INSTRUCTIONS FOR APPLYING KCTB CLERK CUM CASHIER THROUGH ONLINE

STEP 1: Open any browser Eg., Google Chrome type https://www.kakinadatownbank.online/ in address bar, the following page will displayed.

STE 2: Click on New Registration and fill details and click on Register, and fill application

"You will receive registration details email

If already registered, Click on Already registered login and enter details to fill application

STEP 3: After login click on Start Registration

STEP-4 : Fill Basic & Personal info Details and click on save and continue

The Kakinada Co-operative Town Bank Ltd.
KCTB Clerk Recruitment 2025. Time: 01 Sep 2025, 06:30 PM (Asia/Kolkata)

Registration No: KCTBCL0021

Step 1: Basic & Personal Info

1	2	3	4	5
Basic & Personal Info	Education & Experience	Uploads	Preview & Declaration	Payment

Category *
Select
OBC/BC gets +3 yrs; SC/ST +5 yrs in max-age.

Do you have Experience in Bank / FI / NBFC? *
No

Years
0

Months
0
Months don't add a year unless 12.

Person with Disability (PwD) *
No

Type of Disability
e.g. Locomotor

%

Compensatory Time?
Select

DOB Day *
1

DOB Month *
9

DOB Year *
2025

Age on cut-off 2025-09-01: **0y 0m 0d**. Max allowed: **34.**

Gender *
Select

Marital Status *
Select

Father's Name *

Mother's Name *

Spouse Name

Nationality *
● Indian
○ Other

Religion *
Select

Ex-serviceman *
No

Address for Communication

Line 1 *

Line 2

Line 3

State *

District *

Pincode *

☐ Permanent address same as correspondence

Permanent Line 1 *

Permanent Line 2

Permanent Line 3

Permanent State *

Permanent District *

Permanent Pincode *

ID Proof *
Select

ID Number *

Languages Known

Telugu *	English *	Hindi
☐ Speak ☐ Read ☐ Write	☐ Speak ☐ Read ☐ Write	☐ Speak ☐ Read ☐ Write

Do you have Computer Knowledge *
No

Details of computer knowledge
e.g., Diploma in Computer Applications

Save & Continue →

Instructions to Fill Application Fields

Select from the dropdown: General / OBC-BC / SC / ST (choose as per your caste certificate).

Note on age relaxation:

OBC/BC → +3 years in max-age limit.

SC/ST → +5 years in max-age limit.

⚠️ Don't select a reserved category unless you have valid proof.

Banking/Finance Work Experience

If you **don't have experience** → Select **"No"**, keep **Years = 0, Months = 0**.

If you **have experience**:

Enter total **Years** and **Months** (e.g., 2 Years 6 Months).

Remember: **12 months = 1 year** (so 14 months → enter as 1 Year 2 Months).

⚠️ Don't select yes unless you have valid proof.

Person with Disability (PwD)

If **No**, simply select **No** and leave other fields blank.

If **Yes**:

Enter **Type of Disability** (e.g., Locomotor, Hearing, Visual).

Enter **% of Disability** as per medical certificate.

Compensatory Time → Select "Yes" only if you are eligible for extra exam time.

⚠️ Don't select yes unless you have valid proof.

Date of Birth

Fill in **Day, Month, Year** using dropdowns.

Make sure DOB matches your certificates.

Example: If your DOB is **01-09-1995**, select:

Day → 1

Month → September

Year → 1995

Gender & Marital Status

Gender → Male / Female / Other.

Marital Status → Single / Married / Divorced / Widowed.

Parents/Spouse Details

Father's Name → Enter as per official documents.

Mother's Name → Same rule.

Spouse Name → If unmarried, leave blank.

Nationality & Religion

Nationality → Usually **Indian**.

Religion → Select Hindu / Muslim / Christian / Sikh / Others (as per your records).

Ex-serviceman

Select **No**, unless you served in the Armed Forces.

If Yes → Additional service details may be required.

Address for Communication

Line 1 → House No., Street / Village.

Line 2 → Area / Locality.

Line 3 → Landmark / Post Office.

State, District, Pincode → Select from dropdown / type correctly.

⚡ Tip: Tick **"Permanent address same as correspondence"** if both are same.

Permanent Address

If different, enter the details as per your Aadhaar / proof of residence.

ID Proof

Select from dropdown → Aadhaar / Passport / PAN / Voter ID / Driving License.
Enter **ID Number** exactly as on the document.

Languages Known

For each language (Telugu, English, Hindi): Tick the boxes you can **Speak, Read, Write**.
Example:
Telugu → Speak, Read, Write (any one mandatory)
English → Speak, Read, Write. (any one mandatory)
Hindi → Optional.

Computer Knowledge

If you **have no computer course**, select **No**.
If **Yes**, select **Yes** and fill in details:
Example: "Diploma in Computer Applications (6 months)" or "MS Office Training".

✅ Final Checks Before Submission

Make sure DOB and Category are correct (affects eligibility).
Verify ID Proof Number carefully (must match uploaded document).
Double-check spelling of Names (as per certificates).
Use proper format for Address and Pincode.
Tick language skills honestly (don't claim proficiency if not confident).

STEP-5 : Fill Education and Experience Details and click on save and continue

The Kakinada Co-operative Town Bank Ltd.
KCTB Clerk Recruitment 2025. Time: 01 Sep 2025, 06:52 PM (Asia/Kolkata)

Registration No: KCTBCL0021

Step 2: Education & Experience

1 Basic & Personal Info	2 Education & Experience	3 Uploads	4 Preview & Declaration	5 Payment

Education Details
Fill all columns for each applicable row.

Exam Passed	Name of Board / University / Institute	Degree	Specialization Subject	Date of Passing	% of Marks	Class / Grade
SSC/SSLC/10th Standard/Equivalent *				mm/dd/yyyy		
Inter/Diplamo *				mm/dd/yyyy		
Graduation/Equivalent *				mm/dd/yyyy		
Post Graduation				mm/dd/yyyy		
Others				mm/dd/yyyy		

Work Experience Details (Start from Present Employer)

Employer Name	Designation	From	To	Presently Working?	Nature of Duties	Reason for Leaving	Years of Exp (YY/MM/DD)	
		mm/dd/yyyy	mm/dd/yyyy	☐			0/0/0	☐

Add Row   Remove Selected

← Previous   Save & Continue →

📝 Instructions for Filling Education Details

👉 Rule: Fill **all mandatory rows** (*marked with *) and optional rows if applicable. Enter details exactly as they appear in your certificates/marksheets.

Column	What to Fill
Exam Passed	Select from the list (SSC/10th, Inter/Diploma, Graduation, etc.).
Name of Board / University / Institute	Enter the official name (e.g., "Board of Secondary Education, AP" / "JNTU Kakinada").
Degree	Mention qualification (e.g., "SSC", "Intermediate", "B.Sc", "B.Com", "B.Tech").
Specialization Subject	Only if applicable (e.g., Physics, Commerce, Computer Science). For SSC/10th → put "General".
Date of Passing	Use **mm/dd/yyyy** format (match your marksheet certificate).
% of Marks	Enter percentage (e.g., 78.55). If CGPA → convert to percentage as per university rule.
Class / Grade	First Class / Second Class / Distinction (as per marksheet).

✅ Example Entry (Education)

SSC/10th
Board: "Board of Secondary Education, AP"
Degree: "SSC"
Subject: "General"
Date of Passing: 05/10/2013
% Marks: 82.5
Class: First Class

Inter/Diploma
Board: "Board of Intermediate Education, AP"
Degree: "Intermediate"
Subject: "MPC" (Maths, Physics, Chemistry)
Date of Passing: 05/10/2015
% Marks: 75.4
Class: First Class

Graduation
University: "Andhra University"
Degree: "B.Com"
Subject: "Accounting & Finance"
Date of Passing: 05/07/2018
% Marks: 70.0
Class: First Class

Post-Graduation (if not applicable → leave blank).
Others (e.g., certifications like PG Diploma in Computer Applications) → fill if applicable.

📝 Instructions for Filling Work Experience Details

👉 Rule: Start from **current employer** (if working). If **fresher**, write "NIL" in Employer Name and leave other fields blank.

Column	What to Fill
Employer Name	Full name of organization (e.g., "HDFC Bank Ltd").
Designation	Current / past role (e.g., "Clerk", "Account Assistant").
From (Date)	Date you joined (mm/dd/yyyy).
To (Date)	If left, put relieving date. If working → leave blank or tick "Presently Working".
Presently Working?	Select "Yes" if employed now, else "No".
Nature of Duties	Short description (e.g., "Cash handling, Customer service, Account opening").

Column	What to Fill
Reason for Leaving	If left, mention (e.g., "Better opportunity", "Contract ended").
Years of Exp (YY/MM/DD)	Calculate duration of service. Example: 2 years 4 months 15 days = **02/04/15**.

✅ **Example Entry (Work Experience)**
Employer Name: "ICICI Bank Ltd"
Designation: "Assistant"
From: 06/15/2019
To: 08/30/2022
Presently Working?: No
Nature of Duties: "Customer relations, Cash operations, Loan processing"
Reason for Leaving: "Relocation"
Years of Exp: 03/02/15

⚡ **Final Tips**
Match Dates → Use exact dates from certificates/experience letters.
No blanks in mandatory fields → SSC, Inter, Graduation are compulsory.
Rounding Marks → Enter to 2 decimals (e.g., 72.33).
Experience Calculation → Months don't roll into year unless full 12 months.

STEP-6 : Upload the required Documents and click on <mark>save and continue</mark>

KCTB The Kakinada Co-operative Town Bank Ltd.
KCTB Clerk Recruitment 2025. Time: 01 Sep 2025, 06:51 PM (Asia/Kolkata)

Registration No: **KCTBCL0021**

Step 3: Uploads

① Basic & Personal Info	② Education & Experience	③ Uploads	④ Preview & Declaration	⑤ Payment

Photograph (150×150, ≤500KB, PNG/JPG) *
[Choose file] No file chosen
Upload a clear passport-size photo.

Signature (≤500KB, PNG/JPG) *
[Choose file] No file chosen

10th Certificate (PDF, ≤1MB) *
[Choose file] No file chosen

Degree Certificate (PDF, ≤1MB) *
[Choose file] No file chosen

Degree Marks List (PDF, ≤1MB) *
[Choose file] No file chosen

Caste Certificate (PDF, ≤1MB)
[Choose file] No file chosen

Experience Certificate (PDF, ≤1MB)
[Choose file] No file chosen

[← Previous]   [Save & Continue →]

📁 **Instructions for Uploading Documents**
🔷 **1. Photograph**
Requirements: 150×150 pixels, ≤500KB, JPG/PNG.
Tips:
Use a **recent passport-size photo** (plain light background, face clearly visible).
Crop to square (1:1 ratio) → 150×150.
Save as .jpg or .png.
File name suggestion: photo.jpg.
Avoid: Selfies, unclear or dark photos, hats/sunglasses.

◆ **2. Signature**
Requirements: ≤500KB, JPG/PNG.
Tips:
Sign on white paper with black/blue pen.
Scan or take a clear photo.
Crop so only the signature area remains.
Save as .jpg / .png (≤500KB).
File name: signature.png.
Avoid: All caps typing of name, smudged or tilted signatures.

◆ **3. 10th Certificate (SSC/SSLC/Matric)**
Requirements: PDF, ≤1MB.
Tips:
Scan the marksheet / pass certificate.
Ensure **all text is visible and clear**.
Save as single PDF.
File name: 10th_certificate.pdf.

◆ **4. Degree Certificate**
Requirements: PDF, ≤1MB.
Tips:
Upload **provisional or final degree certificate**.
Scan front & back if needed, merge into **one PDF**.
File name: degree_certificate.pdf.

◆ **5. Degree Marks List**
Requirements: PDF, ≤1MB.
Tips:
Include **all semester/year marksheets**.
Merge into **single PDF file** (≤1MB).
File name: degree_marks.pdf.

◆ **6. Caste Certificate** *(If applicable)*
Requirements: PDF, ≤1MB.
Tips:
Must be issued by competent authority.
Valid certificate (latest format as per state govt rules).
File name: caste_certificate.pdf.

◆ **7. Experience Certificate** *(If applicable)*
Requirements: PDF, ≤1MB.
Tips:
Should be on company letterhead.
Must have designation, joining & leaving dates, seal & signature.
Merge multiple employers' certificates into **one PDF** if needed.
File name: experience_certificate.pdf.

⚡ **General Uploading Tips**
File Size Check → Use free online tools like *ILovePDF, SmallPDF, TinyPNG* to compress images/PDFs.
File Names → Keep them short, no spaces or special characters (✅ degree.pdf ❌ my degree@final!!.pdf).
Clarity → Scan at **150–200 DPI** (enough for clarity, keeps file size small).
Format → Stick strictly to required type (JPG/PNG for photo/signature, PDF for certificates).

📝 **Instructions for Step 4: Preview & Declaration**

◆ **1. Preview the Application**

- The system will show a **read-only summary** of everything you entered:

    o Personal details (Name, DOB, Category, Gender, etc.)

    o Contact & Address details

    o Education qualifications

    o Work experience (if any)

    o Uploaded documents list (Photo, Signature, Certificates)

- **Carefully check every field** against your original certificates.

- Verify:

    o Spelling of Name, Father's/Mother's Name

    o DOB (must match 10th certificate)

    o Category (General / OBC / SC / ST)

    o Uploaded photo & signature are clear

    o Marks/percentages entered correctly

    o Documents open properly & are readable

⚠️ *If you find any mistakes, use the* **"Edit" option** *before final submission. After this step, most portals don't allow changes.*

◆ **2. Declaration**

- At the bottom, you'll see a **checkbox** or statement such as:
  "I hereby declare that the information furnished above is true and correct…"

- **Tick the checkbox** to confirm you accept the declaration.

- By doing this, you agree that:

- o All info is genuine.
- o If anything is false, your application can be rejected.

◆ **3. Final Submission**

- After confirming the preview and declaration:

  1. Click **"Final Submit"** (or similar button).
  2. Once submitted, you cannot edit further.
  3. A **confirmation page / application PDF** will be generated.
  4. Download it immediately and save a copy (print one for future reference).

◆ **4. Post-Submission Checklist**

✅ Ensure you have:

- Application number / registration ID noted down.
- Confirmation PDF downloaded.
- Payment receipt (if fee paid).
- Email/SMS confirmation (check inbox/spam).

⚡ **Pro Tip**: Don't rush through Preview — most rejections happen because of spelling errors, wrong DOB, mismatched certificates, or unclear uploads. Take 5 minutes to check calmly before hitting submit.

FINAL STEP DO THE PAYMENT

The Kakinada Co-operative Town Bank Ltd.
KCTB Clerk Recruitment 2025. Time: 01 Sep 2025, 07:09 PM (Asia/Kolkata)

Registration No: **KCTBCL0021**

Step 5: Payment

(1) Basic & Personal Info   (2) Education & Experience   (3) Uploads   (4) Preview & Declaration   (5) Payment

Application Fee Payment

You are required to complete the payment to finalize your registration.

Fee Amount: ₹ ¡00
(Non-refundable, includes exam & processing charges)

Proceed to Pay ₹¡00

Note: After successful payment, you will be redirected to your profile page. You will receive notifications about your exam date and hall ticket availability.

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Instructions After Payment

1. Once your payment is **successfully completed**, the system will display a **confirmation page** with your application details.

2. On this page, you will see an option: **"Print Application"**.

3. **Click on "Print Application"** to generate the final application form.

4. Save the file as **PDF** on your computer or mobile device.

5. It is strongly recommended to:

    o Keep at least **two digital copies** (save in email/drive/USB).

    o Take a **printed copy** for reference during document verification and the examination.

6. This printed application, along with your **fee receipt**, will serve as official proof of successful submission.