



THE ASSAM COOPERATIVE APEX BANK LTD.

H.O. PANBAZAR, GUWAHATI-781001

Instructions for Online Application Form

1. Candidates shall visit <https://apexbankassam.com/> and click in the link for Recruitment for the post of Assistant for applying online.
2. Fresh applicants need to click on “**Apply Online**” to fill up the form. After registration, registered applicants need to login via email ID and password for filling up of registration form, editing of registration form and uploading of Photograph, Signature, Relevant Documents and to print the application form and payment acknowledgement receipt after paying the required fees.
3. Before he/she proceeds to apply, the candidates must ensure that he/she has read and understood the eligibility criteria as mentioned in the advertisement carefully. In case, he/she fails to upload any relevant marksheet or any other document relevant for the post, during the time of document verification or at any stage; his/her candidature for the relevant post will summarily be rejected at any stage whatsoever.

Filling and submission of the Registration form:

4. Applicants must have a valid email address (Id) and phone no before applying.
5. Applicants must fill all the compulsory fields (marked with *) which inter-alia includes Date of Birth (DOB), Address, Name, Category, qualification, experience etc. and click the submit button.

Uploading of Photograph and Signature:

6. **Uploading of Photograph:** Photograph must be a recent passport size coloured photo. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections so that your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. **The image should only be in .jpg format. Size of file should not be more than 50 kb.**

Note: Uploading of Photograph is a onetime process. After uploading the same, the Applicant cannot edit or change the same after submission. If any error in uploading persists, Applicant needs to apply fresh for registration. Keep ready your soft copy of the Photo for uploading.

7. **Uploading of Signature:** Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature will appear on the Admit Card, and if it does not match with the signature on the answer sheet at the time of the written test or at any further stages, the candidature will be cancelled. **The image should be only in .jpg format. Size of the file should not be more than 50 kb.**

Note: Uploading of Signature is a onetime process. After uploading the same, the Applicant cannot edit or change the same after submission. If any error in uploading persists, Applicant needs to apply fresh for registration. Keep ready your soft copy of the Signature for uploading.

8. Uploading of Documents:

Applicants are required to upload all relevant documents for the post applied . Marksheet for Graduation , Birth Certificate issued by Registrar of Birth or HSLC Admit Card, Computer Proficiency Certificate are mandatory for uploading.

Documents to be uploaded should only be in .pdf format. Size of file should not be more than 100 kb.

Without uploading compulsory relevant documents, Applicants are not allowed to submit his/her Application form.

Note: Uploading of Documents is a onetime process. After uploading the same, the Applicant cannot edit or change the same after submission. If any error in uploading persists, Applicant needs to apply fresh for registration. Please keep the soft copy of the relevant documents ready for uploading.

Editing the details of the Application/Registration form:

9. After uploading the photo, signature and relevant documents, the **"Preview and Proceed to payment"** button will be activated and the Applicant may preview the Application/Registration form and finally submit the Application Form by clicking the **"Proceed to payment "** button.

10. In case of any updation/correction, candidate may edit the details of the application at the time of preview of Application/Registration form by clicking onto the top right side of the screen with the **"Edit your Application/Registration form"** button. Once the **"Final Submit"** button is clicked, the Applicant cannot edit the Application/Registration form.

Payment of Online Application fees:

11. Applicant must pay online the required fee of Rs. 550/- by clicking on the Payment button. After the payment is completed, the applicant will be redirected to final page where the applicant can print and download the online payment acknowledgement receipt and online application form.

12. Applicant may login at any time for taking print of the online payment acknowledgement receipt and online application form but before the closing date of the Application. Applicant must keep the printout of the online payment acknowledgement receipt and final online application form which will bear **Registration ID** and other details, which will be used for future logins.

Caution:

- 1. Kindly note that your registration will not be completed unless photo, signature and other relevant documents are uploaded.**
- 2. Registration ID in the Final Application Form will be used for all future logins.**
- 3. Offline payment in any mode will not be accepted.**

4. Please do not wait for the last date for filling up the form or completing the payment to avoid last minute hassle and rush.

Helpdesk for form fill up and payment issues:

13. You may mail your query on apexbankquery@gmail.com for any queries relating to filing up of Application/Registration form, uploading of Photo, Signature, Documents and payment related queries.

Payment related issues :

1. Payment deducted but cannot download receipt/application form :

In case of certain technical issues, the payment may get deducted from the payer's account but may not show in our official Website. In such cases, the payment gateway service may clearly mention the confirmed settlement after the Bank's account receives the payment. Hence, the payment is manually entered in our system. It may take 7-14 working days for the payment to be credited in our Bank's account.

2. Case of Multiple Payments:

If double/multiple payment happens and the payment gateway service clearly mentions it, the Bank will refund the excess payment after the Bank's account receives the amount. The refund may take time as the repayment will only be possible after successful reconciliation of the Bank's account.

3. Other payment issues:

In case of other issues, where there is a discrepancy/dispute in the application fee paid, the candidate needs to directly contact the Bank's H.O.'s Administration Department and the H.O.'s decision would be final.