



The Parbhani District Central Co-op. Bank Ltd. Parbhani

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Advertisement No. 1/PDCC Bank/ 2025

Recruitment of Middle Management, Junior Management) & support staff in, Parbhani DCC Bank

Time Frame

Website link open	- 25-11-2025
On-line Registration of Application	- 25-11-2025
Payment of Fee On-line	- 25-11-2025
On-line Test will be conducted	- Will be conveyed later
Downloading of call letter for On-line test	- Will be conveyed later
Download of call letter for personal interview	- Will be conveyed later

Please Note That

1. A candidate can apply for only one position and 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/ intimation charges paid for the other multiple registration(s) will stand forfeited.
2. The process of Registration of application is completed only when fee is deposited with the Bank through On-line mode on or before the last date for fee payment.
3. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Admission to On-line test will be purely provisional without verification of documents. Candidature will be subject to verification of details/documents when the candidate reports for interview.
4. Candidates are advised to check Bank's website www.parbhanidccbank.com for details and updates.

The Parbhani District Central Cooperative Bank Ltd., (Pdcc Bank) Parbhani, A Leading District Central Cooperative Bank in Maharashtra State, established in 1917. The Bank is operating through its Head Office at Parbhani, and 103 Branches in Parbhani and Hingoli District. The Bank invites On-line applications from Indian Citizens for Middle Management, Junior Management & support staff.

Candidates / Individuals fulfilling prescribed eligibility criteria are requested to apply On-line through the Bank website www.parbhanidccb.com on or before the timeframe indicated. The details of the post, educational qualification, experience, age etc. are as under:

Recruitment Details

Sr. No.	Post Name	Cadre	No of Vacancies	Degree / Subject / Stream	Post Qualification Work Experience	Age Limit
1	Law Officer	Junior Management JM-1 (Banking Officer Grade-2-1) (Clerk -1)	2	LLB from recognized university with minimum 50 % Marks	Minimum 2 Years for Jm-1 (Banking Officer Grade-2)	Mini-21 maxi.-38
2	Chartered Accountant	Middle Management (Banking Officer Grade-1)	1	Chartered Accountant	Minimum 2 Years	Mini-21 maxi.-38
3	IT Officer Banking Officer Gr 1	Middle Management	4	B.E.Computer Science / B.Tech in computer Science / B.E. In Electronic & Telecommunication / B.Tech in Electronic & Telecommunication OR MCA As a full time regular student	Minimum 2 Years	Mini-21 maxi.-38
4	IT Officer Banking Officer Gr 2	Junior Management	6	B.E.Computer Science / B.Tech in computer Science / B.E. In Electronic & Telecommunication / B.Tech in Electronic & Telecommunication OR MCA As a full time regular student	Nil	Mini-21 maxi.-38

5	Accountant (Banking Officer Gr 2)	Junior Management	2	B.Com. form recognized university with minimum 50 % Marks	Minimum 2 Years	Mini-21 maxi.-38
6	Clerk Stenographer	Support Staff	129 1	Graduate from any recognized University. With minimum 50 % Marks Candidates having Degree in Computer Science (B.C.A) or (B.Sc Computer) or any Engineering Branch with min. 50 % Marks will be preferred Stenographer should be passed the Examination of Stenographer	Nil	Mini-21 maxi.-38
7	Sub Staff Peon	Sub Staff	5	Min. 10 th Pass	Nil	Mini-21 maxi.-38
8	Sub Staff Driver	Sub Staff	2	Min. 10 th Pass with Permanent Driving License	Nil	Mini-21 maxi.-38

1. The qualification (Graduate / Post Graduate) shall be from a recognized university with **minimum 50% marks in aggregate.**
2. Knowledge of Marathi (Writing, Speaking, Reading) is essential.
3. The educational qualification & work experience prescribed for the post is the minimum. Candidates possessing the higher education / having work experience for more than the prescribed years in the relevant, disciplines shall get preference.
4. The candidate must be in good physical and mental health, free from any defect likely to interfere with the efficient performance of duties.
5. Probationary Period is 24 Month compulsory and bond proscribe by bank to be given at the time of appointment Fix Salary for Banking Officer Grade -1 will be Rs. 25000/-, Banking Officer, Grade-2 Rs.21000/-, for Clerk Rs. 18000/- and for sub staff Rs.15000/- No other allowances will be applicable during probationary period.
6. The Candidates fulfilling above criteria of age and educational qualification on Date 01-11-2025 are eligible for apply.
7. As per guidelines issued by Government of Maharashtra 70 % seats will be reserve for local candidates resident of Parbhani & Hingoli District & 30 % will be for out of Parbhani & Hingoli District.

8. Pay Scale

Law Officer JM I	450-30-600-40-760-50-1010-60-1310-70-1660
CA MM	560-40-800-50-1000-60-1300-70-1650-80-1890
Support Staff Stenographer	330-20-430-30-580-40-780-50-1130-60-1310

Accountant JM II	450-30-600-40-760-50-1010-60-1310-70-1660
Support Staff Clerk	330-20-430-30-580-40-780-50-1130-60-1310
Sub Staff Peon	250-10-300-20-400-30-550-40-830-50-980
Sub Staff Driver	270-10-320-20-420-30-570-40-850-50-1000

Emoluments Compensation and service condition:

Gross Salary and perquisites as admissible to the corresponding grade etc. as per Bank's rules and service condition in force time to time. The officials will be eligible for DA, , HRA and PF the approximately gross salary (cost to bank) per month would be for Middle Management - Rs.35000/-to 39000/-, Junior Management –Rs.23000 To 31000/- Respectively applicable as per banks existing pay Scale In addition, eligible facilities as per Bank's policies will also be available.

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 25-11-2025 to 10-12-2025 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 **Annexure III** to this Advertisement.

(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.”

(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 : -

25-11-2025 TO 10-12-2025

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 Parbhani District Central Co-operative Banks website www.parbhanidccb.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 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 COMPLETE REGISTRATION 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/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

ONLINE MODE

Application Fees /Intimation Charges is Rs. 800 + 18% GST (Total 944/-)

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 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.

Photograph Capture

- * In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- * On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- * On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do’s and Don’ts of Photo Capture

Dos:

- * Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- * Look straight at the webcam/ camera.
- * Photograph should be of passport size.

Don’ts

- * Small size photograph not to be clicked/ uploaded.
- * Coloured glasses or sunglasses/ Cap should not be worn.
- * Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- * Photo not taken in dark/ improper background.

Signature, left thumb impression and hand-written declaration Image:

- * The applicant has to sign on white paper with Black Ink pen.
 - o Dimensions 140 x 60 pixels (preferred)
 - o Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
 - o 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.
 - o File type: jpg / jpeg
 - o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - o File Size: 20 KB – 50 KB
- * The applicant has to write the declaration in English clearly on a white paper with black ink.
 - o File type: jpg / jpeg
 - o Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)

- o 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:

- o Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- o Set Colour to True Colour
- o File Size as specified above
- o 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).
- o 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.
- o 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

- o 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
- o Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- o Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- o Select the file by clicking on it
- o Click the 'Open/Upload'
- o If the file size and format are not as prescribed, an error message will be displayed.
- o 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:

- (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.

Download of Call letters for On-line written test and interview.

- Candidates will have to visit the PDCC Bank's website www.parbhanidccbank.com for downloading call letters for On-line written 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 Photocopy of the same Photo Identity Proof may be brought in original.

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 E-Aadhar Card/ 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 /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 Learners driving licence is not valid id proof for identity verification.**

Note:

Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with On-line 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.**

Selection Procedure

1. The selection of candidates will be on the basis of On-line (written) test and personal interview
2. Pattern of On-line written test:

A) Middle Management (Banking Officer Gr 1)

Sr. No.	Contents of Test	No. Of Questions	Marks	Time	Version
1	Subject Knowledge	50	100	40 Minutes	Only English
2	Reasoning	25	25	50 Minutes	
3	English Knowledge	25	25		
4	General Awareness with special reference to Banking	25	25		
5	Quantitative Aptitude	25	25		
	Total	150	200		

B) Junior Management (Banking Officer 2 / Cleark)

Sr. No.	Contents of Test	No. Of Questions	Marks	Time	Version
1	Subject Knowledge	50	100	40 Minutes	Only English
2	Reasoning	25	25	50 Minutes	
3	English Knowledge	25	25		
4	General Awareness with special reference to Banking	25	25		
5	Quantitative Aptitude	25	25		
	Total	150	200		

For the post of sub staff and peon following will be test structure

Sr.No.	Contents of Test	No. Of Questions	Marks	Time	Version
1	English Language	30	30	20 Minutes	English
2	Numerical Ability	35	35	20 Minutes	
3	Reasoning Ability	35	35	20 Minutes	
	Total	100	100	60 Minutes	

3. Options per Question – 5 Options There will be a penalty for wrong answers.(0.25 % or marks assigned to that question) Subject Knowledge will be related to the respective field as per the educational qualification of the post.
4. The On-line (written) Test will be only in English language.

5. Candidates have to score minimum qualifying marks for being shortlisted for further Personal interview. The minimum qualifying marks will be decided by the Bank.
6. Candidates will be shortlisted for personal interview based on their performance in On-line Written Test, Educational Qualification and Experience. In the interview, the candidate can opt English/Marathi/Hindi also.
7. **Merit List:** For selection will be prepared in descending order on the basis of scores obtained in On-line written test and interview.

General instructions

- The process of registration of application is completed only when fee is deposited with the PDCC Bank through On-line mode on or before the prescribed last date of submission of application.
- The candidates are requested ensure before applying that they fulfill the eligibility criteria (viz. age, qualification and experience for the post as on **1st November 2025**).
- Candidates will be subject to verification of the details of the document (s) when they report for the personal interview.
- Decision of the Bank in all matters regarding eligibility of the candidates, the stages of which such scrutiny of the eligibility is to be undertaken, the document to proceed for the purpose of the conduct of examination, interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence for the personal enquires will be entertained by the bank in this behalf.
- In case, it is detected at any stage of recruitment, 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), his / her candidature will stand cancelled. If, any of these shortcoming(s) is / are detected even after entering in to the contract, his / her services are liable to be terminated.
- All candidates will have to produce self-attested photo copies of certificates regarding qualification, work experience, in support of their eligibility at the time of interview failing which there candidature will not be considered. The Bank taken no responsibility to correct any certificate / remittance sent separately.
- Any amendment / change in the clauses related to the advertisement for selection of Middle/Junior Management & Support staff shall be updated on the bank's website Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Parbhani.
- Candidates serving in Government, Public Sector – Undertaking. (Including bank) should produce a 'No Objection Certificate' from their employer at the time of personal interview, in the absence of which his / her candidature may not be considered.
- Appointment of selected candidates is subject to his / her being declared medically fit as per the requirement of the Bank.
- Canvassing in any form will be disqualification.
- Action against candidates found guilty or misconduct: Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.
- The bank reserves the right to change the selection procedure, if necessary. The change, if any, shall be communicated to the candidates in advance.
- Bank would be free to reject the candidature of any candidate at any state of the recruitment process, if he / she is found to be ineligible. If appointed, such a candidate may be summarily removed and the fees paid by ineligible candidate shall be forfeited.

- PDCC Bank reserves the rights to reject / cancel any appointment at any stage between completion of selection process and joining of the candidates selected for the post.

C. Others –

1. Without valid call letter and stipulated documents candidates will not be allowed to appear the On-line written test / personal interview
2. Candidates are advised to keep the copy of the application form and the details of payment fees

Note. Application once made will not be allowed to be withdrawn and fees once paid will **NOT** be refunded.

Decisions of the Bank in respect of all matter pertaining to this recruitment would be final and binding on all candidates.

Any queries will be addressed by email. The queries may be addressed to "pdccrecruitment2@gmail.com " .

Examination center will Depends on Application received will be conveyed accordingly.

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, 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 :

(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.

Date: 25-11-2025

Administration
The Parbhani DCC Bank Ltd., Parbhani