

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.

The screenshot shows the Kakinada Co-operative Town Bank Ltd. website. The header includes the bank's logo and name. The main content area is titled "KCTB Clerk Recruitment 2025" and features a "New Registration" button and an "Already Registered? Login" button. Below this, there is a table of "Important Events & Dates" and a "Reference Documents" section. The "Important Events & Dates" table lists the commencement of online registration, closure of registration, closure for editing application details, and online fee payment. The "Reference Documents" section lists the documents required for application. The "Before You Apply" section provides additional instructions for applicants.

Important Events & Dates	
Commencement of online registration	01/09/2025
Closure of registration	25/09/2025
Closure for editing application details	25/09/2025
Online Fee Payment	01/09/2025 to 25/09/2025

Online application validation rules and design are based on the Notification. Submission does not guarantee eligibility—applications are subject to scrutiny and may be rejected if found ineligible at any stage.

Reference Documents

- How to Apply
- Guidelines for scanning the Photograph
- Signature and other document
- Frequently Asked Questions

Before You Apply

- Read the Notification thoroughly
- Refer to How to Apply & FAQ on the main page.
- Keep documents ready (photo, signature, certificates).

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

“You will receive registration details email

The screenshot shows the "Candidate Registration" form. The form is titled "Candidate Registration" and contains several input fields for personal and contact information. The fields are arranged in a grid-like format, with "First Name" and "Confirm First Name" at the top, followed by "Middle Name" and "Confirm Middle Name", "Last Name" and "Confirm Last Name", "Full Name (Auto-filled)", "Mobile Number" and "Confirm Mobile Number", "Alternate Number (Mobile/Landline)", "Email ID" and "Confirm Email ID", and "Password" and "Confirm Password". A "Register" button is located at the bottom of the form. Below the button, there is a link for users who already have an account.

First Name * Confirm First Name *

Middle Name Confirm Middle Name

Last Name * Confirm Last Name *

Full Name (Auto-filled)

Mobile Number * Confirm Mobile Number *

Alternate Number (Mobile/Landline)


Email ID * Confirm Email ID *

Password * Confirm Password *

Register

Already have an account? [Login here](#)

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

 **The Kakinada Co-operative Town Bank Ltd.**
KCTB Clerk Recruitment 2025 • Time: 01 Sep 2025, 06:23 PM (Asia/Kolkata)

Candidate Login

Email or Registration Number *


Password *

☐ Remember me [Forgot Password?](#)

Login

Don't have an account? [Register here](#)

STEP 3: After login click on **Start Registration**

 **The Kakinada Co-operative Town Bank Ltd.**
KCTB Clerk Recruitment 2025. Time: 01 Sep 2025, 06:31 PM (Asia/Kolkata)

Registration No: **KCTBCL0021**

Candidate Registration

1

Basic & Personal Info

2

Education & Experience

3

Uploads

4

Preview & Declaration

5

Payment

Registration Progress

Start Registration

My Profile

Full Name: THORATI PURNA RAO

Mobile: 9603862828

DOB: -

Status: Incomplete

Email: indurevathi999@gmail.com

Category: -

Gender: -

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
Basic & Personal Info

2
Education & Experience

3
Uploads

4
Preview & Declaration

5
Payment

Category *

Select ▼

Do you have Experience in Bank / FI / NBFC? *

No ▼

Years

0

Months

0

OBC/BC gets +3 yrs; SC/ST +5 yrs in max-age.
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 *
☐ Speak ☐ Read ☐ Write

English *
☐ Speak ☐ Read ☐ Write

Hindi
☐ 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 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 	<input type="text"/>	<input type="text"/>
Inter/Diploma *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 	<input type="text"/>	<input type="text"/>
Graduation/Equivalent *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 	<input type="text"/>	<input type="text"/>
Post Graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 	<input type="text"/>	<input type="text"/>
Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 	<input type="text"/>	<input type="text"/>

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)	
<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 	<input type="text" value="mm/dd/yyyy"/> 	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0/0/0"/>	<input type="checkbox"/>


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 **save and continue**


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

2

3

4

5

Basic & Personal Info

Education & Experience

Uploads

Preview & Declaration

Payment

Photograph (150×150, ≤500KB, PNG/JPG) *

Upload a clear passport-size photo.

Signature (≤500KB, PNG/JPG) *

10th Certificate (PDF, ≤1MB) *

Degree Certificate (PDF, ≤1MB) *

Degree Marks List (PDF, ≤1MB) *

Caste Certificate (PDF, ≤1MB)

Experience Certificate (PDF, ≤1MB)

📁 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).

The screenshot shows the registration portal for The Kakinada Co-operative Town Bank Ltd. The header includes the bank's logo and name, along with the text "KCTB Clerk Recruitment 2025. Timer: 01 Sep 2025, 07:02 PM (Asia/Kolkata)". Below the header, the registration number "KCTBCL0021" is displayed. A progress bar indicates the current step is "Step 4: Preview & Declaration", which is highlighted in blue. The progress bar shows five steps: 1. Basic & Personal Info, 2. Education & Experience, 3. Uploads, 4. Preview & Declaration, and 5. Payment. Below the progress bar, there is a section titled "Personal Details" with a sub-section "Personal Information".

Instructions for Step 4: Preview & Declaration

◆ 1. Preview the Application

- The system will show a **read-only summary** of everything you entered:
 - Personal details (Name, DOB, Category, Gender, etc.)
 - Contact & Address details
 - Education qualifications
 - Work experience (if any)
 - Uploaded documents list (Photo, Signature, Certificates)
- **Carefully check every field** against your original certificates.
- Verify:
 - Spelling of Name, Father's/Mother's Name
 - 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:

- All info is genuine.
- 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 screenshot displays the 'Step 5: Payment' stage of the application process for The Kakinada Co-operative Town Bank Ltd. The header includes the bank's logo and name, along with the recruitment details: 'KCTB Clerk Recruitment 2025, Timer: 01 Sep 2025, 07:09 PM (Asia/Kolkata)'. The registration number 'KCTBCL0021' is shown. A progress bar at the top indicates five steps: 1. Basic & Personal Info, 2. Education & Experience, 3. Uploads, 4. Preview & Declaration, and 5. Payment (the current step). The main content area is titled 'Application Fee Payment' and states: 'You are required to complete the payment to finalize your registration. Fee Amount: ₹ 100 (Non-refundable, includes exam & processing charges)'. A green button labeled 'Proceed to Pay ₹100' is prominently displayed. A note at the bottom states: 'Note: After successful payment, you will be redirected to your profile page. You will receive notifications about your exam date and hall ticket availability.' The footer contains the copyright notice: '© 2025 The Kakinada Co-operative Town Bank Ltd. KCTB Clerk Recruitment 2025.'

Instructions After Payment

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

The screenshot shows the 'Candidate Registration' page of The Kakinada Co-operative Town Bank Ltd. The page header includes the bank's logo and name, along with the text 'KCTB Clerk Recruitment 2025. Time: 01 Sep 2025, 07:14 PM (Asia/Kolkata)'. Below the header, the registration number 'KCTBCL0021' is displayed. The main content area is titled 'Candidate Registration' and features a green banner stating 'Registration Completed'. A message to the user states: 'Dear [Name], Your registration has been successfully completed. You will be notified about the exam date, hall ticket availability, and further updates via your registered email and mobile number.' Below this, a green box highlights the payment details: 'Payment Successful' with a checkmark, Transaction ID: pay_RCMG69INU9avZo, Amount Paid: ₹500, Payment Method: upi, and Payment Date: 01 Sep 2025 19:11. A light blue box advises the user to 'Please check your email and this portal regularly for notifications.' The 'My Profile' section displays the user's details: Full Name, Mobile, DOB (1996-09-01), Status (Completed), Email, Category, Gender (Male), and a 'Print Application' button. The 'Payment Summary' section reiterates the payment details: Status (Successful), Transaction ID, Amount (₹500), Method (upi), and Date (01 Sep 2025 19:11). The footer contains the copyright notice: '© 2025 The Kakinada Co-operative Town Bank Ltd.KCTB Clerk Recruitment 2025.'

The Kakinada Co-operative Town Bank Ltd.
KCTB Clerk Recruitment 2025. Time: 01 Sep 2025, 07:14 PM (Asia/Kolkata)

Registration No: **KCTBCL0021**

Candidate Registration

Registration Completed

Dear [Name],

Your registration has been successfully completed. You will be notified about the **exam date, hall ticket availability, and further updates** via your registered email and mobile number.

Payment Successful ✓

Transaction ID: pay_RCMG69INU9avZo
Amount Paid: ₹500
Payment Method: upi
Payment Date: 01 Sep 2025 19:11

Please check your email and this portal regularly for notifications.

My Profile

Full Name: [Name]
Mobile: [Number]
DOB: 1996-09-01
Status: **Completed**

Email: [Email]
Category: [Category]
Gender: Male
[Print Application](#)

Payment Summary

Status: **Successful**
Transaction ID: pay_RCMG69INU9avZo
Amount: ₹500
Method: upi
Date: 01 Sep 2025 19:11

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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:
 - 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.