

IMPORTANT INSTRUCTIONS FOR REGISTRATION

Stage 1 : New User Registration

- Enter all the relevant details carefully.
- A link will be sent to your registered email id and an OTP to your registered mobile phone after submission.
- Go to your email and open the mail received from NE Recruitment. Click in the link as per instruction in the mail for activation.

After submission of OTP your registration process will be over and a confirmation mail will be available in your inbox with login ID and password to access MCAB online recruitment portal. Please note that all communications with MCAB will be sent to your registered email id and mobile no. The Registration Number is valid reference number for future correspondence with MCAB for the purpose of this recruitment. **Request for change of mobile no. & e-mail id will not be entertained under any circumstances.**

Stage 2: Filling Online application form.

- Provide all relevant details carefully, before submission.

Stage 3: Photo, Signature & Other Documents to be uploaded

- Photograph in JPG/PNG/GIF format
- Signature in JPG/PNG/GIF format
- Qualifying examination certificate in pdf format
- Qualifying Mark Sheet in pdf format
- Scheduled Tribe/Caste Certificate in pdf format
- Age proof certificate in pdf format
- Identification Certificate in pdf format
- Certificate of work experience (if any) in pdf format

Stage 4: Mode of payment

- Online mode through Netbanking / Credit / Debit Card etc.
- Application Fee of Rs. 250/- (Rupees two hundred fifty only)

Stage 5: Download submitted application

- After successful submission, the filled up application along with necessary enclosed documents are available for download

GENERAL INSTRUCTIONS:

1. An eligible candidate can apply for the post of **Assistant Grade-II** and can also apply for the post of **Junior Management Grade**. Candidates have to apply separately and pay fees separately for each post.
2. Candidates can apply online from **03/02/2022 to 25/02/2022** and no other mode of application will be accepted.
3. Candidates should register for Written Test. Candidates are required to visit the Bank's official website www.mizoapex.com and open the link "**CLICK HERE TO APPLY ONLINE**" for registration.
4. Candidate will have to register by entering their basic information in the online registration form. After submission registration number will be generated and displayed on the screen.
5. A link will be sent to your registered email id for confirmation.
6. Click the confirmation link sent to your mail received from 'NE RECRUITMENT' and proceed with mobile verification as per instruction on the screen.
7. After confirmation, login information with **Temporary Password** will be display on the left side of the screen. After login, temporary password must be change using "**Click here to Change Password**" button to proceed further for application.
8. A colour recognizable photograph taken within the last six months(jpg/png/gif) should be uploaded.
9. Scanned copy of the candidate's full signature on white paper (jpg/png/gif) should be uploaded.
10. Qualifying examination certificate showing both the obverse and reverse pages should be duly uploaded (only PDF format will be accepted).
11. Valid age proof certificate in PDF format should be uploaded.
12. Valid Identification proof (ID) certificate (viz. Adhaar/Voter ID, etc.) in PDF format should be uploaded.
13. ST/SC/OBC Certificate in PDF format should be uploaded to avail upper age relaxation.
14. Certificate(s) of work experience in respective fields from employer, if any, in PDF format should be uploaded.
15. The original copies of these documents may be verified at any appropriate time as decided by the Mizoram Cooperative Apex Bank Ltd.
16. An application will be rejected if it does not meet the eligibility criteria.
17. Admit Card will be available for download from the Bank's website www.mizoapex.com from the date specified in the website.
18. **Helpdesk:** In case of any problem in filling up the form, payment of fee charges or receipt of Admit Card/Call letter, queries may be email to nerecruitment.in@gmail.com
19. A printed copy of the downloaded Admit Card should be produced at the time of examination.
20. Application fee ₹250/- is neither refundable nor transferable.
21. It will entirely be the responsibility of the candidate to provide the correct information regarding the qualifying exam and category, and upload the correct documents in the required formats in the application form. Application forms incomplete in any way will be summarily rejected and the application will be considered invalid.

22. **Selection process:** The selection of candidates will be made on the basis of performance in the written test and interview. The written test will consist of objective/multiple choice type questions on (i) English Language, (ii) General Knowledge & Current Affairs, (iii) Reasoning and, (iv) Numerical Aptitude with 25 questions in each section. Each question will carry one mark. The question paper will consist of a total of 100 questions to be answered in 90 minutes. There will be no negative mark for wrong answer. Final selection shall be made on the basis of ranking of the aggregate marks obtained in the Written Test and Personal Interview. Decision of the Bank in this regard shall be final. All selected candidates shall be on probation for a period of 2 (two) years which may be extendable by another 1 (one) year or till the satisfaction of the Bank. Candidates should note that their services are transferable from one place to another within the State.
23. **Payment of TA/DA:** Candidates will be required to appear at the written test /interview at their own expense and no allowances including TA/DA will be paid for the purpose.
24. If, on verification at any stage of the recruitment process, it is found that applicants/candidates do not fulfill any of the eligibility conditions, their candidature for the post will automatically be cancelled by the Bank without notice.
25. All candidates must submit scanned copies of their certificates in support of their educational qualifications, experience, date of birth, etc., as required. A candidate will have to produce the original certificates at the time of personal interview, failing which his/her candidature will be cancelled.
26. Before applying, a candidate should ensure that he/she fulfills the eligibility criteria mentioned in the advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the documents to be produced and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.
27. Canvassing for the posts, in any form will be a disqualification.
28. For any query relating to the exam, you can email us to the following email address: recruitment@mizoapex.com with a cc to nerecruitment.in@gmail.com by mentioning **“Recruitment of Staff in MCAB Ltd.”** in the subject of the email.

Chief Executive Officer
The Mizoram Cooperative Apex Bank Ltd