



Reg No. 21603

THE HYDERABAD DISTRICT CO-OP. CENTRAL BANK LTD.,

Head office, Nampally Station Road, Hyderabad - 500 001.

(State Govt. Partnered Bank)

RBI License No.RPCD. (H) COOP/6/05.08.03/2011-12

Email Id: ceo_hyd@hyddccb.org

Website: <https://hyderabadccb.in>

RECRUITMENT NOTIFICATION

**Applications are invited for Appointment to the posts of 'Staff Assistant'
in The Hyderabad District Cooperative Central Bank Ltd., Hyderabad**

Opening Date for ON-LINE Registration of Application	18.10.2025
Closing date for ON-LINE Registration of Application	06.11.2025
Dates for Payment of Application Fee (ONLINE remittance only, through Net Banking/ Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets)	From 18.10.2025 to 06.11.2025
Date of online examination	December, 2025

01. VACANCIES :

S. No.	Category	No. of vacancies	Of which	
			General	Women
1	OC	9	5	4
2	EWS	3	2	1
3	BC-A	2	2	0
4	BC-B	2	2	0
5	BC-C	1	1	0
6	BC-D	1	0	1
7	BC-E	1	0	1
8	SC (G-I)	1	1	0
9	SC (G-II)	2	2	0
10	SC (G-III)	1	0	1
11	ST	5	2	3
12	PC-VI	1	1	0
13	PC-HI	1	1	0
14	PC-OH	0	0	0
15	PC-ID	0	0	0
16	EXS	2	2	0
	Total	32	21	11

Abbreviations stand for : (OC – Open Competition ; EWS- Economically Weaker Section; BC – Backward Class ; SC – Scheduled Caste ; ST – Scheduled Tribe ; EXS – Ex-Servicemen ; PC – Physically Challenged ; VI-Visually Impaired ; HI – Hearing Impaired ; OH – Orthopedically handicapped ; ID – Intellectual Disability; G-General and W-Women)

Note :

- (i) Reservation for BC-E Group will be subject to adjudication of the litigation pending before the Hon'ble Courts and Government Orders thereon.**
- (ii) Reservation under BC Categories is applicable to candidates belonging to Non-Creamy Layer category only.
- (iii) 25% of the total vacancies are earmarked to be filled up with the staff working in the PACS affiliated to the Hyderabad DCCB who fulfil the eligibility criteria laid down in this notification and the vacancies as shown for other candidates in different categories may finally vary accordingly.
- (iv) The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement. Further the Bank reserves the right to enhance or lower down the vacancies, as per requirements at the time of final selection/appointment.
- (v) The Bank reserves the right to fill up the vacancies that may arise subsequently on account of retirements, resignations and promotions and in accordance with the decision of the Board of Directors of the Bank, from out of the waitlist, during the validity period of the waitlist as per service regulations in force from time to time.
- (vi) Where there are no vacancies in a particular category, candidates belonging to such category will be considered under OC (Open Competition). However, such candidates will be eligible for concession in application fee/ Age relaxation, as the case may be, as per notification.

02. PAY SCALE & EMOLUMENTS :

The Scale of Pay for the post of Staff Assistant, at present is Rs.24050-1340/3-28070-1650/3-33020-2000/4-41020-2340/7-57400-4400/1-61800-2680/1-64480 (20 stages) + 11 Stagnation increments at the rate of Rs.2680/- at frequencies of 2 years after reaching maximum of the scale.

Note: Other allowances & perquisites are admissible as per the rules of the Bank.

A. For Open Market Recruitments (other than those from affiliated PACS)

03. ELIGIBILITY CRITERIA:

The DCC Bank has its area of operations within the District and as such all positions are within the District only.

Note: District for the purpose of this recruitment means erstwhile Hyderabad District.

The Criterion reckoned for the eligibility is as under:

Nativity :

Candidate should be a local candidate of the State of Telangana.

The following will be the methodology adopted to define the local candidate of the Telangana State:

Definition of the local candidate of Telangana State

(a) 'Local Area' (Local candidate of State of Telangana) in tune with the spirit of Presidential Order 1975:

The ten (erstwhile) Telangana districts, viz., Adilabad, Hyderabad, Rangareddy, Karimnagar, Khammam, Mahabubnagar, Medak, Nalgonda, Nizamabad and Warangal, shall be regarded as 'Local Area' of Telangana State.

(b) Local Candidate – 'Local Area' :

(1) A candidate for direct recruitment, shall be regarded as local candidate in relation to the 'Local Area' on the following conditions:

- (i) If he/she has studied in an educational institution(s) in 'Local Area' above, for a period of not less than four consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for SSC or equivalent examination; or
- (ii) Where during the whole or any part of the four consecutive academic years ending with the academic year in which he/she appeared or as the case may be, first appeared for the SSC or equivalent examination he/she has not studied in any educational institution(s), if he/she has resided in the 'Local Area' above for a period of not less than four years immediately preceding the date of commencement of the SSC or equivalent examination in which he/she appeared or as the case may be, first appeared.

(2) A candidate for direct recruitment, who is not regarded as local candidate under sub-paragraph (1) above, in relation to the 'Local Area' shall:

- (i) If he/she has studied in an educational institution(s) in the State, for a period of not less than Seven consecutive academic years ending with the academic year in which he/she appeared or, as the case may be, first appeared for SSC or equivalent examination be regarded as a local candidate in relation to :
 - (a) Local Area as above if he/she has studied in the Local Areas for the maximum period out of the said period of seven years ; or
 - (b) Where the period of his/her study in the local areas specified above and other areas, are equal, if he/she has studied last in the local area specified above, in such equal periods ;
- (ii) If during the whole or any part of the Seven consecutive academic years ending with the academic year in which he/she appeared or as the case may be, first appeared for the SSC or equivalent examination he/she has not studied in any educational institution(s) in Local Area, but has resided in the State during the whole of the said period of seven years, be regarded as a local candidate in relation to :
 - (a) Local Area specified above if he/she has resided for a maximum period out of the said period of seven years in the Local Areas ; or
 - (b) Where the periods of his residence in the Local Area and other areas are equal, if he/she has resided last in the Local Areas in such equal periods ;

(3) (a) In reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his study by reason of his failure to pass any examination, shall be disregarded.

(b) The question, whether any candidate for direct recruitment to any post has resided in the local area shall be determined with reference to the places where the candidate actually resided and not with reference to the residence of his parents or other guardian.

(c) If the claim for local candidature is based on study, the candidate is required to produce a certificate from the Educational Institution(s) where he/she has studied during the said 4/7 year period in the 'Local Area'. If, however, it is based on residence, a certificate should be obtained from an officer of the Revenue Department not below the rank of a Mandal Revenue Officer/Tahsildar in independent charge of a Mandal that he/she has resided in the districts of 'Local Area'.

(d) If, however, a candidate has resided in more than one Mandal / District during the relevant 4/7 year period but within the Districts of 'Local Area' as the case may be, separate certificates from the Mandal Revenue Officers exercising jurisdiction have to be obtained in respect of different areas of the 'Local Area'.

Note :

- (i) In the normal course, Single Certificate, whether of study or residence would suffice for enabling the candidate to apply as a candidate belonging to the Local Area ;
- (ii) Residence Certificate will not be accepted, if a candidate has studied in any educational institution upto SSC or equivalent examination. Such candidates have to produce study certificates invariably. The candidates who acquired degree from Open Universities without studying SSC/Matriculation or equivalent in educational institutions, have to submit residence certificate only.
- (iii) In reckoning the consecutive academic years during which a candidate has studied, any period of interruption of his/ her study be reason of his/ her failure to pass any examination, shall be disregarded.

04. AGE (as on 01.10.2025) :

Minimum 18 years – Maximum 30 years i.e. candidates should have been born on or after **02.10.1995**, but not later than **01.10.2007** (both dates inclusive).

Relaxation of upper age limit :

Sl. No.	Category	Age Relaxation
1	Scheduled Caste/Scheduled Tribe / Backward Class/ Economically Weaker Section Candidates	5 years
2	Physically Challenged – General Category Candidates	10 years
3	Physically Challenged–SC/ST/BC/EWS Category Candidates	15 years

4	Ex-Servicemen/Disabled Ex-Servicemen	Actual period of service rendered in defense services + 3 years (8 years for disabled ex-servicemen belonging to SC/ST) subject to maximum age of 50 years
5	Widows, Divorced women and women judicially separated from their husbands & who are not remarried	Maximum age limit is 35 years for General candidates and 40 years for SC/ST/BC/EWS Candidates
6	Inservice candidates of DCCBs	In case of an employee who has been in continuous service in any DCCB/s of the 'Local Area' and joined its service before he attained 30 years, the restriction as regards age shall be relaxed to the extent of the period of such service in the said DCCB, subject to a maximum of 5 years.

Note:

1. No other combination of age relaxation other than specified in the table above, will be applicable.
2. If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail this benefit, an ex-serviceman as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-serviceman.

Definition of Ex-Servicemen (EXSM) :

i) Ex-Servicemen (EXSM): Only those candidates shall be treated as Ex-servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel & Administrative Reforms Notification No.36034/5/85 Estt. (SCT) dated 27.01.1986 as amended from time to time.

ii) Disabled Ex-Servicemen (DISXS): Ex-servicemen who while serving in Armed Forces of the union were disabled in operation against the enemy or in disturbed areas shall be treated as Disabled Ex-Servicemen (DISXS).

Note: The Territorial Army Personnel will be treated as ex-servicemen w.e.f. 15.11.1986.

3. Above relaxations are available only if the candidates fulfill the various conditions prescribed in the Govt. of India/State Government orders and instructions in this regard. To claim age relaxation, reserved category candidates will be required to submit a copy of relevant certificate/s at the time of appointment.

Reservation for Physically Challenged (PC)/Persons with Benchmark Disabilities (PWBD)

Under section 34 of "The Rights of Persons with Disabilities Act, 2016", persons with benchmark disabilities are eligible for Reservation. The post is identified suitable for the Persons under categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time.

A. "OH" category: A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following bench mark:

- OA - One arm affected (Right or Left)
- OL- One leg affected (Right or Left)
- OAL- One arm & One leg affected
- BL- Both legs affected but not arms

Persons with OA and OAL category should have normal bilateral hand functions.

- a. "Leprosy cured person" means a person who has been cured of leprosy but is suffering from:
 - i. Loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
 - ii. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
 - iii. extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;
- b. "Cerebral palsy" means a Group of non-progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
- c. "Dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
- d. "Muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
- e. "Acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual Impairment (“VI” Category): Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.

a. Blindness:

i. Total absence of sight; OR

ii. Visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; OR

iii. Limitation of the field of vision subtending an angle of less than 10 degree. OR

b. Low Vision: i. Visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; OR

ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing Impaired (“HI” Category):

a. Deaf: means person having 70 DB hearing loss in speech frequencies in both ears.

b. Hard of Hearing: means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

D. “ID” Category: Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

1. Intellectual disability.

a. **Autism Spectrum disorder (ASD)** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

b. **“Specific Learning Disability” (SLD)** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia.

c. **“Mental Illness” (MI)** means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence

2. “Multiple Disabilities” means multiple disabilities amongst clause “A”; “B”; “C”; “D (1)”.

Note: Only those persons with benchmark disabilities would be eligible for reservation. “Benchmark disability” means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable terms, as certified by the certifying authority.

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India/ Government of Telangana guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason will be provided scribe by the DCCB during the online examination, subject to limits as in (i) and (ii) below. In all such cases where a scribe is used, the following rules will apply:

- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(i) Guidelines for Candidates with locomotor disability and cerebral palsy

A compensatory time of 20 minutes for every hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(ii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

(iii) Guidelines for Intellectual Disability candidates

A compensatory time of 20 minutes per every hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

These guidelines are subject to change in terms of GOI/Govt. Of Telangana guidelines/clarifications, if any, from time to time.

Definition of EWS (Economically Weaker Section):

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- i. 5 acres of Agricultural Land and above;
 - ii. Residential flat of 1000 sq. ft. and above;
 - iii. Residential plot of 100 sq. yards and above in notified municipalities;
 - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- 2. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
- 3. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following Authorities shall only be accepted as proof of candidate's claim as belonging to EWS.
 - i. District Magistrate/ Additional District Magistrate/ Collector/ Sub-Divisional Magistrate/ Mandal Revenue Officer;
 - ii. Revenue Officer not below the rank of Tahsildar and
 - iii. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- 4. The candidates shortlisted for provisional allotment shall be required to bring the requisite certificate as specified by the Government of Telangana at the time of appearing for the process of document verification.
- 5. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
- 6. The instructions issued by the Government of Telangana in this regard from time to time shall be adhered to.

Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

05. Educational Qualification (as on 01.10.2025):

- (i) Any Graduate from a Recognized University.
- (ii) Essential: Proficiency in Telugu Language (The candidate should have studied Telugu as one of the subjects in any class upto 10th Class. Supporting document will be verified at the time of appointment).
- (iii) Knowledge of English is required

B. For Candidates in service of PACS affiliated to Hyderabad DCCB

- (i) **Educational Qualification** – Intermediate plus JDC or Graduation from a recognized University as on 01.10.2025
- (ii) **Age** relaxation is given upto the age of 45 years in the case of all candidates from affiliate PACS and other relaxations as applicable in the case of Reserved Category as specified hereunder subject to the overall age limit of 50 years:

Sl. No.	Category	Age Relaxation
1	Scheduled Caste/Scheduled Tribe / Backward Class/ Economically Weaker Section Candidates	5 years
2	Physically Challenged – General Category Candidates	10 years
3	Physically Challenged–SC/ST/BC/EWS Category Candidates	15 years

Note: The relaxation in upper age limit is cumulative subject to the maximum age of 50 years as on 01.10.2025.

- (iii) **Minimum Service:** The candidates applying under this category should have completed a minimum of 5 years service in the PACS affiliated to the Hyderabad DCCB, as on 01.10.2025. The Service Register of the employee of the PACS (affiliated to Hyderabad DCCB) duly certified by the DCO/ CEO of the DCCB concerned, will be taken as the proof of service at the time of appointment.

06. Application Fee including Bank and other Charges (Non-Refundable) :

The application fee including intimation charges (non-refundable), for the candidates from the Open Market and Inservice candidates of PACS affiliated to DCCB, is prescribed as under:

Sl. No.	Category	Fees (in Rs.)
1.	SC/ST/PC/EXSM (intimation charges)	500
2.	General/BC/EWS (application + intimation charges)	1000

Bank Transaction charges for Online Payment of fees/intimation charges and GST will have to be borne by the candidate including the candidate applying under reserved category. The fee/intimation charges as mentioned in the above table is excluding GST and transaction charges.

Candidates have to make the payment of requisite fees/intimation charges through the **ONLINE mode only**.

07. SELECTION PROCEDURE:

The selection of the candidates shall be made on the basis of the Online Examination only. The Online Examination will be conducted in English. All the eligible candidates who apply with the requisite fee and whose applications are received in time will be called for the online Examination. The structure of the online examination will be as follows:

A. Online Examination structure :

Sl. No.	Name of Tests (Objective)	No. of questions	Max. Marks	Time allotted for each test (Separately timed)
1	A) General/ Financial Awareness	30	30	20 Minutes
	B) Awareness on Credit Cooperatives	10	10	
2	English Language	40	40	30 Minutes
3	Reasoning Ability	40	40	35 Minutes
4	Numerical Ability	40	40	35 Minutes
	Total	160	160	120 Minutes

B. 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 letter for examination from the Bank's Website.

C. PENALTY FOR WRONG ANSWERS:

There will be penalty for wrong answers marked in the Objective Test. 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.

D. CUTOFF SCORE

Each candidate will have to secure a minimum score in each of the tests as well as on the total score. The cut-off points to qualify in each of the tests will be decided based on the group norms. Mere passing in individual tests may not be sufficient as candidates should also score sufficiently high on Total score in the order of merit.

E. QUALIFYING IN THE ONLINE EXAMINATION :

Candidates will have to pass in each of the objective test. The passing marks in each of the test will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Candidates are also required to score minimum marks on aggregate to be considered. Minimum marks on aggregate will be decided by the Bank. There is provision for relaxation in marks for SC/ST/BC/PC/EXS candidates.

The marks obtained in the online examination will be reckoned for shortlisting for provisional allotment. Depending upon the number of vacancies, only those candidates who rank sufficiently high in the online examination will be reckoned for shortlisting for provisional allotment. Mere eligibility/pass in the test shall not vest any right for being considered for provisional allotment. The list of candidates provisionally selected in the online examination will be made available on Bank's Website.

The final selection will be based on online examination conducted by IBPS and no interviews will be conducted in this recruitment process.

Examination Centres :

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. DCCB, 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.
4. DCCB also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and DCCB will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.
7. If sufficient number of candidates does not opt for a particular centre for "Online" examination, DCCB reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, DCCB reserves the right to allot any other centre to the candidate.

08. 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 18.10.2025 to 06.11.2025 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.
- (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:- 18.10.2025 TO 06.11.2025.

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 respective DCCB's website, click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration".
3. **A screen containing the links for online registration of 6 DCCBs of Telangana State appears.**
4. **Candidates may choose the appropriate DCC Bank to which they intend to apply and click on the same.**
5. **Candidates shall note that only the last application submitted will be considered valid and fee against all other applications registered will be forfeited. Candidates should apply against one DCCB and should not submit separate application/fee for different DCCBs. Exams for all DCCBs will be held together on same day/session. Candidate's candidature will be valid only against one DCCB (latest valid/completed registration). Multiple applications against different DCCBs should strictly not be made.**
6. **Enter Name, Contact details and Email-id.**
7. 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.
8. 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.
9. 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.

10. 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.
11. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
12. 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".
13. Candidates can proceed to fill other details of the Application Form.
14. Click on the Preview Tab to preview and verify the entire application form before COMPLETE REGISTRATION.
15. 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.
16. Click on 'Payment' Tab and proceed for payment.
17. Click on 'Submit' button.

B. PAYMENT OF FEES

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 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.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
 - 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).
- 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:

- (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.
- (8) The link for registration of application will be open on our website **<https://hyderabadccb.in> or <https://tgcab.bank.in>** on the dates indicated at the top of this notification (18.10.2025 to 06.11.2025).
- (9) **Candidates are advised to ensure that they click on the appropriate DCC Bank logo of the DCC Bank to which they intend to apply.**
- (10) There is a provision to save and then edit the application. Once submitted, the application cannot be edited.
- (11) Candidates should take utmost care to furnish the correct details while filling in on-line application.
- (12) After applying on-line, the candidate should take a print out of the system generated on-line application form and retain it along with Registration Number & Password safely for future reference. They should not send this print out to the Bank.
- (13) 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 fees to avoid the possibility of disconnection/ inability/failure to log on to the DCCB's website on account of heavy load on internet/website jam.

- (14) The DCCB 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 Bank.
- (15) 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 any such incomplete/incorrect applications would be rejected.
- (16) The Candidate should note/remember the password for future reference and use.
- (17) **NOTE** – There is also a provision to reprint the Application form at later stage.
- (18) **Important** – In case of any difficulty experienced in submission of On-Line application and/or payment of fees, candidates may contact the helpline telephone nos. **040-24685559/ 534 (Available between 10 AM to 5 PM only).**
- (19) **The candidate must ensure that the filled in information is correct and no correction will be accepted at subsequent stage in any field.**

09. VERIFICATION OF CREDENTIALS:

The candidate who is qualified and selected will be subjected to verification of credentials, such as, Original Certificates of Educational Qualifications, other Qualifications, Caste Certificates, EWS certificate, Physically Challenged certificates, etc., and also subjected to verification with the respective Universities/ Authorities.

In case of physically challenged candidates, they would be required to appear before the respective District Medical Boards, for medical examination of their disability, at the time of appointment and they will be issued appointment orders only upon receipt of the medical report confirming their disability at prescribed levels as indicated in the notification.

10. APPOINTMENT-CONTRACT BOND:

Candidates selected for current vacancies shall be taken into the service in the order of merit-cum-roster as per the requirement. The candidate, upon selection, has to execute a Contract Bond with a liability of Rs.2.00 lakhs that, he/she would serve the DCCB continuously for a minimum period of 3 years. In case of SC/ST candidates, the liability is fixed as Rs.1.00 lakh for contract bond.

11. SPECIAL INSTRUCTIONS:

IDENTITY VERIFICATION

In the examination hall, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) 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 along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / 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 License are **not** valid id proof.

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

12. GENERAL INSTRUCTIONS:

- a) As the applications are to be processed by a Computerized System, it is essential that the application should be filled in properly and completely.
- b) Before applying, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this notification. DCCB would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post. The decision of the DCCB shall be final on qualification and other eligibility norms.
- c) Candidates should ensure that the photographs and signatures appended by them in all the places, viz., uploaded in online application, call letter, attendance sheet, etc., and in all correspondence with the DCCB, in future, should be identical and there should be no variation of any kind.
- d) Application once made will not be allowed to be withdrawn.
- e) Candidates need not submit/send at any address, application printouts or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application.
- f) The DCCB shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- g) Candidates seeking age relaxation are required to show originals and submit copies of necessary certificate(s) at the time of appointment.
- h) A declaration is required to be submitted in the prescribed format by candidate seeking reservation under BC Category, that, he/she does not belong to the creamy layer as on 01.10.2025. The BC Certificate containing the creamy layer status should have been issued on or after 01.10.2024.**
- i) Income and Asset Certificate issued by any one of the Authorities as notified by the Government of Telangana is required to be submitted in the prescribed format in the case of EWS category candidates. The EWS Certificate should have been issued on or after 01.10.2024.**
- j) Candidates belonging to categories where vacancies are "NIL"; viz., SC/ST/BC/PC/EWS/EXS will be eligible for fee and age relaxations as the case may be.
- k) Candidates already in employment should produce 'Relieving certificate' from their employer, at the time of appointment, in the absence of which their candidature will not be considered.
- l) Candidate willing to serve anywhere in the District should only apply.**

- m) The decision of the DCCB in all aspects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages, culminating in the selection or otherwise of any candidate, shall be final in all respects and binding on all concerned, under the powers vested with it under the Bye-laws and Service Regulations of the DCCB and it also reserves its right to alter and modify the terms and conditions laid down in the notification for conducting the various stages upto selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of the recruitment process, or as deemed necessary by the DCCB at any stage.
- n) The requests of the applicants seeking marks obtained by them in the online examination will not be entertained.
- o) DCCB, may at its discretion hold re-examination wherever necessary in respect of any center/venue/specific post of venue or a candidate(s). Further, the DCCB reserves its right to postpone/cancel the online test, if the situation warrants.
- p) The DCCB shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person/institution.
- q) Data once registered cannot be changed.
- r) Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- s) Any resultant dispute arising out of this notification shall be subject to the sole jurisdiction of the courts situated at **Hyderabad** only.
- t) DCCB takes no responsibility for any certificate/remittance sent separately by candidate.
- u) No Candidate is permitted to use calculator, Mobiles, pagers or any other such instruments during the examination. The candidates will appear for the online examination at the allotted centers at their own expenses and risks and the Bank will not be responsible for any injury/loss etc. of any nature.
 - ✳ Candidates in their own interest are advised to submit their application on-line well in time before the last date to avoid possible technical snags.
 - ✳ Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the DCCB. Such appointments will be subject to the Service & Conduct Rules of the DCCB.
- v) Competent Authority for issue of Certificate to SC/ST/BC/PC/EWS and proof of Local Candidate is as under: (to be produced at the time of appointment)
 - ✳ For SC/ST/BC/EWS – District Magistrate/Addl. Distt. Magistrate/Collector/Deputy Commissioner/Addl. Dy. Commissioner/Dy. Collector/First Class Stipendary Magistrate/Sub-Division Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner/Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/Revenue Officer not below the rank of Tahsildar Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
 - ✳ For local candidate – Bonafide study certificate from the Educational Institution/s
OR
Residential Certificate issued by MRO/Competent Revenue Authorities, as the case may be.

w) 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.

13. OTHER INSTRUCTIONS

1. 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.
2. Decision of DCCB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the DCCB in this behalf.
3. 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.
4. DCCB 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 DCCB in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, DCCB reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any DCCB 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 affect.

6. Process for Arriving at Scores

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

(i) 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.

(ii) 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.

(iii) Test-wise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

- i. on scores in individual tests
- ii. on Total Score

7. As per policy, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.

Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.

14. DOWNLOAD OF CALL LETTERS:

Candidates will have to visit the DCCB's Website "<https://hyderabaddccb.in>" 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 preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

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 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

NOTE: Formats of School Study Certificate, Certificate of residence, Community, Nativity and Date of Birth Certificate and Application-cum-Certificate to decide Creamy Layer Certificate, Income & Asset certificate and Certificate of Disability (Form-I, Form-II & Form-III) are annexed.

Place : Hyderabad

Date : 18.10.2025

Sd/-
CHIEF EXECUTIVE OFFICER

ANNEXURE

SCHOOL STUDY CERTIFICATE

Name of the student:

Father's Name:

Class	Name and Place of School	District	Duration of study giving month & year
IV			
V			
VI			
VII			
VIII			
IX			
X or SSC			

Note: Should be obtained from the Educational Institution(s)

Name of the School(s):

Village / Town:

Mandal:

District:

Station:

Signature of the Head of the Educational Institute(s) with seal

Date:

ANNEXURE

CERTIFICATE OF RESIDENCE.

(To be produced by such candidates who have not studied in any educational Institution during the whole or part* of the relevant 4/7 years period but claim to be local candidates by virtue of residence for which there is reservation for local candidates.)

It is hereby certified,

(a) that Sri/ Smt./ Kum _____ S/o
D/o W/o _____ appeared for the
first time for the Matriculation (S.S.C.) Examination in _____ (Month)
_____ (year).

(b) that he/she has not studied in any educational Institution during the whole or part* of the 4/7 consecutive academic years ending with the academic year in which he/she first appeared for the aforesaid examination.

(c) that in the 4/7 years immediately preceding the commencement of the aforesaid examination he/she resided in the following place/places namely;

Sl.No.	Village	Mandal	District	Period
01				
02				
03				
04				
05				

Office Seal:

Station:

**Officer of Revenue Department not below the
rank of M.R.O. holding independent Charge of
a Mandal.**

Dated:

*** Strike off whole/part as the case may be.**

ANNEXURE

FORM FOR COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE

Serial No.

SC.

District Code:

ST.

Mandal Code:

BC.

Village Code:

COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE

(1) This is to certify that Sri/Smt./Kum _____
S/o D/o W/o _____ of Village/Town
_____ Mandal _____ District _____ of
the State of Telangana belongs to _____ Community which is recognised as
S.C./S.T./B.C. Sub group _____ .

The Constitution (Scheduled Caste) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

G.O. Ms. No. 1793, Education, dated 25-09-1970 as amended from time to time
(BCs)/S.C.s, S.T.s list (modification) Order, 1956 S.Cs. and S.T.s (Amendment) Act,
1976.

(2) It is certified that Sri/ Smt./ Kum _____ is a
native of _____ Village/Town _____
Mandal _____ District of State of Telangana.

(3) It is certified that the place of birth of
Sri/ Smt./ Kum _____ is _____
Village/Town _____ Mandal _____ District of
State of Telangana.

(4) It is certified that the date of birth of Sri/Smt./Kum_____ is _____ day _____ month _____ year (in words) _____ as per the declaration given by his father/mother/guardian and as entered in the school records where he/she studied.

Signature:

Date:

Name in Capital Letters:

Designation:

(Seal)

Explanatory Note: While mentioning the community, the competent authority must mention the sub-caste (in case of Scheduled Tribes) as listed out in the S.C.s and S.Ts (Amendment) Act, 1976.

ANNEXURE

**APPLICATION CUM CERTIFICATE TO DECIDE THE CREAMY LAYER STATUS OF A
PERSON BELONGING TO BC CATEGORY**

1. Name of the Applicant:
2. Date of Birth:
3. Caste and Group:
(Certificate issued by the competent authority
Should be enclosed)
4. Religion:
5. Address:

a) Present Address:

b) Permanent Address:

6. Occupation of the Applicant:
7. Name of the Father:
8. Date of Birth of Father:
9. PAN No / TAN No. of the Father:
10. Name of the Mother:
11. Date of Birth of Mother:
12. PAN No. / TAN No. of the Mother:

OCCUPATION / INCOME / WEALTH STATUS OF PARENTS AND FAMILY

Father

Mother

A) Constitutional posts

i) Holding / held any
Constitutional post

--	--

ii) If, yes, Name of the post holding
/ held

--	--

B) Government Employment

i) Holding / held any Government
Employment

--	--

ii) If, yes, Employment under
central Govt. / State Govt. /
Public Sector Under taking.

--	--

iii) Designation of initial
appointment

--	--

iv) Status of initial appointment
(Group-I or II or III or IV)

--	--

v) Designation of present post held
and status of the post.

--	--

vi) If the initial appointment is of
Group II Category and the
individual was promoted to Group-I
category, date of promotion and age at
which promoted to Group-I category

--	--

C) Military / Paramilitary forces

i) Designation of the post holding or held

--	--

ii) Is the post holding or held is equivalent to Colonel or above ?

--	--

D) Land holdings possessed by the family (Father, Mother and unmarried children)

- i) Extent of double crop irrigated land
- ii) Extent of single crop irrigated land
- iii) Extent of unirrigated / dry land
- iv) Nature of Crops / Plantations raised
- v) If the entire land possessed by the family is irrigated land, does the extent of irrigated land exceed 85% of the Ceiling limit as per Land Ceiling Act:
- vi) If the land possessed by the family is both irrigated and unirrigated land and after conversion of unirrigated land on the basis of conversion formula, does the extent of irrigated land so obtained exceed 80 % of the Ceiling Limit as per Land Ceiling Act.
- vii) If the plantations like Rubber, Coffee, Tea etc. are raised, the annual income from them during last three years.

E) Income from other sources – Private employment, professional Services, Business, Commerce, Rents etc.

i) Sources of income to the Family with full details of source:

Private employment

Professional Services

Business

Commerce

Rents

Others

ii) The annual income during last three years, year wise:
(enclose income tax returns)

F) Wealth Tax for having vacant land and / or building (s) in urban areas and urban agglomeration

- i) Location of property and value
- ii) Details of property
- iii) Use to which it is put
- iv) Whether Wealth Tax is being paid and Tax per annum

DECLARATION BY THE APPLICANT AND PARENTS OF THE APPLICANT

It is certified that the above mentioned particulars are true to the best of our knowledge and belief.

Signature of Mother

Signature of the Father

Signature of the Applicant

CERTIFICATE BY THE ISSUING AUTHORITY

The particulars mentioned above have been verified and found that

- a) The applicant does not come under creamy layer of BCs/OBCs under any of the categories.
- b) The applicant comes under creamy layer of BCs/OBCs under the category of _____ (A/B/C/D/E) mentioned above.

Signature of the Issuing Authority

Date:

Government of

(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER
SECTIONS**

(Prescribed proforma subject to amendment from time to time)

Certificate No.

Date :

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari son/daughter/wife of
..... permanent resident ofVillage/Street
..... Post Office..... District..... in the State/Union Territory
..... Pin Code whose photograph is attested below belongs to
Economically Weaker Sections, since the gross annual income* of his/her family** is
below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does
not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified
municipalities

2. Shri/Smt./Kumari belongs to the caste which is not
recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes

Signature with seal of Office

Name

Designation

Recent
Passport size
attested
photograph of
the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE:-

The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

- i. District Magistrate/ Additional District Magistrate/ Collector/ Sub-Divisional Magistrate/ Mandal Revenue Officer;
- ii. Revenue Officer not below the rank of Tahsildar and
- iii. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

FORM-I
Certificate of Disability
(In cases of amputation or complete permanent paralysis of limbs or dwarfism and
in cases of blindness) (Prescribed proforma subject to amendment from time to
time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport
size attested
photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri
 _____ Date of Birth (DD / MM / YY) _____ Age _____
 years, male/female _____ registration No. _____
 permanent resident of House No. _____ Ward/Village/Street
 _____ Post Office _____ District
 _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- ☐ locomotor disability
☐ Dwarfism
☐ Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(1) He/ She has _____% (in figure) _____ percent (in words) permanent locomotor disability/ dwarfism /blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified)

(2) The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.

FORM - II
Certificate of Disability
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport
size attested
photograph
(Showing face
only) of the
person with
disability

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri
_____ Date of Birth (DD / MM / YY) _____ Age _____
years, male/female _____ registration No. _____
permanent resident of House No. _____ Ward/Village/Street
_____ Post Office _____ District
_____ State _____, whose photograph is affixed above, and am satisfied
that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines ((.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sr.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid Attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			

15.	Mental-Illness			
16.	Chronic Neurological conditions			
17.	Multiple Sclerosis			
18.	Parkinson's Disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle cell disease			

(B)In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows:-

In figures: - _____ percent

In words: - _____percent

2.This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

FORM - III
Certificate of Disability
(In cases other than those mentioned in Form I and II)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent passport
size attested
photograph
(Showing face
only) of the
person with
disability

Certificate No.:

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/
wife/daughter of Shri _____
Date of Birth (DD / MM / YY) ____ ____ ____ Age _____ years, male/female
_____ Registration No. _____ permanent resident of
House _____ No. _____ Ward/Village/Street
_____ Post _____ Office
_____ District _____ State _____,
whose photograph is affixed above, and am satisfied that he/she is a Case of
_____ disability. His/her extent of percentage physical
impairment/disability has been evaluated as per guidelines (.....number and date
of issue of the guidelines to be specified) and is shown against the relevant disability in
the table below:

Sr.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid Attack Victim			
6.	Low Vision	#		
7.	Deaf	£		
8.	Hard of Hearing	£		
9.	Speech and Language disability			
10.	Intellectual disability			
11.	Specific Learning Disability			

12.	Autism Spectrum Disorder			
13.	Mental-Illness			
14.	Chronic Neurological conditions			
15.	Multiple Sclerosis			
16.	Parkinson's Disease			
17.	Hemophilia			
18.	Thalassemia			
19.	Sickle cell disease			

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) ____ ____ ____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence: -

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)
Countersigned

{ Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal) }

Signature/Thumb impression of the person in whose favour disability certificate is issued.
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