

RECRUITMENT OF PROBATIONARY LEGAL OFFICERS (SCALE I)

The South Indian Bank Ltd. invites applications from Indian nationals for filling up vacancies of Pro.Legal Officers (Scale I)

➤ **PLEASE READ THIS NOTIFICATION CAREFULLY BEFORE APPLYING.**

Candidates are requested to apply **ON-LINE** through Bank's website www.southindianbank.com . No other means/modes of applications will be accepted. Before the registration, candidates are requested to ensure that there is a valid email id in his/her name. All future communications in this regard will be through the registered email id.

System generated print-out of the applications submitted online should be duly signed and sent by ordinary post along with photo affixed thereon and other relevant documents (mentioned below) to the address given below in this notification.

Candidates are advised to use Internet Explorer 6.0 or higher version for the registration of applications.

a) IMPORTANT DATES:

Online registration – opening from	23/01/2013
Online registration – closure on	09/02/2013
Last date for receipt of application(system generated) with photo and other documents	16/02/2013

b) NO. OF VACANCIES : 7

c) ELIGIBILITY:

Minimum Educational Qualification	LL.B (from recognized university under 5 / 3 regular course) with at least 55% marks (Aggregate).
Age	Not more than 28 years and not less than 20 years as on 31.12.2012.Upper age limit will be relaxed by five years in the case of SC/ST candidates
Work Experience	Desirable. Candidates with experience at Bar or other Banks/FIs as Legal Officers will be given preference.

d) PROBATION PERIOD :

The period of probation is for 2 years. Confirmation shall be subject to satisfactory performance.

e) SALARY:

IBA approved pay scale for Scale I officers. Rs.14,500 – 600/7 – 18700 – 700/2 – 20100 – 800/7 - 25,700. plus DA, HRA & other allowances. Eligible for performance linked incentive applicable to Scale I officers as per the scheme in vogue.

f) MODE OF SELECTION:

1. Initial short listing of applications will be done by the Bank and shortlisted candidates will be informed through registered E mail Id.
ONLY SHORTLISTED CANDIDATES NEED TO PAY APPLICATION FEES WHILE APPEARING FOR WRITTEN TEST/GD.
2. Written Test/ Group Discussion
3. Personal interview.

g) APPLICATION FEES:

A fees of Rs.500/- for general category or Rs. 250/- for SC/ST candidates is to be paid by means of demand draft (crossed A/C payee.) favouring The South Indian Bank Ltd. Payable at Thrissur (Kerala) by the short listed candidates while appearing for the written test/GD.

h) GENERAL CONDITIONS:

1. System generated print out of the applications submitted online (Passport-size photograph pasted thereon) should be accompanied by self-attested copies of following documents to prove the age, qualifications and experience :
 - *SSLC/10th certificate.*
 - *Plus 2 / Pre Degree / 12th certificate.*
 - *Degree (LL.B) mark lists and certificate.*
 - *PG/ other qualifications mark lists and certificates, if any.*
 - *Copy of enrollment certificate if any.*
 - *If the candidate is having work experience, Annexure 1 (format given below) is to be filled in along with supporting documents to prove relevant experience.*
 - A write up in 300 words “Why I consider myself suitable for appointment in South Indian Bank Ltd.”, in **candidate’s own handwriting**, should be submitted along with the application.

APPLICATIONS NOT ACCOMPANIED BY SELF ATTESTED COPIES OF THE DOCUMENTS TO PROVE QUALIFICATION, AGE & EXPERIENCE (IF APPLICABLE) WOULD BE REJECTED.

2. Upper age limit will be relaxed by five years, only in the case of SC/ST candidates. Candidates belonging to SC/ST should submit attested copies of certificates from a competent authority to prove their status in this regard.
3. Candidates are advised to retain two copies of the same photograph which was used in the application, for use at the time of written test/interview.
4. Candidates will have to appear for written test/GD/interview at their own cost.
5. Mere eligibility will not vest any right on the candidate for being called for written test /GD/interview. In matters regarding eligibility and selection, Bank’s decision will be final and **no correspondence will be entertained.**
6. Canvassing in any form will be a disqualification.
7. Candidates willing to serve anywhere in India only need to apply.

8. Application not fulfilling any **of the above** will be rejected. If the information furnished by the candidate is found to be false at later date, the selection / appointment shall be liable for termination.

i) STEPS FOR ON-LINE REGISTRATION AND APPLYING:

- 1) Ensure that the applicant fulfills all the eligibility criteria.
- 2) Apply online through Bank's website www.southindianbank.com after going through the instructions.
 - **The applicants are requested to ensure that the information filled in each page of the Online-Application Form is correct before submitting and moving on to the next page.**
 - **Candidates making multiple registrations will be disqualified.**
- 3) Please note, the system generated User Id (Application Ref. Id) and enter your password to login and print the application form. **PLEASE NOTE THE USER ID (APPLICATION REF. ID) AND PASSWORD CAREFULLY FOR REPRINTING THE APPLICATION.** Keep a copy of the application form for future reference. An e-mail containing the details of registration will be sent to the e-mail Id given by the candidate.
- 4) On the application print out, paste a photo-graph, duly sign it and send it to the address given below along with relevant documents (As mentioned above in the notification).
- 5) Please submit the application in an envelope super scribed as **“Application for the post of Pro.Legal Officer (Scale 1) – Application ref ID -(please fill in).....”** and send to **“Deputy General Manager (Personnel Dept.), The South Indian Bank Ltd., Head Office, SIB House, Mission Quarters, Thrissur-680 001, Kerala”** along with self attested copies of mark lists and certificates to prove experience, qualification and age.

DO's and DONT's

- √ Write the Application ref. ID on the envelope containing the application print out
- √ Keep a copy of the application print –out for future reference.
- √ Staple the application print out along with the relevant self attested copies of certificates and mark lists to prove age, qualifications & experience. If the consolidated marks of all semesters/years are available in the final mark list, attach only the copy of final mark list.

NOTE:

THE ACCESS TO THE BANK'S WEBSITE COULD BE DELAYED TOWARDS THE CLOSING DATE FOR SUBMITTING THE ONLINE REGISTRATION DUE TO HEAVY INTERNET TRAFFIC. HENCE THE CANDIDATES ARE ADVISED TO AVOID LAST MINUTE RUSH AND MAKE USE OF THE TIME SPAN AVAILABLE FOR SUBMITTING THE APPLICATIONS ONLINE. THE BANK DOES NOT ASSUME ANY RESPONSIBILITY FOR THE CANDIDATE NOT BEING ABLE TO SUBMIT HIS/HER APPLICATION DUE TO NON-AVAILABILITY OF INTERNET OR ANY OTHER REASON BEYOND THE CONTROL OF THE BANK.

For queries please contact:

Our Toll Free Customer Care Number **1800 843 1800** (Toll Free India) or Our HRD Cell : 0487-2420020

(Annexure I)
THE SOUTH INDIAN BANK LTD.

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Details of Work Experience- To be filled in by the candidate

Name & Address of Senior Advocate/Employer		
Designation (If employed)		
Period	From	
	To	
Duration	Years	
	Months	
Name & Ph./Mob No. of the contact person		
Job Profile/ Nature of Work (100 words)		

I hereby declare that all statements made above are true, complete and correct to the best of my knowledge and belief. I understand that in event of any information being found false or incorrect even at a future date, my candidature /appointment is liable to be cancelled/ terminated.

Place:

Date:

Signature of the candidate