INSTRUCTIONS FOR ONLINE APPLICATION

(*Through online website https://scub.co.in***)**

1. The candidates, before submitting the application form, shall satisfy his/her eligibility to apply for the posts. The candidate is required to go through the instructions given below carefully and acquaint himself/herself with all requirements with regard to the submission of the Online Application Form.

2. The candidates should fill his/her complete postal address with the pin-code, police station, house number, mobile number and e-mail address for future correspondences. It will be the responsibility of the candidates to ensure that filled in postal and contact details in the Online Application Forms are correct.

3. Candidates must ensure that mobile number, e-mail ID filled in the Online Application Form are his/her own.

4. The Bank will make communications by SMS or e-mail on the given number and e-mail ID only.

5. The Application Form, other than online mode shall not be accepted in any case.

6. Candidates should fill up the entire field in the Online Application Form which are marked mandatory.

7. Candidates should be cautious while submitting the online application form. **Once the payment is made, there will be no scope for editing / correction / re-submission**.

8. **Request for change in any particulars in the Online Application Form, once the payment is made, shall not be entertained under any circumstances**.

9. Incomplete applications will be rejected.

10. **If a candidate submits more than one application, his/her candidature will be automatically rejected.**

11. **Candidates should note that after payment is made, the application cannot be withdrawn. Claims for refund of application fee will not be entertained.**

12. Particulars to be filled in the Online Application Form:

(a) **Name**   : As in Educational Documents.

(b) **Date of Birth** : As in SSLC Admit Card

(c) **Photograph**: Clear recent passport size photograph with white background is required to be uploaded in JPG, JPEG, PNG; files of maximum 1 MB

(d) **Signature:** Should be in JPG, JPEG, PNG; files of maximum 1 MB

(e) **Identity Verification:** Should be in JPG, JPEG, PNG; files of maximum 1 MB

(f) **Documents to be uploaded** (*in PDF format only*):

- SSLC Admit Card
- SSLC Marksheet
- ST/SC/OBC Certificate (if eligible)
- Physically handicapped (if eligible)

(g) **Before applying online, a candidate has** *to* <u>*register using his/her*</u>:

(1) **first name**, (2) **second name** (3) **last name** (4) **email_ID** & (5) **mobile No.**

BEFORE PRESSING REGISTER BUTTON ASCERTAIN THE CORRECTNESS OF THE ABOVE FIVE INFORMATION, ONCE YOU PRESS REGISTER BUTTON, THE SAME CANNOT BE CORRECTED.

(h) The following fields will be freezed (**cannot be edited**) once you press **SAVE** button:
(1) **Date of Birth**; (2) **Category**; (3) **Physically Handicapped**

(i) After filling up the Online Application Form, candidates should click on **<u>SAVE</u>** and **<u>PREVIEW APPLICATION FORM</u>** to review all the details for correctness in the form.

(j) For uploading photograph, signature, voter ID card and documents, use the option **<u>UPLOAD YOUR DOCUMENTS</u>.** If any information is incorrect or photograph / signature has not been correctly uploaded, candidates may make necessary corrections by clicking on the **<u>EDIT APPLICATION FORM</u>** / **<u>EDIT UPLOAD DOCUMENTS</u>** button and make the correct entry. **Once payment is made no correction can be made**.

(k) *After candidate is satisfied that all information is correct and photograph, signature and all the relevant documents have been uploaded, can proceed for payment of fees.*

13. Candidates are not required to submit the downloaded hard copies of the Online Application Form or any other documents to the Bank. **However, he/she is advised to preserve a copy of the downloaded Online Application Form for any future reference**.

14. Eligible candidates will be advised updates through SMS / e-mail IDs provided by them in their Online Application Form.

15. **Candidates will be advised through SMS/email IDs regarding Admit Card downloading. After downloading the Admit Card, print the Admit Card and paste identical passport size photograph uploaded while filling in the Online Application Form.**

16. Candidates requiring assistance can call up the Helpdesk numbers (10.00 AM to 05.00 PM) on all working days:

    SCUB Recruitment Help Desk   **: +91-9435492593**
    Technical Queries   **: +91-9863066005**
    Technical Assistant (Website)   **: +91-9101197085**

17. Any issue / complaints must be settled on or before the last date of submission of Online Application Form. No complaints will be entertained thereafter.

CHIEF EXECUTIVE OFFICER