THE ADARSH CO-OPERATIVE URBAN BANK LTD

APPLICATION FORM

RECRUITMENT FOR THE POST OF OFFICE ASSISTANT

Notification No.: REC/OA/2026-27 **Date of Application: ____ / ____ / 2026**

Recent Pass Port size photograph

(To be affixed here)

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1. POST APPLIED FOR: OFFICE ASSISTANT

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2. PERSONAL DETAILS

Particulars	Details
1. Name of the Candidate (in CAPITAL LETTERS)	_____
2. Father's/Husband's Name	_____
3. Mother's Name	_____
4. Date of Birth	____ / ____ / _____
5. Age as on 30.09.2026	_____ Years _____ Months _____ Days
6. Gender	☐ Male ☐ Female ☐ Other
7. Marital Status	☐ Married ☐ Unmarried ☐ Other
8. Nationality	_____
9. Category	☐ UR/General ☐ SC ☐ ST ☐ OBC ☐ EWS ☐ Other
10. PwBD, if applicable	☐ Yes ☐ No
11. Ex-Serviceman, if applicable	☐ Yes ☐ No
12. Details of PAN and Aadhaar.	PAN: Aadhaar No:

3. CONTACT DETAILS

Permanent Address:

State: _____ District: _____

PIN Code: _____

Present/Communication Address:

Mobile No.: _____

Alternative Mobile No.: _____

E-mail ID: _____

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4. EDUCATIONAL QUALIFICATION

Graduation Qualification – Minimum Eligibility

Examination	University/Institution	Year of Passing	Class/Division	Percentage/CGPA
Graduation				

Degree/Course: _____

Subject/Specialisation: _____

Name of University: _____

Registration/Roll No.: _____

Date of Declaration of Result: _____

Other Educational Qualifications

Examination/Degree Board/University/Institution	Year	Class/Grade	Percentage
12th/PUC			
Diploma			
Post-Graduation			
Other			

6. COMPUTER KNOWLEDGE

Do you possess knowledge of computers?

☐ Yes
☐ No

If yes, indicate the qualification/course:

Duration of computer course: _____

Name of Institution: _____

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7. EXPERIENCE, IF ANY

Organisation/Employer	Designation	Period From	Period To	Nature of Work

Total Experience: _____ Years _____ Months

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8. LANGUAGE PROFICIENCY

Please indicate the languages known:

Language	Read	Write	Speak
Telugu	☐	☐	☐
English	☐	☐	☐
Hindi	☐	☐	☐
_____	☐	☐	☐

. IDENTITY PARTICULARS

Type of ID Proof:
☐ Aadhaar ☐ PAN ☐ Passport ☐ Driving Licence ☐ Voter ID ☐ Other

ID Proof No.: _____

10. DETAILS OF EXAMINATION FEE :

Demand draft No: _____ **Date**_____

Amount : Rs._____

Drawee Bank _____ **Branch:**_____

10. DETAILS OF DOCUMENTS ENCLOSED

Please tick the documents enclosed with the application (only attested copies)

☐ 1. Proof of Date of Birth
☐ 2. Graduation/Degree Certificate
☐ 3. Graduation Mark Sheets
☐ 4. Class XII/PUC Certificate/Mark Sheet
☐ 5. Community/Category Certificate, if applicable
☐ 6. EWS Certificate, if applicable
☐ 7. PwBD Certificate, if applicable
☐ 8. Ex-Serviceman Certificate, if applicable
☐ 9. Computer Qualification Certificate, if applicable
☐ 10. Experience Certificate, if applicable
☐ 11. Valid Identity Proof
☐ 12. Recent Passport Size Photograph
☐ 13. Other: _____

11. EMPLOYMENT DETAILS

Are you presently employed?

☐ Yes ☐ No

If yes:

Name of Employer: _____

Designation: _____

Date of Joining: ____ / ____ / _____

Whether employed in Government/PSU/Bank/Co-operative Institution:
☐ Yes ☐ No

If selected, whether you will be able to join within the stipulated period:
☐ Yes ☐ No

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12. CRIMINAL/EMPLOYMENT DECLARATION

1. Have you ever been convicted by a Court of Law for any offence?

☐ Yes ☐ No

If yes, give details:

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2. Is any criminal case pending against you before a Court of Law?

☐ Yes ☐ No

If yes, give details:

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3. Have you ever been dismissed, removed or discharged from Government service, PSU, Bank, Financial Institution or any other organisation?

☐ Yes ☐ No

If yes, give details:

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13. DECLARATION BY THE CANDIDATE

I hereby declare that:

1. I have carefully read and understood the recruitment notification and the instructions relating to the post of **Office Assistant**.
2. I satisfy the prescribed eligibility conditions relating to **age, educational qualification and other requirements** as on the relevant date.
3. The information furnished by me in this application form and the documents submitted by me are **true, complete and correct** to the best of my knowledge and belief.
4. I understand that if any information furnished by me is found to be false, incorrect, misleading or suppressed at any stage, my candidature/appointment may be cancelled/terminated in accordance with the applicable rules.

5. I understand that mere submission of this application or fulfilment of the minimum eligibility conditions does not confer any right upon me for appointment.
6. I agree to abide by the terms and conditions of recruitment and the decision of the Recruiting Authority.

Place: _____

Date: ____ / ____ / 2026

Signature of Candidate: _____

Name: _____

Candidate's Left Thumb Impression

14. FOR OFFICE USE ONLY

Application No.: _____

Date of Receipt: ____ / ____ / _____

Preliminary Scrutiny

Particular	Status
Age eligibility	☐ Eligible ☐ Not Eligible
Graduation qualification	☐ Eligible ☐ Not Eligible
Category certificate, if applicable	☐ Verified ☐ Not Applicable
Age relaxation	☐ Applicable ☐ Not Applicable
Documents complete	☐ Yes ☐ No
Application accepted	☐ Yes ☐ No

Scrutinised by: _____

Signature: _____

Date: ____ / ____ / _____

Remarks:

_____

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