



**Detailed Advertisement**

**ADVERTISEMENT NO. 2/2012-13: LAST DATE FOR PAYMENT OF FEE – July 23, 2012**

**Last date for submission of ON-LINE applications is July 23, 2012.**

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE REMITTING THE FEE AND FILLING UP THE ONLINE APPLICATION**

IDBI Bank Ltd., a banking company under the Companies Act, 1956, having majority share holding by Government of India, is a leading provider of complete range of retail and corporate banking services to its clients. The Bank is aggressively expanding its operations.

Recruitments in IDBI Bank are strictly on all India basis by open competition and the Bank has not hired or authorised any agency or organisation or any individual to recommend or recruit any personnel on its behalf or collect any money or commission or charges for recruitment or training or coaching, etc.

The Bank invites applications from the eligible and suitable applicants for the following posts to be filled on contract basis at its different Branches and Offices.

Post	Essential Qualification	Age (years) as on Cut-off date (June 01, 2012) (upto and inclusive of May 31,2012)	Date of Written Test	Vacancies	Reserved for				
					SC	ST	OBC @	PWD#	
								VH (Low Vision)	OH
Executive (on Contract)	A Graduate from a recognized university	Maximum-25	September 02, 2012*	500**	75	37	135	7	8

\* Modification or change in the date of the written test, if any, would be intimated through an advertisement and on the website of the Bank

\*\* The number of posts mentioned above is provisional and may vary depending on future requirements. The Bank reserves the right to empanel the applicants and consider these empanelled applicants(s) for future requirements. Offers could be issued in phases, as per the Bank's requirement.

@ Reservation @4.50% for minorities within OBC Category is subject to court decision in this regard.

# In terms of the Government of India guidelines, these vacancies are not identified for persons in the Hearing Handicapped (HH) category and persons suffering from Blindness in VH category.

**Emoluments, Career prospects and Service Conditions**

(i) The appointment of Executive (on contract) will be on contractual basis. The contract would be initially for a period of 1 year and this may be reviewed for extension on year-to-year basis for a further period of 2 years, subject to satisfactory performance and availability of vacancies. **On successful completion of a period of 3 years of contractual service, such appointees may become eligible for appointment as Assistant Manager (Grade 'A') in the Bank through a selection process that would be conducted by the Bank.** The Executive (on contract) will be paid a lump sum/fixed remuneration as per the following chart:

Consolidated remuneration	₹12,000 per month in the first year, ₹13,500 per month in the second year and ₹15,000 per month in the third year of service.
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Note: These executives shall not be entitled to draw any allowances such as DA, HRA, etc.

(ii) During the contractual period, the applicants can be posted at any branch or offices of the Bank as per the discretion and requirements of the Bank. Applicants could also be posted at the Bank's discretion, to any offices of the Bank or the departments or offices or business units of the Bank's subsidiaries or associate institutions. The appointment being purely contractual in nature, the appointee shall not be entitled for any superannuation benefits whatsoever. It is clarified that the appointees shall not be entitled for any gratuity, provident fund or pension benefit. The contractual period of service would not be counted for any superannuation benefits, in case, the appointee is considered for appointment in the services of the Bank as a regular full time employee at a later stage.

### 1. **Eligibility criteria**

(i) Cut-off date: June 01, 2012 (upto and inclusive of May 31, 2012)

(ii) Applicants must be either (i) a citizen of India, or (ii) a subject of Nepal, or (iii) a subject of Bhutan, or (iv) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (v) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malwai, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a applicant belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by Government of India. The applicant, in whose case a certificate of eligibility is necessary, may be admitted to the selection process conducted by the Bank, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate have been issued to him/ her by the Government of India.

(iii) As on the cut-off date, the applicants should possess a degree from a recognised University.

(iv) Maximum age limit for General Category applicants applying for the post is 25 years as on cut-off date. The SC, the ST, OBC, PWD and Ex-Servicemen applicants will be extended age relaxation as mentioned below in point no. 3.

(v) Applicants are expected to have proficiency in Computers.

(vi) The Bank reserves the right to raise or modify the eligibility criteria pertaining to educational qualification (including percentage of marks secured at Graduation) and/or work experience. Depending upon the requirement, Bank reserves the right to cancel or restrict or curtail or enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason there for.

### 2. **Age relaxation**

The SC, the ST, OBC, PWD and Ex-Servicemen applicants would be eligible for age relaxation as per the Government of India guidelines, as under:

(i) By 3 years in upper age limit in the case of OBC applicants having certificate from the Competent authority with non-creamy layer clause.

(ii) By 5 years in upper age limit in the case of:

- SC and ST applicants,

- Ex-employees of banking institutions, whose services had to be terminated for reasons of economy or as a result of bank going into liquidation and personnel retrenched from Government Offices after at least one year's service and applying through Employment Exchanges,
  - Ex-servicemen (including Emergency Commissioned Officers or Short Service Commissioned Officers) provided applicants have rendered at least five years continuous Military Service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability or have been released on account of physical disability attributable to Military Service or on invalidment,
  - Emergency Commissioned Officers or Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment,
  - Applicants, who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989,
  - For the Children or family members of those, who have died in the 1984 riots.
- (iii) By 10 years in upper age limit for PWD (General category), 13 years for PWD (OBC category) and 15 years for PWD (SC or ST category) applicants.

**Note:**

Cumulative age relaxation will not be available either under the above items or in combination with other items. An ex-serviceman, who has once joined a government job on the civil side (as an civilian) after availing of the benefits given to him as an ex-serviceman for his re-employment, including a job in a Public Sector Bank ceases to enjoy ex-serviceman status for further employment.

**3. Non-refundable application fee and postal charges**

(a) Only ₹75/- (Rupees Seventy-five only) towards postal charges is payable by the applicants belonging to the SC or the ST or Persons with Disabilities (PWD) and Ex-Servicemen categories and ₹400/- (Rupees Four hundred only) towards application fee and postal charges by all other categories (i.e. General and OBC). Applicants are required to make payment of the fee in cash at any of the branches of IDBI Bank Ltd. (IDBI Bank) or State Bank of India (SBI). Proforma of the challans to be used for payment through IDBI or SBI are displayed on the IDBI Bank's website. Applicants may download the challans and approach the respective bank for making payments. **Please note that the challans would not be available in any of the branches of the banks and has to be necessarily downloaded from the Bank's website.**

(b) While the applicants paying the fee through IDBI Bank would be required to pay the stipulated fee of ₹75/- or ₹400/- as stated above, the applicants paying the fee through SBI would need to pay an additional amount of ₹50/- as service charge to SBI.

(c) On payment of the requisite fee, the concerned branch of **IDBI Bank or SBI** would generate a unique **14 or 10** digit code number respectively, which would be recorded on the counterfoil of the challan. Copy of the challan (applicant's copy and Bank's copy) duly stamped would be returned to the applicants as proof of receipt of the fee.

(d) The applicants after making payment of fee as indicated above would thereafter apply online as indicated in Point No. 5 of this advertisement. The applicants would be required to enter the **14 or 10** digit unique number respectively in the online application to enable them to submit their application.

(e) The payment of fee would be accepted only during the banking hours at the respective bank's branches from July 10, 2012 to July 23, 2012.

(f) The dates for payment of fee would be the same even for applicants applying from far-flung areas. No other mode of payment of application fee would be acceptable. Fee once paid will not be refunded or adjusted.

(g) Even if the Bank extends the cut-off date of submission of online application due to technical reasons, the valid dates, during which, the fee and postal charges payable would not undergo any change and would remain the same as mentioned above.

(h) Applicants are advised to go through the advertisement thoroughly and ensure that they fulfil all the eligibility criteria before making payment of fee and postal charges as fee once paid will not be refunded or adjusted under any circumstances.

#### **4. How to apply**

- i. Applicants are required to apply Online through IDBI Bank's web-site at [www.idbi.com](http://www.idbi.com)
- ii. Applicants are required to have a valid personal email ID. It should be kept active during the currency of this recruitment. Under no circumstances, he/she should share/ mention email ID to/ or of any other person.
- iii. In case, an applicant does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.
- iv. Applicants are first required to go to the web-site [www.idbi.com](http://www.idbi.com) and open the link 'Recruitment'. Thereafter, open the Recruitment Notification titled as '**RECRUITMENT OF EXECUTIVE (on contract) - 2012**'
- v. Take a print of the entire Recruitment Notification, including the 'FEES PAYMENT CHALLAN'.
- vi. Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS. Go to the nearest Branch of **IDBI Bank or State Bank of India** with the Fee Payment Challan duly filled in and pay the appropriate Application Fee.
- vii. Obtain the counterfoil (Applicant's Copy & Bank's Copy) of the Fee Payment Challan duly received by the Bank with (a) Branch Name & Code Number (b) Transaction ID/Journal No (c) Date of Deposit & Amount filled by the Branch Official.

Before applying online an applicant will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given at Annexure I of this advertisement.

viii. Applicants are now ready to apply Online by re-visiting the Recruitment Page of the IDBI Bank's website and going to the sublink "Online APPLICATION FOR RECRUITMENT OF EXECUTIVE (on contract) - 2012". Click on this sublink will open up the appropriate Online Application Format.

ix. Carefully fill in the complete details in online application form indicating the necessary details from the Fee Payment Challan, scan and upload your recent photograph and signatures at the appropriate places as per instructions contained in enclosed Annexure-I, and submit the same Online.

- x. Original counterfoil of the fee payment challan (Bank's Copy) will have to be submitted with the Call Letter at the time of written test by the applicants. Without counterfoil of the fee payment challan, the applicants will not be allowed to appear in the written test. Applicants are, therefore, advised to keep 3 photocopies of the fee payment challan for future use.
- xii. The name of the applicant or his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change / alteration found may disqualify the candidature.
- xiii. Applicants will be required to download the call letter from IDBI Bank's website i.e. "www.idbi.com". Applicants will be intimated about the same by e-mail & SMS.

**IMPORTANT DATES:-**

Sl. No.	Activity	Date
1.	Cut-off date for eligibility criteria (Age and Educational Qualification)	June 01, 2012 (upto and inclusive of May 31,2012)
2.	Opening and closing of payment Gateway	10th July to 23 <sup>rd</sup> July, 2012
3.	Opening and closing of gateway for submission of on-line application	10th July to 23 <sup>rd</sup> July, 2012
4.	Date of Pre-Examination training for the SC and the ST applicants at all centers	27 <sup>st</sup> August to 1 <sup>st</sup> September 2012
5.	Date of Written Test at all centers	2 <sup>nd</sup> September, 2012

**Applicants applying for the post, after submission of the online application form shall take a print of system-generated hard copy of the application form and preserve the same for submission at the time of personal interview, along with the counterfoil of the challan for payment of fee and the documents required in support of the eligibility criteria as detailed below:**

(a) **Age:** 10<sup>th</sup> or 12<sup>th</sup> standard mark sheet or school leaving certificate or birth certificate. The certificate or documentary evidence issued by the competent authority for age relaxation under any other clause

**(b) Educational Qualifications:**

- Graduation
  - ❖ All semester wise or year wise individual mark sheets.
  - ❖ All mark sheets pertaining to improvement in the marks [i.e. if the applicants has made more than one attempt to obtain pass or improve marks of any subject in any of the semester(s) or year(s)]
  - ❖ Degree or provisional pass certificate.
- High School (Class 10<sup>th</sup>) and Intermediate (Class 12<sup>th</sup>)
  - ❖ Mark sheets and passing certificates

(c) **Work Experience:** If declared in the application form, all the documents such as experience Certificate from the past and current employers or Offer Letters, Relieving Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s). The experience certificate or testimonials produced by the applicants should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any.

- (d) **Caste Certificate:** If declared, Copy of Caste or Tribe or Class Certificate for SC, ST and OBC category applicants.
- (e) **PWD Certificate:** If declared, Medical Certificate issued by the Competent Authority in case of PWD applicants.
- (f) Photo identity certificate (PAN card or Driving Licence or passport or voters ID card)
- (g) Print out of the online call letter for the written test with a recent passport size colour photograph (without dark glasses) firmly pasted at the prescribed place duly signed across by the applicant.

**Inability to produce any of the above mentioned documents (both original and attested copy) at the time of interview will render the applicants ineligible for the selection. The applicants who could not produce the above documents (both in original and attested copy) indicated under 4 (v) (a) to (g), would not be allowed to appear for interview.**

## **5. Selection process**

- i. The selection process for the post of **Executive (on contract)** will comprise of a Written Test followed by personal interview of the applicants, who have qualified in the written test. **The Written Test would comprise of Objective Type Questions having three components (a) Test of Reasoning, (b) Test of Working English Language and (c) Test of Quantitative Aptitude.** Questions papers for the written test, except the paper on 'Test of English Language', will be set in Hindi and in English.
- ii. The applicants will be called for the written test based on the information provided in the online application form by them, subject to scrutiny at a later date.
- iii. The applicants, who are successful in the written test, would be called for a personal interview. The number of applicants called for interview will also be at the discretion of the Bank. Applicants have the option to answer the questions during interview in Hindi or English at their option. Applicants qualifying both in the written test and personal interview shall be considered for final shortlisting.
- iv. All applicants shortlisted in the interview would be referred for pre-recruitment medical examination on same day or next day. Reference for medical examination does not imply final selection, which may please be noted. The final selection or offer of employment would be made based on applicant's marks in the interview, written test, being found medically fit and subject to fulfillment of all other eligibility criteria with regard to age and qualification as stipulated in the advertisement.
- v. **The written test for the post of Executive (on contract) would be held at the following centers i.e. Ahmedabad, Bhopal, Bengaluru, Bhubaneswar, Chennai, Chandigarh, Guwahati, Hyderabad, Jaipur, Kolkata, Kanpur, Kochi, Mumbai, New Delhi and Patna.** Applicants may select any one center from the above-mentioned centers and indicate the same in his or her application. Request for change of Center will not be entertained. The Bank, however, reserves the right to add or change or cancel any of the Centers for written test depending on the response or number of applications for a particular center. Applicants admitted to the written test will be intimated the time and full address of the venue of the written test through ON-LINE Call Letters **required to be downloaded from Bank's website [www.idbi.com](http://www.idbi.com).** Applicants will not be admitted to the written test without the Call Letter. **In**

**view of written test Call letter making available online, no duplicate Call Letter would be issued to any applicant/s.**

- vi. **The applicants must bring the Photo Identity at the time of the interview such as the PAN Card or Driving License (with the photograph)/ Passport/ Voter ID/UID Card.**
- vii. The written test for the post of Executive (on contract) would be held on 2<sup>nd</sup> September 2012. Modification or change in the date of the written test, if any, would be intimated through an advertisement and on the website of the Bank.
- viii. **The applicants are advised to visit the Bank's website in the second or third week of August 2012 to download their call letters from the Bank's website by entering their registration number and password.** The call letters for the interview for those applicants who qualify in the written test would also be issued online call letters only and applicants would have to visit the bank's website to download the online call letter for personal interview also by entering their registration number and password. Bank reserves the right to decide the schedule & center of personal interview as per its convenience.
- ix. The details regarding the time, date and address of the venue of the written test and Interview for the short listed eligible applicants would be put on the Bank's website. No separate communication i.e. either by post or otherwise would be issued to the applicants. Other instructions, if any, in this regard would also be displayed on the website. Applicants are, therefore, advised to visit the Bank's website at regular intervals.
- x. Applicants should carry the print of online Call Letter, application form, counterfoil of challan for payment of fees (applicant's copy) and all supporting documents (proof in respect of age, education, experience and caste) in original along with a copy of same at the time of interview. Please note that actual scrutiny of the facts declared by the applicants in the application form will be done only on the day of the interview. Applicants not qualifying the eligibility criteria, or failing to produce any required document on the day of the interview would not be allowed to attend the interview and his or her candidature would stand cancelled. Applicants found prima-facie eligible only would be allowed to attend the personal interview.

#### **6. Pre Examination Training (PET) for SC and ST applicants**

(i) In compliance with Government Guidelines, Bank would arrange free non-residential PET for interested eligible SC and ST applicants for 6 consecutive days from August 27, 2012 to 1<sup>st</sup> September 2012 prior to the written test. **The PET will be organized at Ahmedabad, Bhopal, Bengaluru, Bhubaneswar, Chennai, Chandigarh, Guwahati, Hyderabad, Jaipur, Kolkata, Kanpur, Kochi, Mumbai, New Delhi and Patna.** The Bank has discretion to add or delete the centers in respect of PET. Applicants who desire to avail of such training may indicate the same at the appropriate place in the application format. The applicants will have to make their own arrangements for travel and stay and meet all expenses. The PET will not confer on the applicants any right of recruitment in the Bank.

(ii) Details regarding the time, date and address of the venue of the PET for the interested eligible applicants would be put on the Bank's website. Provision will be made to issue Call Letter online for the PET. Applicants would have to visit the bank's website to download the online call letter by entering their registration number and password. Other instructions, if any, in this regard would also be displayed on the website. Applicants are, therefore, advised to visit the Bank's website at regular intervals for updates from **second or third week of August 2012**

(iii) **Applicants will not be called for the PET if they do not opt for the same in the application form.**

**7. Reservation**

- i. Reservations for the SC, the ST and OBC applicants would be extended as per rules or guidelines of the Government of India. Applicable reservation percentage is 15% for SC category, 7.5% for ST category and 27% for OBC category.
- ii. Reservation for Physically Handicapped (PH) applicants or Person with Disabilities (PWD) @ 3% of the identified posts would also be extended. Relaxation would be granted to persons with low vision in the VH category only. Relaxations would be granted to OH category as per the extant guidelines of Government of India. ***In terms of the Government of India guidelines, these vacancies are not identified for persons in the Hearing Handicapped (HH) category and persons suffering from Blindness in VH category.*** The minimum disability in case of PWD a applicants is moderate i.e. 40%. The maximum disability would be as per extant guidelines of Government of India. The PWD applicants should possess a latest certificate to the effect with sub-category of disability [**visually handicapped (low vision) and orthopaedically handicapped (OH) only**] issued by the Board or countersigned by the Medical Superintendent or Chief Medical Officer or Head of Hospital of Government. Reservations for PWD (horizontal reservations) will be adjusted against the number of incumbent in the relevant reservation roster.

**iii. Definitions of Categories of disabilities:**

a. An Orthopaedically handicapped person is one who is suffering from Locomotor Disability or Cerebral palsy.

-**Locomotor disability:** "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

-**Cerebral Palsy:** "Cerebral Palsy" means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal, peri-natal or infant period of development.

-All the cases of orthopaedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy."

b. A visually handicapped (low vision) is a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

- iv. The visually impaired applicants and the applicants whose writing speed is affected by cerebral palsy can use scribe at their own cost during the written examination. In all such cases where scribe is used, the following rules will apply:

The applicant will have to arrange his/her own scribe at:

- a. His/her own cost.
- b. The academic qualifications of the scribe should be one grade lower than the stipulated eligibility criteria of the candidate.
- c. The scribe can be from any academic discipline. The scribe should possess lesser marks than the applicant.
- d. Both the applicant as well as the scribe will have to give the suitable undertaking, confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case, it later transpires that he/she does not fulfill any of the laid down eligibility criteria or suppresses material facts; the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.



- e. Such applicants who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

***Please note the applicants not opting for scribe in the application form will not be allowed to use the facility of scribe.***

**8. General Instructions**

(Please read carefully before filling up the online application form)

- i. Cut-off date : June 01, 2012 (upto and inclusive of May 31,2012)
- ii. Before submitting the online application form, the applicants must ensure that they fulfill all the eligibility criteria with respect to age, educational qualifications, etc. as stated in point No. 2 & 4 (a) & (b) of this advertisement. If the applicants are not eligible, their candidature will be cancelled at any stage of the recruitment. If the applicant qualifies in the selection process and subsequently it is found that he or she does not fulfil the eligibility criteria, his or her candidature will be cancelled and if appointed, services would be terminated without any notice or compensation.
- iii. Applications should be submitted only through the on-line mode through the Bank's website, after carefully going through all the instructions contained in General Instructions given in the advertisement and in the Online Application Form. No other means or mode of application form would be accepted.
- iv. On submission of the online application, the applicants would receive a registration number and password, which he or she needs to retain for use in future.
- v. Application should be filled only in English. However, option for use of Hindi will be available at the time of the Selection Process.
- vi. Request for change of center for written examination or interviews will not be considered. However, the Bank reserves the right to cancel or add any center depending upon the response in that center.
- vii. All educational qualifications which the applicant intends to indicate in the application form should have been obtained before the cut-off date, from recognized Universities or Institutions in India.
- viii. The Bank reserves the right to modify or amend or reverse or cancel any or all of the provisions of the recruitment process including eligibility criteria.
- ix. The Bank may at its discretion, hold re-written test and/or re-interview, wherever necessary in respect of a center or venue or specific applicants(s) and/or all centers or all applicants.
- x. Applicants would not be allowed for written test and personal interview without the online call letter. No duplicate call letter would be issued to the applicants.
- xi. All applicants belonging to the ST, the SC, OBC, Ex-Serviceman and PWD category should produce at the time of interview, attested copy of the relevant certificate in the prescribed form from the Competent Authority empowered to issue such certificate. The name of the caste should be listed in central list of SC/ST/OBC and the caste certificates should be in central government format. OBC certificate should be of a recent date with suitable mention about creamy layer. (Applicants with "Non-Creamy Layer Clause" certificate would be eligible for reservation as per Government of India guidelines). The PWD applicants shall possess a certificate of disability issued by the competent authority as per the Government of India guidelines.

- xii. The applicant's appointment will remain provisional subject to caste or tribe certificates being verified through proper channel and verification of other testimonials. The applicant's services will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his or her claim for belonging to SC, ST, OBC, PWD and Ex-Serviceman category and other testimonials is false. The Bank also reserves its right to take such further action against the applicants, as it may deem proper, for production of such false caste certificate/ testimonials.
- xiii. SC and ST applicants eligible for the selection process will be reimbursed, on production of tickets, the to and fro actual single return Second Class railway fare by the shortest route from the place of their residence to the place of interview. **This concession will not be admissible to SC and ST applicants who are already in service in Central or State Government or Corporations or Public Undertakings or Local Government or Institutes and Panchayats.**
- xiv. Applicants already in service of Government or Quasi Government Organizations and Public Sector Banks or Undertakings will have to produce a 'No Objection Certificate' from their employer, at the time of interview. Before appointment in the Bank, a proper discharge certificate or Release Order from the employer will have to be produced. If the Application is required to be routed through the employer and in the process it reaches after the due date, it will not be considered even though submitted to the employer before the due date.
- xv. The Bank shall not furnish the mark-sheet of selection process to applicants.
- xvi. The Bank shall not entertain requests from applicants seeking advice about their eligibility to apply nor from any eligible and not selected applicants.
- xvii. **Canvassing in any form will be a disqualification.**
- xviii. In all matters regarding eligibility, the selection process, the stages at which scrutiny of the documents regarding eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies and communication of result, etc., the Bank's decision shall be final and binding on the applicants and no correspondence shall be entertained in this regard.
- xix. Appointment of the applicants in the Bank will also be subject to Medical fitness and satisfactory Reference check.
- xx. Applications with suppression or concealment of any information and containing incorrect or misleading information will lead to the applicants being disqualified, as and when detected, irrespective of the stage of selection process and will also lead to dismissal from employment on its detection anytime after appointment.
- xxi. The appointment of the applicants is liable to be terminated forthwith without any notice or compensation in lieu of notice, if any declaration or statement or information furnished by them is found to be false or untrue or if any material information is found to be suppressed, or concealed by them.
- xxii. Applicants are advised not to change their signature at any point of time during and after the recruitment process.
- xxiii. Any resultant dispute arising out of this advertisement and the selection process shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

## **Annexure - I**

### **GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

#### **(i) PHOTOGRAPH IMAGE :**

- Photograph must be a recent passport style colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

#### **(ii) SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB

#### **(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Applicants using MS Windows/MOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

**(iv) If the file size and format are not as prescribed, an error message will be displayed.**

**(v)** While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/ Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

**(vi) Procedure for Uploading the Photograph and Signature**

- (i) There will be two separate links for uploading Photograph and Signature
- (ii) Click on the respective link "Upload Photograph / Signature"
- (i) Browse & Select the location where the Scanned Photo / Signature file has been saved.
- (iv) Select the file by clicking on it
- (v) Click the 'Upload' button

**(vii) Your Online Application will not be registered unless you upload your photo and signature as specified.**

**Note:**

(a) In case the face in the photograph or signature is unclear the candidate's application may be rejected.

(b) Applicants are advised to take a printout of their system generated online application forms after registering.

(c) In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.

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