



The Surendranagar District Co-Op. Bank Ltd.

HEAD OFFICE : "SAHKAR BHAVAN"

Plot No. H-22/23, G.I.D.C., Surendranagar-Wadhwan Main Road, Surendranagar - 363035

Ph. : 02752 - 232495/ 235789 / 231087 / Fax : 02752 - 231087

E-Mail : ceo@sdcbank.org / agri@sdcbank.org / esta@sdcbank.org / Web. : www.sdcbank.org

BRANCH : HEAD OFFICE

APPLICATION FORM FOR THE POST OF IT - JUNIOR OFFICER

Instructions to Candidates:

- Fill out the form in **BLOCK LETTERS** using a blue/black ballpoint pen.
- Paste a recent passport-sized photograph (do not staple).

1. DEMAND DRAFT (DD) DETAILS

- Demand Draft No.: _____
- Date of Issue: _____
- Amount (INR): Rs.300/-
- Issuing Bank & Branch: _____

Photograph

2. PERSONAL DETAILS

- Full Name (as per Qualification certificate):

- Father's / Husband's Name: _____

- Date of Birth (DD/MM/YYYY): _____

- Age (as on date of advertisement): _____ Years _____ Months

- Gender: ☐ Male | ☐ Female | ☐ Other

- Nationality: _____

- Permanent Address:

Pin Code: _____

- Contact Number: _____

- Email ID: _____



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3. EDUCATIONAL QUALIFICATIONS (Starting from Matriculation onwards)

(Please attach self-attested copies of mark sheets and passing certificates)

Examination Passed	Degree / Stream	Board / University	Year of Passing	Percentage (%) / CGPA
SSC / 10th				
HSC / 12th				
Graduation				
Post-Graduation				
Other (Certifications if any)				

4. PROFESSIONAL WORK EXPERIENCE

(Please list positions chronologically, starting with your current/most recent job. Attach self-attested Experience Certificates)

Organization / Employer Name	Designation	From Date (DD/MM/YY)	To Date (DD/MM/YY)	Total Period (YY/MM)	Key Responsibilities Handled



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5. MANDATORY DOCUMENT CHECKLIST

(Please tick [✓] the documents you have enclosed. Incomplete documentation will lead to disqualification).

- [] Original Demand Draft of Rs. 300/-
- [] Updated Resume / Curriculum Vitae (CV)
- [] Proof of Age (Birth Certificate / School Leaving Certificate / Passport)
- [] Self-Attested Photocopies of **all Degree Certificates and Mark sheets**
- [] Self-Attested Photocopies of **all Experience Certificates** from previous and current employers
- [] Copy of ID Proof (Aadhaar Card / PAN Card / Voter ID)

6. DECLARATION

I hereby declare that all the statements made in this application form are true, complete, and correct to the best of my knowledge and belief. I understand that if any information is found false, incorrect, or incomplete at any stage, my candidature/selection for the post of IT Officer (Junior Officer) is liable to be cancelled/terminated without any notice.

I also confirm that I am **not currently pursuing** any of the essential qualifying degrees listed in the eligibility criteria.

Date: _____

Place: _____

Signature of the Applicant