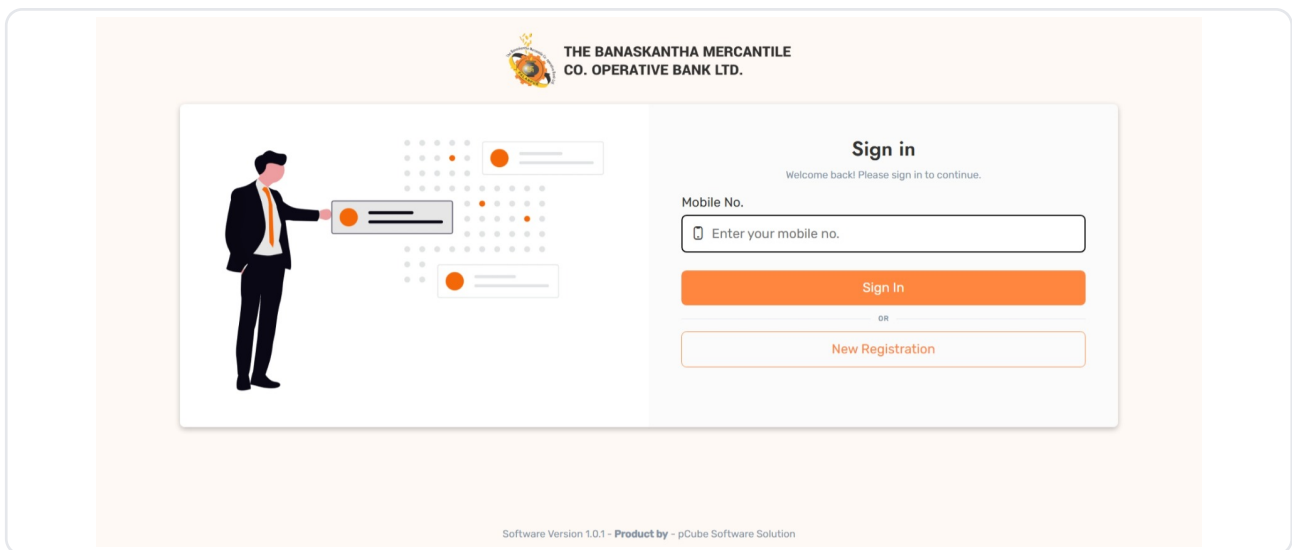


Banaskantha Mercantile Co. Operative Bank Ltd.

Career Portal

User Guide & Step-by-Step Application Manual
For Job Applicants



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Introduction

Welcome to the **Banaskantha Mercantile Co. Operative Bank Ltd. Career Portal**. This guide will help you complete your job application step by step. Before applying for any job, you must complete your profile by filling in all required sections. Please follow this guide carefully to ensure your application is complete and correct.

■ Prerequisites Before You Start

- A valid mobile number (for OTP verification)
- A valid email address
- Scanned copies of your documents (Aadhaar, PAN, qualification certificates, etc.)
- A passport-size photo (JPG/PNG format)
- Your signature image (JPG/PNG format)

1

New Registration

Create your account to get started

If you are a new user, you must first register on the portal. Click the "New Registration" button on the login page to create your account.

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CO. OPERATIVE BANK LTD.

Register Now

Create your account to continue.

Mobile No.
Enter Your Mobile No.

Email ID
Enter Your Email ID

Sign UP

OR

Log In

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■ New Registration Screen – Enter your Mobile No. and Email ID

Field	Description	Required
Mobile No.	Enter your 10-digit active mobile number. An OTP will be sent for verification.	■ Yes
Email ID	Enter a valid email address for communication.	■ Yes

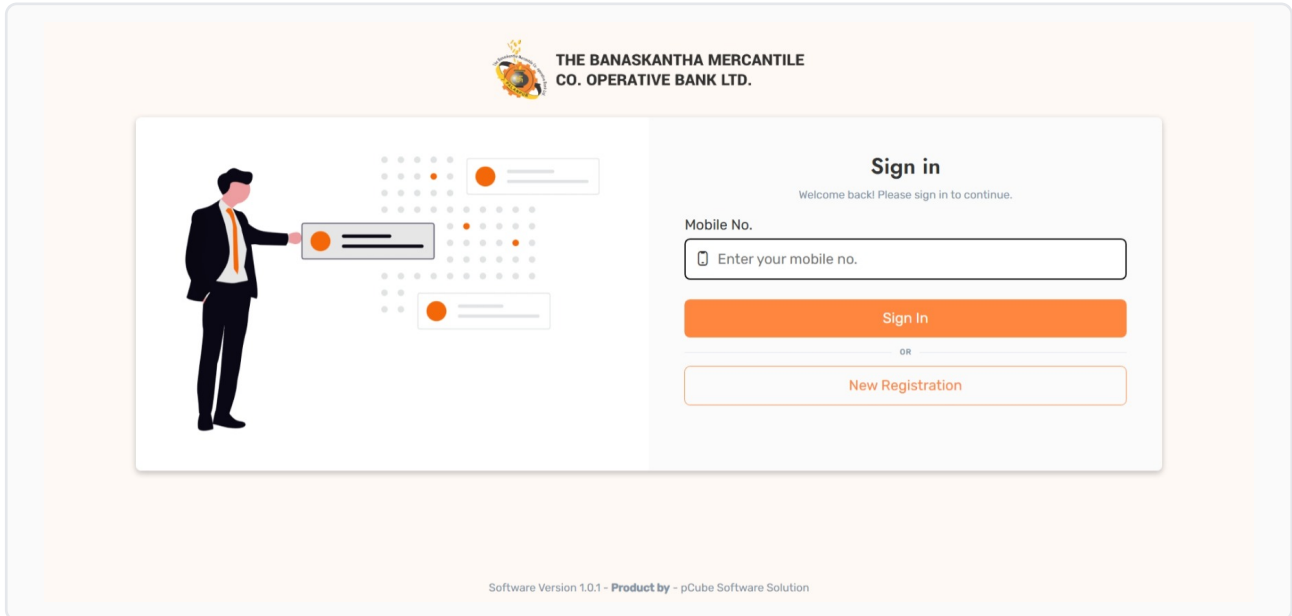
■ **Note:** After clicking Sign UP, you will receive an OTP on your registered mobile number. Enter the OTP to complete registration. Keep your mobile number handy.

2

Login to the Portal

Sign in using your registered mobile number

Once registered, use your mobile number to sign in. An OTP will be sent to verify your identity each time you log in.



■ Login Screen – Enter your registered Mobile Number and click Sign In

Field	Description	Required
Mobile No.	Enter the mobile number used during registration.	■ Yes

■ **Note:** If you are a new user and have not yet registered, click 'New Registration' on this screen.

3

My Profile – Personal Details

Fill in your basic personal information

After logging in, go to **My Profile** from the left sidebar. The profile has two tabs: **Personal Details** and **Address Details**. Start with the Personal Details tab.

■ My Profile – Personal Details Tab

Field	Description	Required
First Name	Enter your first name as per official documents.	■ Yes
Middle Name	Enter your father's/middle name.	■ Yes
Last Name / Surname	Enter your surname/last name.	■ Yes
Father Name	Enter your father's full name.	■ Yes
Mother Name	Enter your mother's full name.	■ Yes
Marital Status	Select Single or Married.	■ Yes
Caste Category	Select your caste category from the dropdown.	■ Yes
Studied Medium	Select the medium of instruction for your education.	■ Yes
Alternative Mobile	Enter an alternate contact number (optional).	■ Optional
Gender	Select Male, Female, or Other.	■ Yes
Date of Birth	Enter in DD-MM-YYYY format.	■ Yes

Aadhaar No	Enter your 12-digit Aadhaar card number.	■ Optional
PAN No	Enter your 10-character PAN card number.	■ Optional
Signature	Upload a clear image of your signature (JPG/PNG).	■ Yes
Photo	Upload a recent passport-size photograph (JPG/PNG).	■ Yes

■ **Note:** All fields marked with a red asterisk (*) are mandatory. Ensure your photo is clear and taken against a white background.

4

My Profile – Address Details

Enter your present and permanent address

Click the **Address Details** tab within My Profile. Fill in both your present address and permanent address. If both are the same, tick the **"Same as above"** checkbox.

■ My Profile – Address Details Tab (Present & Permanent Address)

Field	Description	Required
City	Enter the name of your city/town.	■ Yes
Taluka	Enter your taluka/tehsil name.	■ Yes
District	Enter your district name.	■ Yes
State	Select your state from the dropdown (default: Gujarat).	■ Yes
Pincode	Enter the 6-digit postal code.	■ Yes
Address	Enter your full street/locality address.	■ Yes

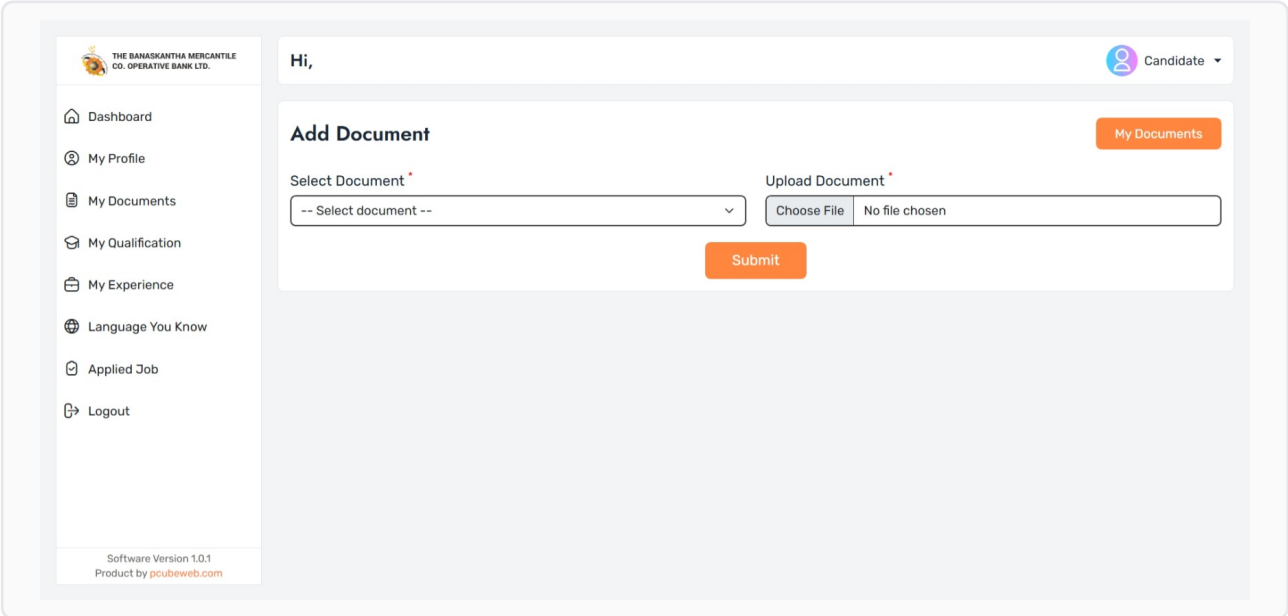
■ **Note:** Check 'Same as above' if your permanent address is the same as your present address. This will auto-fill the permanent address fields.

Note: If it is required in the job, then only you will need to apply this step; otherwise, you won't need to.

5 My Documents

Upload all required supporting documents

Navigate to **My Documents** from the sidebar. Upload all required documents one at a time by selecting the document type and uploading the file.



■ My Documents – Select Document Type and Upload File

Field	Description	Required
Select Document	Choose the document type from the dropdown (e.g., Aadhaar, PAN, Certificate).	■ Yes
Upload Document	Click 'Choose File' and select the document from your device.	■ Yes

Commonly Required Documents

- Aadhaar Card • PAN Card • 10th Mark Sheet • 12th Mark Sheet • Graduation / Degree Certificate • Experience Certificate (if applicable) • Caste Certificate (if applicable) • Passport-size Photo

■ **Note:** Accepted file formats are JPG, PNG, and PDF. Each file size should not exceed 2 MB. Ensure documents are clear and fully visible.

6

My Qualification

Add your educational qualifications

Go to **My Qualification** from the sidebar. Add each level of your education separately. Click "**My Qualification**" button (top right) to view previously added qualifications.

Field	Description	Required
Qualification Name	Select the qualification level (e.g., SSC, HSC, Graduation, Post Graduation).	■ Yes
Board / University	Enter the name of the board or university.	■ Yes
Stream / Subject	Enter your stream or major subject.	■ Yes
Passing Year	Enter the year you passed/completed the course.	■ Yes
Percentage / CGPA	Enter your score in percentage or CGPA.	■ Yes
Upload MarkSheet	Upload your mark sheet or degree certificate.	Not Required

■ **Note:** Add all qualifications from 10th standard onwards. You can add multiple qualifications by repeating the process for each level.

7

My Experience

Add your previous work experience

Go to **My Experience** from the sidebar. If you have previous work experience, fill in the details for each organization separately. If you are a fresher, you may skip this section.

■ My Experience – Add Work Experience Details

Field	Description	Required
Organization Name	Enter the full name of the company/organization.	■ Yes
Organization Location	Enter the city/location of the organization.	■ Yes
Position	Enter your job title/designation.	■ Yes
Experience Year	Enter the number of years of experience at this organization.	■ Yes
Experience Month	Enter the additional months (0-11).	■ Yes
Work Description	Briefly describe your roles and responsibilities.	■ Yes

■ **Note:** You can add multiple work experiences by submitting each one separately. Click 'My Experience' button to view all added experiences.

Note: If it is required in the job, then only you will need to apply this step; otherwise, you won't need to.

8

Language You Know

Add languages you can read, write and speak

Go to **Language You Know** from the sidebar. Add each language you know along with your proficiency level for reading, writing, and speaking.

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Hi, Candidate

Add Language

My Language

Language * Read * Write * Speak *

Submit

Software Version 1.0.1
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■ Language You Know – Add Language Proficiency

Field	Description	Required
Language	Select the language from the dropdown (e.g., Gujarati, Hindi, English).	■ Yes
Read	Select your reading proficiency level.	■ Yes
Write	Select your writing proficiency level.	■ Yes
Speak	Select your speaking proficiency level.	■ Yes

■ **Note:** Add all languages you are proficient in. Most bank jobs require proficiency in Gujarati and Hindi. You can add multiple languages.

9

Applied Job

Apply for available positions and track your applications

Once your profile is complete, go to **Applied Job** from the sidebar. Here you can view all available job openings and apply for suitable positions. You can also track the status of your submitted applications.

1. Ensure all profile sections are complete (Profile, Documents, Qualification, Experience, Language).
2. Click 'Applied Job' in the left sidebar.
3. Browse the list of available job openings.
4. Click 'Apply' on the job position you wish to apply for.
5. Review your application details before final submission.
6. Submit your application. You will receive a confirmation.

■ **Note:** Make sure your profile is 100% complete before applying. Incomplete profiles may result in rejection of your application.

Application Completion Checklist

Before submitting your job application, verify that you have completed all the following steps:

- Registered on the portal with your mobile number and email ID
- Logged in successfully using OTP
- Filled in Personal Details (name, DOB, gender, caste, photo, signature)
- Filled in Address Details (present and permanent address)
- Uploaded all required documents (Aadhaar, PAN, certificates)
- Added all educational qualifications (10th onwards)
- Added work experience (if applicable)
- Added languages you know with proficiency levels
- Reviewed and submitted your job application under 'Applied Job'

Need Help? Contact Us

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