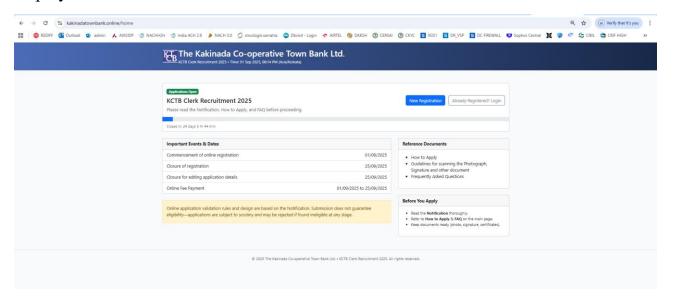
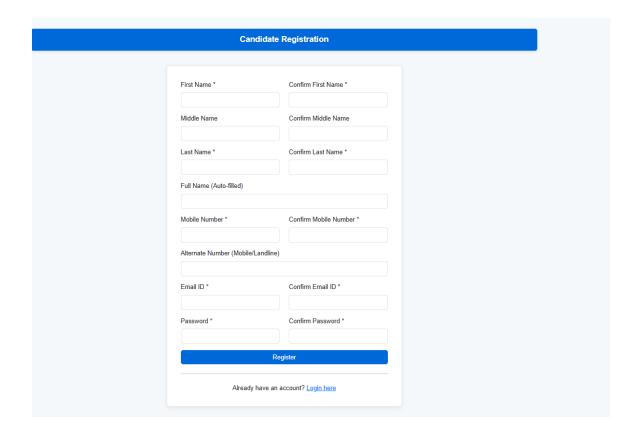
# INSTRUCTIONS FOR APPLYING KCTB CLERK CUM CASHIER THROUGH ONLINE

**STEP 1:** Open any browser Eg., Google Chrome type <a href="https://www.kakinadatownbank.online/">https://www.kakinadatownbank.online/</a> in address bar, the following page will displayed.

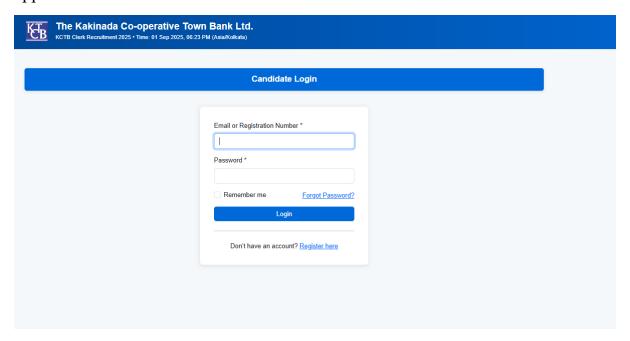


STE 2: Click on New Registration and fill details and click on Register, and fill application

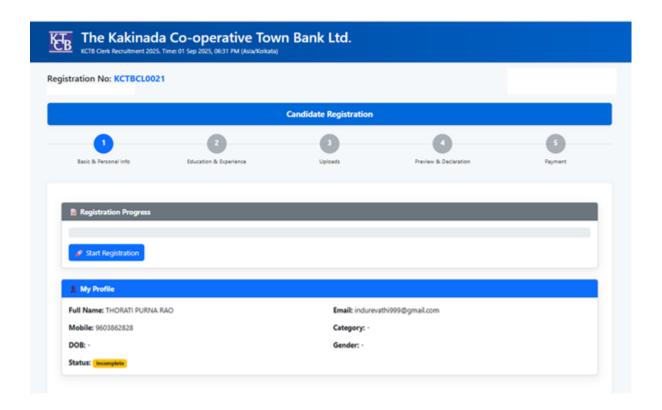
"You will receive registration details email



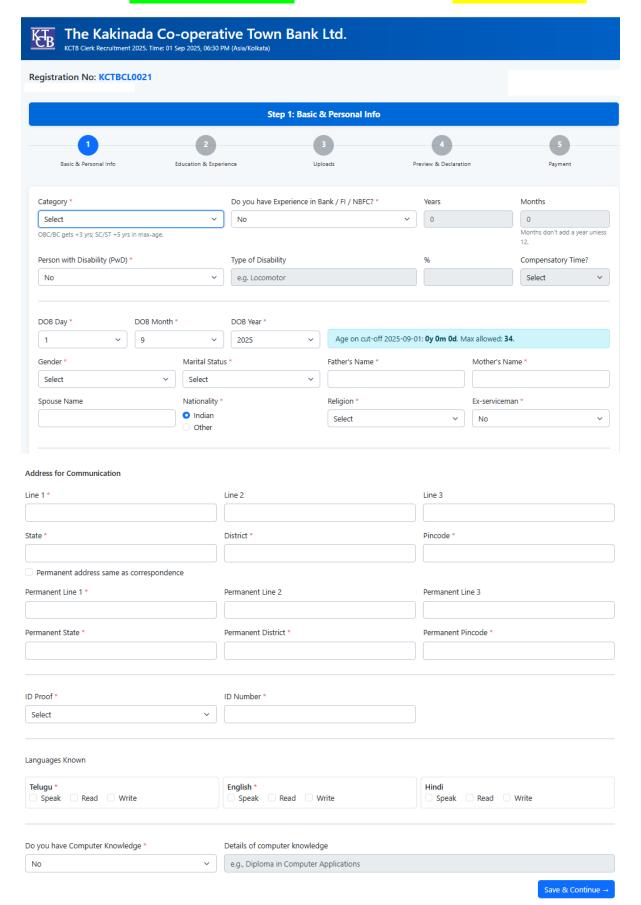
If already registered, Click on Already registered login and enter details to fill application



STEP 3: After login click on Start Registration



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



#### **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  $\rightarrow$  +3 years in max-age limit.

 $SC/ST \rightarrow +5$  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  $\Rightarrow$  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

istration No: K	CTBCL0021												
					Step 2: Education	& Experience							
•		2			3			4	5				
Basic & Personal Info		Education & Experience			Uploads		Preview & Declaration			Payment			
ducation Details	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					
ork Experience De	etails (Start from	Present	Employer)										
Employer Name Designat		on From			То	Presently Working?	1	Nature of Reas				ears of Exp (Y/MM/DD)	
			mm/dd/yyyy		mm/dd/yyyy 🗖						0/	0/0	

## 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 / Enter the official name (e.g., "Board of Secondary Education,

Institute AP" / "JNTU Kakinada").

Mention qualification (e.g., "SSC", "Intermediate", "B.Sc", **Degree** 

"B.Com", "B.Tech").

Only if applicable (e.g., Physics, Commerce, Computer **Specialization Subject** 

Science). For SSC/10th → put "General".

**Date of Passing** Use mm/dd/yyyy format (match your marksheet certificate).

Enter percentage (e.g., 78.55). If CGPA → convert to percentage % of Marks

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

Full name of organization (e.g., "HDFC Bank Ltd"). **Employer Name** Current / past role (e.g., "Clerk", "Account Assistant"). Designation

From (Date) Date you joined (mm/dd/yyyy).

If left, put relieving date. If working → leave blank or tick "Presently To (Date)

Working".

**Presently Working?** Select "Yes" if employed now, else "No".

Short description (e.g., "Cash handling, Customer service, Account **Nature of Duties** 

opening").

Column What to Fill

Reason for Leaving If left, mention (e.g., "Better opportunity", "Contract ended").

Years of Exp Calculate duration of service. Example: 2 years 4 months 15 days =

(YY/MM/DD) 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

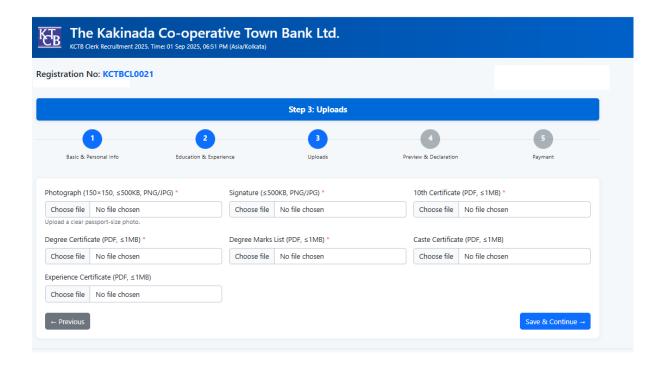
**Match Dates** → Use exact dates from certificates/experience letters.

**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 save and 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)  $\rightarrow$  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.

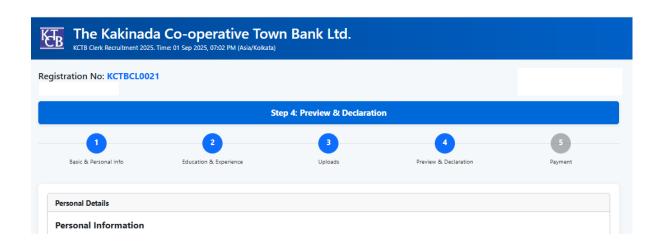
### **General Uploading Tips**

**File Size Check** → Use free online tools like *ILovePDF*, *SmallPDF*, *TinyPNG* to compress images/PDFs.

File Names  $\rightarrow$  Keep them short, no spaces or special characters ( $\checkmark$  degree.pdf  $\checkmark$  my degree@final!!.pdf).

Clarity  $\rightarrow$  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.)
  - Contact & Address details
  - 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)
  - Category (General / OBC / SC / ST)
  - Uploaded photo & signature are clear
  - Marks/percentages entered correctly
  - 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

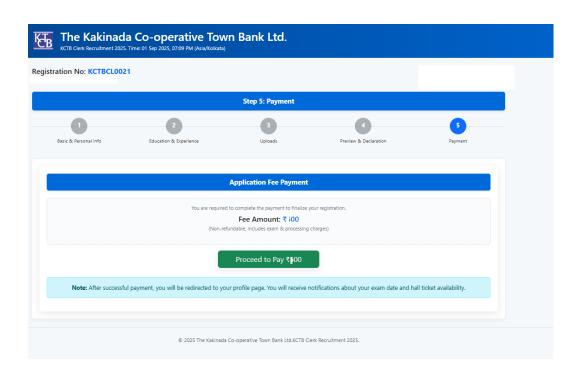
- After confirming the preview and declaration:
  - 1. Click "Final Submit" (or similar button).
  - 2. Once submitted, you cannot edit further.
  - 3. A confirmation page / application PDF will be generated.
  - 4. Download it immediately and save a copy (print one for future reference).

#### 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).

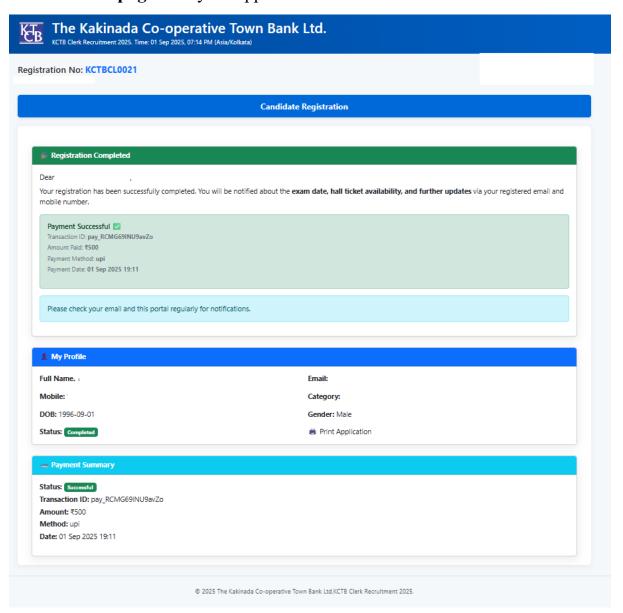
→ **Pro Tip**: Don't rush through Preview — most rejections happen because of spelling errors, wrong DOB, mismatched certificates, or unclear uploads. Take 5 minutes to check calmly before hitting submit.

## FINAL STEP DO THE PAYMENT



## **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).
  - 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.