



BALASORE CO-OPERATIVE URBAN BANK LTD

ବାଲେଶ୍ଵର କୋଅପରେଟିଭ ଅର୍ବାନ୍ ବ୍ୟାଙ୍କ ଲିମିଟେଡ୍

REGD. NO.: BL/44 Ph: 06782-263044 , E-mail: contact@balasoreucb.bank.in
At- Vivekananda Marg, Post/Dist: Balasore, Odisha, 756001, www.balasoreucb.bank.in

Recruitment for the Post of Peon Cum Watchman

Advt. No.: 237/BCUB / 2026-27

Date: 28/09/2026

Applications in the prescribed format are invited from eligible candidates who are citizens of India and permanent residents of Balasore District, Odisha, for recruitment to the following post in The Balasore Cooperative Urban Bank Ltd.:

Name of Post	No. of Vacancy	Grade	Scale of Pay (7th Pay Commission)	Category	Minimum Qualification	Age (as on date of advertisement)
Peon cum Watchman	01	Grade-VII	Level 3 (Rs.18,000/- – Rs.56,900/-)	Unreserved	HSC (10th) pass from a recognized Board	18 – 32 years

Candidates must be able to read, write and speak Odia fluently and must have passed the Middle School Examination with Odia as a language subject. The upper age limit is relaxed by five (5) years for SC/ST, Ex-Servicemen, Persons with Disability and SEBC/OBC candidates. Selection will be made on the basis of marks secured in the required qualification and performance in the interview.

The prescribed application form, detailed eligibility criteria, application process and terms and conditions of appointment are available in the “**Advertisement**” section of the Bank’s website www.balasoreucb.bank.in and may be downloaded by prospective candidates.

The duly filled-in application, along with self-attested copies of all relevant certificates, must be sent by Speed Post only, in a sealed envelope superscribed “Application for the Post of Peon cum Watchman”, addressed to The Chief Executive Officer, The Balasore Cooperative Urban Bank Ltd., At – Vivekananda Marg, Post/Dist. – Balasore, Odisha – 756001. The application must be accompanied by a Demand Draft towards the application fee of Rs.500/- for General category candidates and Rs.300/- for SC/ST, Ex-Servicemen, Persons with Disability and SEBC/OBC candidates, drawn in favour of “Chief Executive Officer, Balasore Cooperative Urban Bank Ltd.” and payable at Balasore. The last date for receipt of applications is **31st October 2026**.

Applications received after the last date will not be considered. Applications of ineligible candidates shall be summarily rejected and no correspondence in the matter shall be entertained. Canvassing in any form shall lead to disqualification. The Bank reserves the right to cancel or modify the recruitment process without assigning any reason.

Rajib Kanta Behura
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Date: 2026.09.28 16:02:54 +05'30'

Chief Executive Officer-in-Charge
The Balasore Cooperative Urban Bank Ltd.

General Eligibility Criteria & Application Process

Name of Post	Total Vacancy	Grade of Post	Scale of Pay (As per 7th pay Commission)	Category of Vacancy
Peon cum watchman	01	Grade-VII	Level 3 (Rs.18,000/- Rs.56,900/-)	Unreserved

General criteria of Eligibility

Candidate applying for the above post should be

- a citizen of India.
- a permanent resident of Balasore District.
- of good Character.
- if married, must not have more than one spouse living.
- physically fit and of sound health to discharge watch and ward duties, including night duty.
- not convicted by any court of law for any criminal offence.
- Must be able to read, write and speak Odia fluently and must have passed Middle School Examination with Odia as language Subject.

Minimum Educational Qualification & Age

Name of Post	Minimum Educational & other Qualification	Minimum age and maximum age as on date of advertisement	Maximum Relaxation on Age for upper limit
Peon cum watchman	Candidates must be HSC (10 th) Examination pass certificate form recognized board of secondary education.	18 Years – 32 Years	Additional Five (5) years upper limit for SC/ST, Ex Service Man, Physical Disable & SEBC/OBC

Application Process:

Candidates may apply offline in the prescribed application form, which can be downloaded from the “**Advertisement**” section of the Bank’s website “**www.balasoreucb.bank.in**” The duly filled-in application, along with self-attested copies of all relevant certificates and the Demand Draft towards the application fee, must be sent by Speed Post only in a sealed envelope superscribed “Application for the Post of Peon cum Watchman” and addressed to: The Chief Executive Officer, The Balasore Cooperative Urban Bank Ltd., At – Vivekanand Marg, Post/Dist. – Balasore, Odisha, PIN – 756001 (Ph: 06782-263044).

Process of Selection:

The selection of peon cum watchmen will be conducted by accepting offline application, on the basic of mark secured for required qualification and performance in the interview.

Application Fee:

The application fee for General Category is Rs.500/- per application & Rs.300/- for all other categories i.e. SC/ST, Ex Service Man, Physical Disable & SEBC/OBC by Demand Draft in Favour of “**Chief Executive Officer, Balasore Cooperative Urban Bank Ltd.**” Payable in **Balasore, Odisha**.

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Place: Balasore
Date:28/09/2026

Chief Executive Officer-in-Charge
The Balasore Cooperative Urban Bank Ltd.

Terms & Condition for Appointment

The appointment of the selected candidate to the post of Peon cum Watchman shall be subject to the following terms and conditions:

- 1) **Probation:** The selected candidate shall be on probation for a period of one (1) year from the date of joining, which may be extended at the discretion of the Bank. Confirmation in service shall depend on satisfactory performance and conduct during the probation period.
- 2) **Pay and Allowances:** The candidate shall be placed at Level 3 of the pay matrix (Rs.18,000/- – Rs.56,900/-) as per the 7th Pay Commission and shall be entitled to such allowances as are admissible under the Staff Service Rules of the Bank from time to time.
- 3) **Nature of Duties:** The candidate shall perform the duties of peon during office hours and the watch and ward of the Bank's premises, cash and property, including night duty, holiday duty and such other duties as may be assigned by the Chief Executive Officer or any authorised officer of the Bank.
- 4) **Place of Posting:** The candidate shall be liable to be posted or transferred to the Head Office or any branch/office of the Bank within its area of operation.
- 5) **Verification of Documents:** The appointment is subject to verification of original certificates relating to age, educational qualification, residence, caste/category (where applicable) and other particulars furnished in the application. If any information is found to be false or incorrect at any stage, the candidature or appointment shall be cancelled without notice, and the Bank may take such further action as it deems fit.
- 6) **Medical Fitness:** The candidate shall produce a certificate of physical and mental fitness from a Government Medical Officer at the time of joining.
- 7) **Character and Antecedents:** The appointment is subject to satisfactory police verification of character and antecedents. The candidate shall also produce character certificates from two respectable persons (not related to the candidate) or a Gazetted Officer.
- 8) **Joining:** The candidate shall report for duty within fifteen (15) days from the date of issue of the appointment letter, failing which the offer of appointment shall stand cancelled automatically.
- 9) **Undertaking and Bond:** At the time of joining, the candidate shall execute an undertaking and/or indemnity bond in the format prescribed by the Bank.
- 10) **Service Rules:** The service of the candidate shall be governed by the Odisha Co-operative Societies Act, 1962, the Odisha Co-operative Societies Rules, 1965, the Bye-laws of the Bank and the Staff Service Rules of the Bank, as amended from time to time.
- 11) **Other Engagements:** The candidate shall devote full time to the service of the Bank and shall not engage in any other employment, business or political activity during the period of service.
- 12) **Termination:** During the probation period, the service of the candidate may be terminated at any time without notice and without assigning any reason. After confirmation, the service may be terminated by either party by giving one (1) month's notice or pay in lieu thereof, subject to the Staff Service Rules of the Bank.

- 13) **Superannuation:** The candidate shall retire from service on attaining the age of superannuation as prescribed in the Staff Service Rules of the Bank.
- 14) **TA/DA:** No travelling allowance or daily allowance shall be paid for attending the interview or for joining duty.
- 15) **Canvassing:** Canvassing in any form, directly or indirectly, shall render the candidate disqualified.
- 16) **Right of the Bank:** The Bank reserves the right to cancel or modify the recruitment process, or not to fill up the vacancy, without assigning any reason. The decision of the Bank in all matters relating to selection and appointment shall be final and binding.
- 17) **Jurisdiction:** Any dispute arising out of the recruitment or appointment shall be subject to the jurisdiction of the courts at Balasore only.

Place: Balasore
Date: 28/09/2026

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Chief Executive Officer-in-Charge
The Balasore Cooperative Urban Bank Ltd.



THE BALASORE CO-OPERATIVE URBAN BANK LTD.

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Regd. No. BL/44 | R.B.I. Lic. No. UBD.(ORI)0004P/09-10 , Ph: 06782-263044 |

At-Vivekananda Marg, Post/Dist.: Balasore, Odisha – 756001, E-mail: contact@balasoreucb.bank.in

Application Form

For the Post of Peon-Cum-Watchman

Advertisement No.: _____ Dated: ____ / ____ / ____

Application Sl. No. (for office use): _____

Affix a recent passport-size colour photograph
(self-attested across the photo)

A. PERSONAL DETAILS

1.	Post Applied For	PEON-CUM-WATCHMAN
2.	Applicant's Full Name (in BLOCK letters)	
3.	Father's / Husband's Name	
4.	Mother's Name	
5.	Gender	☐ Male ☐ Female ☐ Transgender
6.	Date of Birth (as per H.S.C. / Matric Certificate)	____ / ____ / ____ (DD/MM/YYYY)
7.	Age as on 01.01.2026	____ Years ____ Months ____ Days
9.	Aadhaar No.	____ - ____ - ____
10.	Category (tick ✓ applicable)	☐ UR ☐ SC ☐ ST ☐ SEBC / OBC
13.	Whether claiming age relaxation	☐ Yes ☐ No If Yes, ground: ☐ SC ☐ ST ☐ SEBC/OBC ☐ PwBD ☐ Ex-Serviceman

B. CONTACT DETAILS

14.	Permanent Address	At: _____ Post: _____ P.S.: _____ Dist.: _____ State: _____ PIN: _____
15.	Address for Correspondence	☐ Same as Permanent Address (if not, fill below) At: _____ Post: _____ P.S.: _____ Dist.: _____ State: _____ PIN: _____
16.	Mobile No.	_____
17.	E-mail ID (if any)	

C. EDUCATIONAL QUALIFICATION <i>H.S.C. / Matric</i>						
Sl. No.	Examination Passed	Board	Year of Passing	Full Marks	Marks Secured	% of Marks
1.	High School Certificate					

D. APPLICATION FEE		
18.	Demand Draft Details	D.D. No.: _____ Date: ____ / ____ / ____ Amount: ₹ _____ Drawn on (Bank): _____ Branch: _____ Payable at: Balasore

E. DETAILS OF ENCLOSURES <i>(self-attested photocopies; tick ✓ what is enclosed)</i>		
Sl.	Document	Enclosed
1.	Proof of Age (H.S.C. / Matric Certificate)	☐
2.	H.S.C. & Mark Sheets	☐
3.	Residence Certificate	☐
4.	Caste Certificate (SC / ST / SEBC / OBC), if applicable	☐
5.	Disability Certificate (PwBD), if applicable	☐
6.	Discharge Certificate (Ex-Serviceman), if applicable	☐
7.	Copy of Aadhaar Card	☐
8.	Original Demand Draft towards application fee	☐
9.	Two recent passport-size photographs (one affixed above)	☐
10.	Any other: _____	☐

Declaration

I, _____ (name of applicant), son / daughter / wife of _____, hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I fulfil the eligibility conditions prescribed in the advertisement. I understand that if any information furnished by me is found to be false or incorrect, or any material fact is found to have been suppressed, at any stage, my candidature is liable to be cancelled and, if appointed, my services are liable to be terminated without any notice.

Place: _____

Date: ____ / ____ / ____

Full Signature of the Applicant

FOR OFFICE USE ONLY	
Date of Receipt: ____ / ____ / ____	Application Sl. No.: _____
D.D. verified: ☐ Yes ☐ No	Eligible: ☐ Yes ☐ No
Remarks:	
Signature of Scrutinising Officer	