The Adarsh Co-operative Urban Bank Limited

IDA, Jeedimetla, Medchal-Malkajgiri Dist., Hyderabad - 500055

Common Recruitment Process for selection of Office Assistant

Applications are invited for the post of Office Assistant in The Adarsh Co-operative Urban Bank Limited, Hyderabad for the branches/offices of the Bank operating in the state of Telangana.

All eligible candidates, who aspires to join as Office Assistant in The Adarsh Co-operative Urban Bank Ltd., is required to register for the Recruitment Process and appear for written examination. The candidates who qualify in the written examination will be required to appear for an Interview to be conducted by The Adarsh Co-operative Urban Bank Limited to be placed in the final panel for appointment.

Prospective candidates will have to apply after carefully reading the advertisement regarding the process of examinations, interview and provisional allotment, eligibility criteria, payment of prescribed application fee, pattern of examination, issuance of call letters etc. and ensure that they fulfil the stipulated criteria and follow the prescribed processes.

The tentative schedule of events is as follows:

Activity	Tentative Dates
Last date for receipt of application by the Bank	10th November 2026
Despatch of call letters/ Hall Tickets (by email)	20th November 2026
Date of written Examination	29th November 2026
Written Examination Centres	**Hyderabad** [venue details will be intimated in the call letter]
Intimation of Result of Written Examination	5th December 2026
Despatch of call letters for interview	20th December 2026
Date of Interview	25th, 26th & 27th December 2026

Eligibility Criteria

Candidates intending to apply for the post of Office Assistant should ensure that they fulfil the following minimum eligibility criteria.

1. Nationality

Candidate must be citizen of India.

2. Age (as on 30.09.2026)

Minimum: 20 years Maximum: 30 years

3. Educational Qualifications (as on 30.09.2026)

Minimum: A full time/ regular bachelor's degree in any discipline from a University / Institution recognised by UGC, Government of India / State Government or any of its Regulatory Bodies.

Preferable: Post Graduation / MBA in any discipline from a University/Institution recognised by the Government of India or its Regulatory Bodies.

The candidate must possess valid Mark Sheet / Provisional Certificate / Degree Certificate that he/she possesses the required qualification as stated above (is a graduate) as on 30.09.2026 duly indicating the percentage of marks obtained in Graduation while registering the application.

Note:
(1) All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before 30.09.2026.

Proper document from Board / University for having declared the result on or before 30.09.2026 must be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web-based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

(2) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the application. Where CGPA / OGPA is awarded, the same should be converted into percentage and indicated in the application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating that the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.

(3) Calculation of Percentage: The percentage of marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.
The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.

WRITTEN EXAMINATION

The structure of the Examination which will be as follows:

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Time allotted
1	Reasoning and Computer Aptitude Objective/Multiple choice	40	60	English	**Total time allotted 120 minutes**
2	General /Economic Awareness Objective /Multiple choice	40	40	English	
3	Numerical ability & Data Analysis Objective /Multiple choice	40	60	English	
4	English (Objective –30, Descriptive - 10)	40	40	English	
5	**Total**	**160**	**200**		

Bank reserves the right to modify the structure of the examination which will be intimated through its authorised website.

Please note that candidates will not be permitted to appear for the written Examination without the following documents:

(1) Valid Call Letter for the Examination
(2) Photo-identity proof {Voter ID/Aadhar card/Driver's Licence/Passport/PAN Card) in original bearing the same name as it appears on the call letter/ application form and
(3) Photocopy of photo-identity proof (as mentioned in (2) above)

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the written examination is 2 hours, candidates may be required to be at the venue 1 hour prior to the start time for completion of various formalities such as verification and collection of various requisite documents, giving of instructions etc.

Candidates called for the examination are on the basis of information provided by them in their application without verification of their age or qualification or category or any other eligibility criteria. Applicants should ensure that they fulfil all the notified eligibility criteria as on the cut-off date prescribed, should possess the requisite documents / certificates specified by the Bank and that the particulars furnished in their application are complete true and correct in all respects. Mere appearing in the examination and / or passing the examination and / or being called by the Bank for personal interview shall not imply that the Bank is satisfied by the eligibility of the applicant and the same will be verified before the final selection.

Penalty for Wrong Answers

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks

assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

Examination Centres

The examination will be conducted in venues identified in Hyderabad.

Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and Bank will not be responsible for any injury, or losses etc. of any nature.

Application Fees:

Rs.200/- in the form of Demand Draft in favour of **"The Adarsh Cooperative Urban Bank Ltd.,"**.

Cut-off Score

Depending on the number of vacancies available cut off marks will be decided and shortlist the candidates for interview. Mere passing in the test shall not vest any right to a candidate for being called for personal interview.

Decision of the Bank in short listing and calling number of candidates for personal interview shall be final. Combined final score of candidates will be arrived at on the basis of scores obtained by the candidates in examination and interview.

Marks obtained in the written examination only will be considered for short listing for interview.

INTERVIEW

Candidates who have been shortlisted in the examination will subsequently be called for an Interview to be conducted by the Bank. The address of the venue, time & date of Interview will be informed to the shortlisted candidates through a call letter.

Candidates called for the Interview are required to secure the minimum qualifying mark as decided by the Bank in the Personal Interview. Candidates not securing minimum qualifying marks in personal Interview will be disqualified.

List of Documents to be produced at the time of interview (as applicable)

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview **Non submission of requisite documents by the candidate at the time of interview will debar his/her candidature from further participation in the recruitment process.**

(1) Printout of Interview Call Letter.
(2) Proof of date of birth (Birth certificate/SSLC/10th Class Certificate with DOB)
(3) Photo-identity proof {Voter ID/Aadhar card/Driver's Licence/Passport/PAN Card) in original bearing the same name as it appears on the call letter/ application form
(4) Mark sheets or certificates for Graduation or equivalent qualification etc. Proper document from Board/University for having declared the result on or before 30.09.2026

has to be submitted.

(5) Candidates serving in Government / Quasi Govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.

(6) Experience certificates, if any

Note:-

Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant Eligibility documents as mentioned above.

Nonproduction of relevant eligibility documents at the time of interview shall make the candidate ineligible for further process of recruitment.

No documents shall be directly sent to the bank by candidates before or after the interview.

IDENTITY VERIFICATION

(i) DOCUMENTS TO BE PRODUCED

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar/ E-Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate shall not be allowed to appear for the Examination/ interview.

Ration Card and Learner's Driving License will not be accepted as valid id proof.

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Exam Related Instructions

1. Candidate is required to report at the specified exam venue strictly as per the time mentioned in the Call Letter / Admit card.
2. Items permitted into the venue for Candidates.:

    - Candidates will be permitted to carry only certain items with them into the venue.

    - A simple blue ink pen/ball pen , Exam related documents (Call Letter/Admit Card, ID card in Original,
      Photocopy of ID Card, etc) Call Letter/Admit Card should be brought with the Photocopy of the Photo ID stapled with it.

- Original ID (same as Photocopy) is also to be brought for verification. The name on the ID and on the Call Letter/Admit Card should be exactly th same. No other Items are permitted inside the venue.

3. Candidate should not share any of their personal belonging/material with anyone
4. Rough Sheet: Rough sheet(s) kept at each candidate desk will be used by candidate.
5. No additional sheets will be provided during the exam.
6. Candidate must drop the rough sheets in the boxes provided at the exit of the classroom while leaving.

Following items are not allowed inside the examination centre: -

(a) Any stationery item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
(b) Any communication device like Bluetooth, Earphones, Microphone, Pager, Health Band etc.- (Candidates will be required to switch off their mobile phones, and deposit it at the designated location, to be collected while exiting).
(c) Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
(d) All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
(e) Any watch/Wristwatch, Camera, etc.
(f) Any metallic item
(g) Any eatable item opened or packed
(h) Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations and police complaints.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. Bank shall not take any responsibility for loss of any of the items.

HOW TO APPLY

1. Candidates who fulfil all the above-mentioned eligible criteria are advised to take a copy of the format of application appended herein below and fill up the same in their own handwriting with a ball point pen.

2. Application submitted in any other format other than the one prescribed by the Bank along with this advertisement, will not be entertained and summarily rejected.

3. Candidates are advised to carefully fill in the application themselves as no change in any of the data filled in the application will be possible/ entertained at a later stage. The application should be filled in by the candidate in his own handwriting only and none else. Please use

ordinary blue ink ball point pen to fill up the application. Ensure that no smudges are left in the application form.

4.Candidates should affix their recent pass-port size photograph at the place provided for in the application. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.

5. Candidates should sign the application form only at the space provided for the purpose.

6. The application fees of Rs. 200/- has to be paid in the form of Demand Draft purchased from any of the Public Sector Banks / State bank Of India / Private banks in favour of **"The Adarsh Cooperative Urban Bank Ltd.,"**.

7. Candidates should write their full name as appearing in the application form on the reverse of the Demand Draft.

8. The Bank charges for purchase of Demand Draft has to be borne by the candidate only.

9. The candidates should submit along with the duly filled in application, self-attested copies of educational qualification certificates, (starting from 12th std / Inter., Graduation & Post graduation), Proof of Date of Birth.

Only copies need to be sent. Please do not attach any originals. Bank will not be responsible for loss of any originals sent inadvertently along with the application.

10. The application along with Demand Draft and certificates should be arranged in the following order and placed in a A4 size cover and posted to The Adarsh Co-Operative Urban Bank Ltd by "ordinary Post /Registered Post / speed post" only. Applications send by Courier will not be entertained.

a) Demand Draft
b) Duly filled in Application Form.
c) Attested copy of Proof of Date of Birth
d) Attested Copies of Certificates pertaining to educational qualifications (Min to Max)

Item No. b), c) & d) to be stitched or stapled together. Item (a) Demand Draft to be attached to the Application form using a gem clip. Do not staple demand draft to the Application form.

11. Application form along with all the enclosures should be mailed to the following address by “ordinary Post / Registered Post / speed post”.

The Cover should be superscribed “Application for the Post of Office Assistant”.

The Adarsh Co-operative Urban Bank Ltd,
3rd Floor, Common Facility Centre,
TGIIC Colony, Adjacent to Jeedimetla Post Office,
IDA Jeedimetla, Medchal-Malkajgiri Dist.,
Hyderabad – 500 055.

12. The bank will not be responsible for any delay in receipt or loss of application in transit.

GENERAL INSTRUCTIONS

(1) Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy and original of photo-identity proof bearing the same name as it appears on the submitted application form at the time of examinations and interview respectively.

(2) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting the application.

(3) A Candidate’s admission to the examination/ shortlisting for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s) has been issued to the candidate does not imply that his/ her candidature has been finally cleared by the Bank. Bank would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information /certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. Such decisions shall be final and binding on the candidate. If any of these shortcomings is/are detected after appointment his/her services are liable to be summarily terminated.

(4) Decision of The Adarsh Co-Operative Urban Bank Ltd in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.

(5) Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

(6) The applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.

(7) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Hyderabad.

(8) Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.

(9) Any request for change of address or other details mentioned in the application form will not be entertained. Till the completion of the entire process, candidates are advised to make their own arrangement for collection of communication from the Bank, if they have shifted their residence.

(10) Any request for change of date, time and venue for interview will not be entertained.

(11) In case any dispute arises on account of interpretation of clauses in this advertisement, the decision of the Bank shall prevail and shall be final.

(12) A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with the Bank in future should be identical and there should be no variation of any kind. Signature in CAPITAL LETTERS will not be acceptable.

If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature on the application form, the applicant will be disqualified.

(13) A recent, pass port size photograph should be affixed by the candidate on the application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.

(14) The left thumb impression which is affixed on the application should not be smudged.

(15) The hand written declaration has to be in the candidate's own hand writing and in English only and should NOT BE IN CAPITAL LETTERS. If it is written by anybody else or in any other language, the application will be considered as invalid

(16) Candidates will have to appear for the interview at their own expense.

(17) Bank shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

(18) Appointment of selected candidates is subject to his/her being declared medically fit, as per any other requirements of the Bank and subject to service and conduct rules of the Bank. Decision of the Bank will be final and binding on candidates

(19) Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and Provisional Allotment etc.

(20) Intimations will be sent by email and/or SMS only to the email ID and mobile number registered in the application form.

(21) Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank and candidates are advised to keep a close watch on the authorised website www.adarsh.bank.in for latest updates.

(22) If at a later stage of selection process or appointment, the handwriting on the handwritten declaration of the candidate is found to be dissimilar / different, as per expert analysis, the candidature of the candidate will be cancelled.

Action Against Candidates Found Guilty of Misconduct/ Use of Unfair Means

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting the application.
At the time of examination, Interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –
(i) using unfair means or
(ii) impersonating or procuring impersonation by any person or
(iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
(iv) resorting to any irregular or improper means in connection with his/ her candidature or
(v) obtaining support for his/ her candidature by unfair means, or
(vi) carrying electronic devices of communication in the examination/ interview hall such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
(a) to be disqualified from the examination for which he/ she is a candidate
(b) to be debarred either permanently or for a specified period from any examination conducted by the Bank.
(c) for termination of service, if he/ she has already joined the Bank.

Important: Bank would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates without any notice and the result of such candidates (disqualified) will be withheld. No representation in this regard shall be entertained.

Hall Tickets /Call Letters

The venue address, date and time for examination / interview shall be intimated to the eligible candidates through a Hall ticket / Call letter sent by e-mail id mentioned in the application form.

An eligible candidate should download his/her call letter from his/her mail and produce the same at the time of examination / interview along with necessary enclosures to the authorised personnel of the Bank. No hard copy of the call letter/ Information Handout etc. will be sent by post/ courier.

Intimations will be sent by email to the email ID and mobile number registered in the application form. Bank will not take responsibility for late receipt / non-receipt of any communication e-mailed to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of the Bank. Candidates are hence advised to regularly keep in touch with the authorised website: www.adarsh.bank.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.

ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on authorised website www.adarsh.bank.in from time to time.

Examination Centre : HYDERABAD

DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the Bank, regarding process for recruitment of Office Assistants shall be final and binding.