



# ದಿ ನ್ಯಾಷನಲ್ ಕೋ-ಆಪರೇಟಿವ್ ಬ್ಯಾಂಕ್ ಲಿಮಿಟೆಡ್ The National Co-operative Bank Limited

## General Instructions to candidates for filling and submission of application on-line

- 1) Applicants must read the Notification & Online Instructions carefully to know the eligibility criteria and other requirements for filling the "Online Application".
- 2) Submission of the application through Online does not imply that candidate has fulfilled all the criteria given in the Notification. Application is subject to subsequent scrutiny and the application may be rejected if found to be ineligible at any point of time.
- 3) Please go through the instructions step-by-step carefully. After understanding all the instructions, Online Application Form can be opened by clicking the button "New Registration", and following the steps given below.

Step 1:- Click on the "New Registration" Button.

Step 2:- Fill up the basic details viz. Full Name, Father's name, Mother's Name, Marital Status, Date of Birth, Mobile No, E-mail Address etc.,

Step 3:- Follow the instructions step-by-step and complete the Registration process for generating a Registration Id & Password for login.

Note:- Candidates who have already Registered but have lost / forgot their Registration Id / Password can click on "Forgot Registration ID / Password" Button and fill up the details to recover their Registration ID / Password

Step 4:- Login using the generated Registration Id & Password.  
First fill the contact details correctly.

Step 5:- Click on the Apply Button of the post for which you wish to apply (Junior Assistant-2 or Peon) and fill in the applicant details like Educational Qualification, Reservations (as applicable) etc., Upload Photograph with Signature (see specification of photograph).

Step 6:- You may modify any of the details in the application, if required. Once you have finished review and edit, click on 'Final Submit' button to generate Post office challan. Download and take a print out of the post office challan.

Finally click on Application Preview button and take the print-out of the ONLINE application.

Note: Candidates will not be allowed to modify any details in their application after clicking on 'Final Submit' Button.

Step 7:- Produce the printed Post Office chalan along with the prescribed fees at the nearest E-payment Post Offices any where in Karnataka only. Please note:

a) DD, Postal Order, Money Orders will not be accepted.

b) Applications for which prescribed fee is not paid within the last date specified will be summarily rejected.

Step 8:- Click on Logout Button anytime to close the application at any stage. Else Click on Home Button to view the submitted Application.

ಆಡಳಿತ ಕಛೇರಿ: 73/1, ಗಾಂಧಿಬಜಾರ್ ಮುಖ್ಯರಸ್ತೆ, ಬೆಂಗಳೂರು - 560 004.

ದೂರವಾಣಿ: 2660 7778, 2242 1998, 2661 9951, 2242 4434, 2650 6445 ಫ್ಯಾಕ್ಸ್: 2661 9950

**Administrative Office:** 73/1, Gandhi Bazar Main Road, Bangalore - 560 004. E-mail: admin.ao@ncbl.org.in

Telephone : 2660 7778, 2242 1998, 2661 9951, 2242 4434, 2650 6445 Fax: 2661 9950



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Step 9:- Take a hard copy Print out of the application form after “Final Submit”. Affix a passport size photograph and put your signature in the space provided on the application, attach self attested copies of marks cards and other prescribed relevant documents.

It is recommended that you either take multiple copy print out of the application or make Photo-copy of the same for your reference.

Step 10:- The application along with attachments as stated above in a sealed envelope mentioning in ‘**bold letters**’ on the top left corner of the envelope, the application number as shown in the software, should be sent to the bank’s address, **No 73/1, Gandhi Bazaar Main Road, Gandhi Bazaar, Bengaluru 560004. The hard copy application and the documents should reach the bank on or before 22-07-2016 5.30 PM.**

4) Also, please note that Shortlisted candidates will have to appear for the written test and interview to be held at Bangalore at their own cost.

5) In case of queries/clarifications contact Help Line Number **7899617837**

Sd/-  
Chief Executive

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