is at the absolute discretion of test conducting body. 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 summarily rejected from the process.
- n) Decision of 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 Bank in this behalf.
- o) 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.
- p) Bank 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 Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- q) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Bank recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- r) Candidates will have to appear for the examination/ interview at their own expense.
- s) DNS Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- t) Appointment of candidates is subject to his/her being declared medically fit, as per any other requirements of DNS Bank and subject to service and conduct rules of the DNS Bank. Decision of DNS Bank to which candidates are allotted will be final and binding on candidates.
- u) Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and allotment etc.
- v) Intimations will be sent by email and sms only to the email ID and mobile number registered in the online application form for ONLINE EXAMINATION FOR ASST.MANAGERS. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of DNS Bank and candidates are advised to keep a close watch on the authorized DNS Bank's website [www.dnsbank.in](http://www.dnsbank.in) for latest updates.
- w) Use of Mobile Phones, pagers, calculator or any such devices: 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 cancellation of candidature and disciplinary action including ban from future examinations. 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.
- x) Candidates are not permitted to use or have in possession calculators in examination premises.
- y) 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.



- z) At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of –
- i. using unfair means or
  - ii. impersonating or procuring impersonation by any person or
  - iii. misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
  - iv. resorting to any irregular or improper means in connection with his/ her candidature or
  - v. obtaining support for his/ her candidature by unfair means, or
  - vi. carrying mobile phones or similar electronic devices of communication in the examination/ interview hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
    - i) to be disqualified from the examination for which he/ she is a candidate
    - ii) to be debarred either permanently or for a specified period from any examination conducted by IBPS / DNS Bank
    - iii) for termination of service, if he/ she has already joined the Bank.

#### **CALL LETTERS**

The Centre, venue address, date and time for examination and interview shall be intimated in the respective Call Letter. Candidate should download his/her call letter from the DNS Bank's website [www.dnsbank.in](http://www.dnsbank.in) by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

Intimations will be sent by email and sms to the email ID and mobile number registered in the online application form for ONLINE EXAMINATION FOR ASST. MANAGERS. DNS Bank will not take responsibility for late receipt / non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of DNS Bank. Candidates are hence advised to regularly keep in touch with the authorized bank's website [www.dnsbank.in](http://www.dnsbank.in) for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

#### **G. ANNOUNCEMENTS:**

All further announcements/ details pertaining to this process will only be published/ provided on bank's authorized website [www.dnsbank.in](http://www.dnsbank.in) from time to time.

Mumbai  
Date: 29.04.2022

Joint General Manager  
Dombivli Nagari Sahakari Bank Ltd.

## ANNEXURE I

### Guidelines for scanning and Upload of Photograph & Signature

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

#### Photograph Image:

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–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 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 signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will 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

#### Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- 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

#### 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/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice 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 50 kb (photograph) & 20 kb(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/her 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 and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:

(1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. 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.

(2) After registering online candidates are advised to take a printout of their system generated online application for

