

- i. The examination will be conducted online at venues given in the respective call letters.
- ii. No request for change of centre/ venue/ date/ session for examination shall be entertained.
- iii. The Bank however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- iv. The Bank also reserves the right to allot the candidate to any centre other than the one he/ she has opted for.
- v. Candidate will appear for the examination at an Examination Centre at his/ her own risks and expenses and the Bank will not be responsible for any injury or losses etc. of any nature.
- vi. Choice of centre once exercised by the candidate will be final.

NO REQUEST FOR CHANGE OF CENTRE FOR EXAMINATION SHALL BE ENTERTAINED.

If sufficient number of candidates do not opt for a particular centre for "Online" examination, the Bank 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, the Bank reserves the right to allot any other centre to the candidate.

08. HOW TO APPLY:

A. Registration on apprenticeship portal: A candidate should initially register/ create his/ her profile in the web portal <https://apprenticeshipindia.gov.in> , as a candidate. Steps to be followed are as under:

Step 1: Register as a candidate on <https://www.apprenticeshipindia.gov.in/candidate-login>

Step 2: Login as a candidate and complete the profile by filling all the details.

Step 3: Click on **Apprenticeship Opportunities**.

Step 4: In Search by "Establishment Name" Box search for "JAMMU AND KASHMIR BANK LIMITED"

Step 5: Apply for the opportunity "Business Correspondent/facilitator V4.0" created by Jammu and Kashmir Bank Ltd.

Note: Candidates Mobile, Aadhaar and Bank account must be inter-linked and DBT should have been enabled in his/ her Bank Account.

Candidates after successful registration on the apprenticeship portal and after applying for the opportunity created by Jammu And Kashmir Bank Ltd. shall proceed to register for online examination.

B. Registration for online examination:

DETAILED GUIDELINES/PROCEDURES FOR:

- APPLICATION REGISTRATION
- PAYMENT OF FEES
- DOCUMENT SCAN AND UPLOAD

Candidates can apply online from **24.12.2024 to 07.01.2025** 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 all these scanned documents adhere to the required specifications as given in Annexure 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/asked by the Jammu & Kashmir Bank or its authorized agency.”
 - v. **The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written 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 number, 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 number before applying on-line and must maintain that email account and mobile number.**

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE: 24-12-2024 TO 07-01-2025

The Candidates will pay the requisite fee of Rs.700/- for unreserved category and Rs.500/- for reserved category candidates, to be paid through online mode. No other Mode of payment shall be available. (Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.) The amount of fee will be inclusive of GST.

I. APPLICATION REGISTRATION:

- i. ***Candidates to go to the official website <https://www.jkbank.com> under careers tab and click on the link “Engagement of Apprentices” and apply for the engagement which will open a new screen.***
- ii. 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.
- iii. 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.

- iv. 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.
- v. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Marks sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- vi. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- vii. 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 "III".
- viii. Candidates can proceed to fill other details of the Application Form.
- ix. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE Registration'.
- x. 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.
- xi. Click on 'Payment' Tab and proceed for payment.
- xii. Click on 'Submit' button.

II. PAYMENT OF FEES (ONLINE MODE):

- i. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii. The payment can be made by using Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- iii. 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.
- iv. On successful completion of the transaction, an e-Receipt will be generated.
- v. 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.
- vi. 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.**
- vii. 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.
- viii. To ensure the security of your data, please close the browser window once your transaction is completed.
- ix. **There is facility to print application form containing fee details after payment of fees. Candidates are requested to print the same for producing during Document Verification (if shortlisted).**

III. 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.