

It is expected that the applicants/candidates have got themselves apprised with the following instructions before they apply for the various posts advertised by the Board:-

1. How to Apply-

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION

B. PAYMENT OF FEES

C. DOCUMENT SCAN AND UPLOAD

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 at point no. iv)

Ensuring that all these scanned documents adhere to the required specifications as given in Annexure 4 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**

Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Board/Banks 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.

a. Applications will be accepted through Board’s website <https://rajcrb.rajasthan.gov.in> and in the prescribed online application form only. No other mode of application will be accepted.

b. Candidates can apply online only from **12.12.2024 to 11.01.2025 till 23:59 pm.**

c. **Pre-Requisites for Applying Online**

Before applying online, candidates should—

2. Scan their photograph and signature ensuring that both the photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given in Annexure 4 to this Advertisement.

- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.
- (iv) Have a valid mobile number and personal email ID, to which the Board may send call letters for the Examination etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online and must maintain that email account.
- (V) **A candidate willing to apply for more than one post, namely, Senior Manager, Manager, Computer Programmer and Banking Assistant should submit separate applications for each post he/she is applying for and also deposit separate fees via online mode for each such post.**
- (VI) Separate online examinations will be conducted for recruitment to each of the four categories of posts, namely, (i) Senior Manager (ii) Manager, (iii) Computer Programmer and (iv) Banking Assistant. The board will recommend selection of candidates to the respective bank/institution as per the merit list prepared on the basis of such online examinations for each category of posts and the preference given by the candidates for various banks as the appointing authority in each case is the respective bank only.

2. Procedure for applying online

- i Candidates are first required to go to the Board's website <https://rajcrb.rajasthan.gov.in> and click on the Home Page to open the link and then click on the option "CLICK HERE TO APPLY ONLINE FOR to open the On-Line Application Form.
- ii Candidates will have to click on "CLICK HERE FOR NEW REGISTRATION" to register their application by entering their basic information in the online application form. After that, 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed.
- iii. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Uploading of Photograph and Signature (**Annexure 4**).
- iv. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be

possible/entertained. 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. No change is permitted after clicking on Complete Registration Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.

v. Mode of Payment

Candidates have the option of making the payment of requisite fees/ intimation charges through the ONLINE mode only:

vi. Payment of fees/ intimation charges via ONLINE MODE

3. Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the “Complete Registration” button at the end of the Online Application format. Before pressing the “Complete Registration” button, candidates are advised to verify every field filled in the application. 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. Any change/alteration found may disqualify the candidature.

In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data are saved, 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. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. Once the application is filled in completely, candidate should submit the data.

- (b) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- © The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
- (d) After Complete Registration, an additional page of the application form is displayed, wherein candidates may follow the instructions and fill in the requisite details.
- (e) If the online transaction has not been successfully completed, then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online only.
- (f) On successful completion of the transaction, an e-receipt will be generated.

- (g) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated, then online transaction may not have been successful.

Note:

- ❖ 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 charges.
- ❖ 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.
- ❖ To ensure the security of your data, please close the browser window once your transaction is complete.

After completing the procedure of applying online including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the BOARD / Banks.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, registration of preferences for various Banks/Institutions etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Board will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

The online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.

Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the BOARD website on account of heavy load on internet/website jam.

BOARD does not hold 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 BOARD.

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 such applications would be rejected.

Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at any later stage.