



State Bank of India

CENTRAL RECRUITMENT & PROMOTION DEPARTMENT

ADVERTISEMENT NO. CRPD/ABCL/2012-13/01

RECRUITMENT TO CLERICAL CADRE IN ASSOCIATE BANKS OF STATE BANK OF INDIA

On-line Registration of Applications From : 30.07.2012
 Last Date for Registration of Online Applications : 13.08.2012
 Payment of Fees - Offline : 01.08.2012 to 17.08.2012
 Payment of Fees - Online : 30.07.2012 to 13.08.2012
 Dates of Written Examination : 07.10.2012 and 14.10.2012

Bank may conduct written test on more than two dates, if need be.

Applications are invited from eligible Indian Citizens for appointment in Clerical Cadre in Associate Banks of State Bank of India.

Candidates can apply for vacancies in one Bank/State only and will have to appear for written test from a centre of that particular state. For example, candidate applying to SBH in Andhra Pradesh state can appear from Andhra Pradesh only.

BANKWISE & CATEGORYWISE VACANCIES (PROVISIONAL)

SR. NO.	NAME OF ASSOCIATE BANK	CATEGORIES					HORIZONTAL RESERVATION				
		SC	ST	OBC	GEN	TOTAL	PWD			XS	
							HI	VI	OH	DXS	EXS
1	SBBJ	238	182	280	700	1400	34	18	14	63	140
2	SBH	288	158	510	924	1880	18	18	18	81	180
3	SBM	125	52	216	407	800	7	9	8	35	81
4	SBP	295	11	260	594	1160	21	14	12	52	116
5	SBT	295	63	660	1482	2500	25	25	25	109	253
TOTAL		1241	466	1926	4107	7740	105	84	77	340	770

STATE-WISE VACANCIES IN STATE BANK OF BIKANER & JAIPUR (PROVISIONAL)

States/UTs	SC	ST	OBC	Gen	Total	HI	VI	OH	Total PWD	DXS	EXS	Total XS
Rajasthan	238	182	280	700	1400	34	18	14	66	63	140	203
TOTAL	238	182	280	700	1400	34	18	14	66	63	140	203

STATE-WISE VACANCIES IN STATE BANK OF HYDERABAD (PROVISIONAL)

States/UTs	SC	ST	OBC	Gen	Total	HI	VI	OH	Total PWD	DXS	EXS	Total XS
Andhra Pradesh	161	71	281	489	1002	10	10	10	30	44	98	142
Gujarat	0	0	2	4	6	0	0	0	0	0	1	1
H.P.	1	0	0	1	2	0	0	0	0	0	0	0
J & K	0	0	1	1	2	0	0	0	0	0	0	0
Karnataka	76	49	103	187	415	4	4	4	12	17	37	54
Kerala	0	0	2	2	4	0	0	0	0	0	0	0
M.P.	1	0	1	0	2	0	0	0	0	0	0	0
Maharashtra	39	38	106	212	395	4	4	4	12	18	39	57
Rajasthan	0	0	0	2	2	0	0	0	0	0	0	0
Tamil Nadu	10	0	14	26	50	0	0	0	0	2	5	7
TOTAL	288	158	510	924	1880	18	18	18	54	81	180	261

STATE-WISE VACANCIES IN STATE BANK OF MYSORE (PROVISIONAL)

States/UTs	SC	ST	OBC	Gen	Total	HI	VI	OH	Total PWD	DXS	EXS	Total XS
Karnataka	104	45	175	325	649	6	7	7	20	29	65	94
Kerala	1	0	2	4	7	0	0	0	0	0	1	1
Maharashtra	5	6	18	37	66	0	1	1	2	3	7	10
Tamilnadu	15	1	21	41	78	1	1	0	2	3	8	11
TOTAL	125	52	216	407	800	7	9	8	24	35	81	116

*Reservation for PWD/XS/DXS is horizontal reservation and included in the vacancies of various categories. PWD candidates applying for Banks in states where vacancies are not reserved for them will be eligible for upper age relaxation as available to PWD candidates. Similarly XS candidates applying for Banks in states where vacancies are not reserved for them will be eligible for age relaxation applicable to their parent category (SC/ST/OBC) only.

Abbreviations stand for: Gen - General Category; SC - Scheduled Caste, ST - Scheduled Tribe; OBC - Other Backward Classes; PWD - Person with Disability; VI - Visually Impaired; HI - Hearing Impaired; OH - Orthopaedically Handicapped; EXS - Ex-Serviceman; DXS - Disabled - Ex-Serviceman.

The reservation under various categories will be as per prevailing Government Guidelines at the time of finalisation of result.

The above vacancies are provisional and may vary according to the actual requirement of the Bank(s) at the material time. Merit list will be drawn up Bank-wise, State-wise and Category-wise. The vacancies of reserved category candidates are inclusive of backlog/unfilled vacancies, if any.

The salient features are given below:

- Scale of Pay:** Rs. 7200-400/3-8400-500/3-9900-600/4-12300-700/7-17200-1300/1-18500-800/1-19300
- Emoluments:** Selected candidates will be paid emoluments as applicable to Award Staff under various Rules/Awards/Settlement in force in the employer Bank from time to time. At present, the total starting emoluments of a Clerical Cadre employee payable are around Rs. 14200/- per month for Graduates inclusive of D.A. and other allowances at the current rate in a metro city.
- Educational Qualification (as on 01.08.2012)**
 - Minimum 12th Standard (10 + 2) pass or equivalent qualification with a minimum of aggregate 60% marks (55% for SC/ ST/ PWD/ XS).

OR

- A degree (Graduation level) from a recognised university.

Note:

- Candidates who have not passed 12th standard Examination but have passed Diploma course after 10th standard are eligible for the captioned recruitment provided:
 - Diploma course passed after 10th standard must be a full time course (Diploma course through correspondence are not eligible) with a minimum of two years duration.
 - The Diploma course passed after 10th standard should be recognized / approved by the State Board of Technical Education of concerned State.
- The percentage of marks in 12th/ Diploma Course shall be arrived at by dividing the marks obtained by the candidate in all subjects by aggregate maximum marks of all subjects irrespective of optional/additional optional subjects studied. Grace marks, if any, awarded by the Board/University will be excluded for the purpose of calculation of percentage. The date of passing the eligibility examination will be the date appearing on the marksheet/provisional certificate or the date on which the result was posted on the website of the university / institution.
- Matriculate Ex-serviceman, who have obtained the Indian Army Special Certificate of Education or corresponding certificate in the Navy or Air Force, after having completed not less than 15 years of service in Armed Forces as on 01.08.2012 of the

Union are also eligible for the post. Such certificates should be dated on or before 31.12.2012

- Candidate should be able to write and speak English fluently.
- Knowledge of local language will be an added qualification.

(Some questions may be put in the local language at the time of interview, to ascertain the level of familiarity of the candidates with the local language.)

4. Age: (As on 01.08.2012)

- Minimum Age : 18 years ; Maximum Age: 28 years (as on 01.08.2012). Candidates born not earlier than 02.08.1984 and not later than 01.08.1994, both days inclusive are only eligible to apply.
- The upper age limit will be relaxed as under :

Sr. No.	Category	Age Relaxation
1.	SC / ST	5 years
2.	Other Backward Classes (OBC)	3 years
3.	PWD (Gen)	10 years
4.	PWD (SC / ST)	15 years
5.	PWD (OBC)	13 years
6.	Persons domiciled in Kashmir Division of Jammu & Kashmir State during the period from 01.01.1980 to 31.12.1989	Gen: 5 years. OBC: 8 years SC/ST: 10 years
7.	Ex-Serviceman/Disabled Ex-Serviceman	Actual period of service rendered in defence services + 3 years, (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to max. age of 50 years
8.	Widows, Divorced women and women judicially separated from their husbands & who are not remarried	9 years (subject to maximum age limit of 35 years for General and 38 years for OBC & 40 years for SC/ST candidates)

iii. Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of interview.

iv. Cumulative age relaxation will not be available either under above items or in combination with any other item.

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5. Definition:

Ex-Serviceman : Only those candidates shall be treated as Ex-Serviceman who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt(SCT) dated 27th October, 1986 as amended from time to time.

Disabled Ex-Serviceman: Ex-Serviceman who while serving in Armed Forces of the Union disabled in operation against the enemy or in disturbed areas shall be treated as Disabled Ex-Serviceman.

Dependents of Serviceman killed in Action : Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service (a) war (b) warlike operations or border skirmishes either with Pakistan on cease fire line or any other country (c) Fighting against armed hostiles in a counter insurgency environment viz. Nagaland, Mizoram, etc. (d) Serving with peace-keeping mission abroad (e) Laying or clearance of mines including enemy mines as also mine sweeping operation between one month before and three months after conclusion of an operation (f) Frost-bite during actual operations or during the period specified by the Government (g) Dealing with agitating Para-Military forces personnel (h) IPKF personnel killed during the operations in Sri Lanka.

Note: 1) (i) Candidates, who are released / retired from Armed Forces, are required to submit a certificate as per Proforma 'A' attached to this advertisement, (ii) The candidates, who are still serving in Armed Forces and desirous of applying under Ex-Serviceman category will be required to submit a certificate (Proforma 'B') from the competent authority showing his/her date of completion of the specific period of engagement (SPE) along with declaration (Proforma 'C'). Such candidates whose SPE is completed on or before 31.08.2013 only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration at the time of joining the Bank that he/she is entitled to the benefits admissible to Ex-Serviceman in terms of Govt. of India rules, (iii) Those candidates, **who have already completed their initial period of engagement and are on extended assignment**, are required to submit certificate as per Proforma 'D'. If selected, such candidates mentioned in (ii) and (iii) above, should get released and join the Bank on or before 31.10.2013. These certificates are required to be submitted at the time of interview invariably.

2) Ex-Serviceman candidates who have already secured employment under the Government/Bank in Group C & D will be permitted the benefit of age relaxation as prescribed for Ex-Serviceman for securing another employment in a higher grade or cadre in Group 'C'/D' under the Government/Bank. However, such candidates will not be eligible for the benefits of reservation for Ex-Serviceman in Government/Bank jobs.

3) The Territorial Army Personnel will be treated as Ex-Serviceman w.e.f. 15.11.1986.

4) An Ex-Serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-Serviceman status for the purpose of re-employment in Government ceases.

5) Dependents of Servicemen killed in action are eligible for reservation. 4.5% of the total vacancies are reserved for Disabled Ex-Serviceman and dependents of Servicemen killed in action, clubbed together. First priority in the matter of appointment will be given to the Disabled Ex-Serviceman and second priority will be given to two dependents of Defence personnel killed in action or severely disabled (with over 50% disability attributable to defence services). For the purpose of this concession, the member of the family would include his widow, son, daughter or his near relations who agree to support his family. The relaxation in upper age and educational qualifications available to Ex-Serviceman/Disabled Ex-Serviceman will not be available to Dependents of Servicemen killed in action.

6. Reservation for Persons with Disability (PWD):

Vacancies are reserved for Disabled (Physically Challenged) Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) as per government guidelines. Candidates with following disabilities are eligible to apply as per the definitions given in the above act:

a) Blindness b) Low Vision c) Hearing Impairment d) Locomotor Disability or Cerebral Palsy

Only such persons would be eligible for reservation in services/ posts who suffer from not less than 40% of relevant disability. A person who wants to avail the benefit of reservation will have to submit a Disability Certificate issued by Medical Board duly constituted by Central or State Government. **The certificate should be dated on or before last date of registration of application i.e. 13.08.2012.**

Candidates falling in the following categories of the disabled may apply:

OA - One arm affected (Right or Left) – (a) impaired reach; (b) weakness of grip; (c) ataxia
BL – Both legs affected but not arms, **OL** – One leg affected (Right or Left), **PD** – Partially deaf, **D** – Deaf, **B** – Blind, **LV** – Low Vision

7. The blind candidates/low vision candidates and candidates who are locomotor impaired in both hands and both arms and candidates whose writing speed is affected by cerebral palsy can use own scribe at their cost during the written examination. In all such cases where a scribe is used, the following rules will apply:

i) The candidate will have to arrange his/her own scribe at his/her own cost.
ii) The academic qualification of the scribe should be one grade lower than the minimum stipulated eligibility criteria for the candidate. (11th Standard or below).
iii) The scribe can be from any academic discipline.

iv) Both the candidate as well as the scribe will have to give a suitable undertaking in the prescribed format with passport size photograph of scribe, and confirm that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that he/she did not fulfil any of the laid-down criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.

v) Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.

8. **Probation period:** The newly appointed employees will be on probation for a minimum period of 6 months. Before the probation period comes to an end, the performance of the newly recruited employees will be evaluated and the probation period of those employees whose performance fails to meet Bank's expectation, may be extended.

9. Application Fees and / or Intimation Charges (Non-refundable)

SC/ST/PWD/XS Intimation Charges	OBC/General Intimation Charges + Application Fee
Rs. 50/-	Rs. 350/-

Fee once paid will neither be refunded nor be adjusted against any future recruitment projects. Fee payment options are detailed under para 15.

10. Selection Procedure:

All eligible candidates should apply on-line before the last date for registration of application.

a. Final selection will be made on the basis of performance in the written test and interview taken together. Merely satisfying the eligibility norms does not entitle a candidate to be called for written test or interview.

b. The written test will be of Objective type consisting of (i) General Awareness (ii) General English (iii) Quantitative Aptitude (iv) Reasoning Ability (v) Marketing Aptitude / Computer Knowledge. The questions in objective tests, except for the test of General English, will be printed bilingual i.e., English & Hindi.

There will be negative marks for wrong answers in the Objective tests. 1/4th marks will be deducted for each wrong answer. Candidates will have to pass in each of the objective tests.

The passing marks in each of the tests will be decided by the Bank on the basis of the performance of all the competing candidates taken together in each test to a minimum required level. Candidates are also required to score a minimum percentage marks on aggregate to be considered for interview. For SC/ST/OBC/PWD/XS candidates, 5% relaxation is available thereon. Minimum percentage marks on aggregate will be decided by the bank.

Note:

i) Other detailed information regarding the written examination will be given in the 'Acquaint Yourself' booklet, which will be made available to the eligible candidates along with the call letter for the test.

ii) Interviews : Depending upon the number of vacancies only certain number of candidates from amongst those who qualify by ranking high enough in the merit will be called for interview in the ratio of maximum 3 candidates for each vacancy. Candidates are required to score a minimum percentage marks (to be decided by the bank) in interview to be considered for final selection. 5% relaxation for SC/ST/OBC/PWD/XS category will be available thereon. Final selection will be made on the basis of candidate's performance in the written test and interview taken together.

11. Date of written examination: 07.10.2012 and 14.10.2012 [SUNDAY]

Bank reserves the right to change the date of examination. Bank may conduct the examination on more than two dates, if need be.

12. CALL LETTERS FOR WRITTEN EXAMINATION:

The candidates should download their call letter and an "acquaint yourself" booklet by entering his/her registration number and password/date of birth, after 24.09.2012 from the bank's website. No hard copy of the call letter/acquaint yourself booklet will be sent by post.

13. EXAMINATION CENTRES:

S. No.	State	Centres	Centre Code
1	Andhra Pradesh	Hyderabad	11
		Tirupati	12
		Vijayawada	13
		Vishakhapatnam	14
2	Chandigarh	Chandigarh	15
3	Chattisgarh	Bilaspur	16
		Raipur	17
4	Delhi	New Delhi	18
5	Goa	Panji	19
6	Gujrat	Ahmedabad	20
		Rajkot	21
7	Haryana	Ambala	22
		Karnal	23
8	Himachal Pradesh	Palampur	24
		Shimla	25
9	Jammu & Kashmir	Jammu	26
		Shrinagar	27
10	Jharkhand	Ranchi	28
11	Karnataka	Bangalore	29
		Gulbarga	30
		Hubli	31
		Mangalore	32
12	Kerala	Mysore	33
		Kochi	34
13	Madhya Pradesh	Kottayam	35
		Kozhikode	36
		Thiruvananthapuram	37
		Bhopal	38
14	Maharashtra	Jabalpur	39
		Aurangabad	40
15	Orissa	Mumbai	41
		Nagpur	42
		Pune	43
16	Punjab	Bhubaneswar	44
17	Pondicherry	Jalandhar	45
		Ludhiana	46
		Patiala	47
18	Rajasthan	Pondicherry	48
19	TamilNadu	Ajmer	49
		Jaipur	50
		Jodhpur	51
		Udaipur	52
20	Uttar Pradesh	Chennai	53
		Coimbatore	54
		Madurai	55
		Trichirapali	56
21	West Bengal	Lucknow	57
		Varanasi	58
21	West Bengal	Asansol	59
		Kolkata	60

While registering the application, every candidate should indicate the name and code number of the Centre where he/she desires to take the examination. The candidates will appear for the written examination at their own expenses and risks and the bank will not be responsible for any injury or losses etc. of any nature. **NO CHANGE IN THE CHOICE OF EXAMINATION CENTRE WILL BE ENTERTAINED. BANK RESERVES THE RIGHT TO ADD OR DELETE ANY CENTRE OR ALTER EXAMINATION DATE AT ITS DISCRETION. EXAMINATION WILL NOT BE CONDUCTED IN STATES WHERE VACANCIES ARE NOT ADVERTISED.**

13a. The Associate Banks may arrange pre-examination training at certain centres for a limited number of SC/ST/XS/Religious Minority Community candidates in consonance with the guidelines issued by Government of India. Candidates belonging to the above categories who desire to avail themselves of such training at their own cost may indicate to that effect while registering the application form. List of training centres given below is indicative. The concerned Bank has a discretion to conduct training at some additional centres or the Bank may delete some of the centres indicated for training. **Candidates opting for pre-examination training can download their Call Letters for training after 07.09.2012 by entering his/her registration number and password/date of birth.**

Bank	Training Centre for Pre-Exam Training
SBBJ	Bikaner, Udaipur
SBH	Secunderabad, Warangal, Aurangabad
SBM	Bangalore, Mysore
SBP	Chandigarh, Patiala
SBT	Thiruvananthapuram, Ernakulam

14. All expenses regarding travelling, boarding, lodging etc. will be borne by the candidates for attending the Pre-Examination Training programme at the concerned Pre-Examination Training Centre.

15. **HOW TO APPLY: GUIDELINES FOR FILLING ONLINE APPLICATION: Candidates should have valid email ID. This will help him/her in getting call letter/interview advices etc. by e-mail.**

OPTION-I: PAYMENT OF FEE (OFFLINE):

i) Candidates should first scan their photograph and signature as detailed under guidelines for scanning the photograph and signature.

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- ii) Candidates to visit Bank's website www.statebankofindia.com or www.sbi.co.in and open the appropriate Online Application Format given under "Recruitment Link".
- iii) Candidates are advised to fill the application carefully. In the event of the candidate not able to fill the data in one go, he can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the registration number and password. They can reopen the saved data using registration number and password and edit the particulars, if needed. This facility will be available for three times only. Once the application is filled complete, candidate should submit the data. Candidates to take a printout of the system generated fee payment challan immediately. **No change/edit will be allowed thereafter. The registration at this stage is provisional.**
- iv) **Fee Payment: Fee payment will be accepted from 2nd working day after registration and can be made within three working days at any branch of State Bank of India. System generated fee payment challan will be used for depositing fee. Once fee is paid, the registration process is completed.**
- v) Candidate will receive registration confirmation by SMS/e-mail after THREE working days from the date of payment of fees. Candidate must ensure to furnish correct Mobile number / e-mail address to receive the registration confirmation.
- VI) Three days after fee payment candidate will also have a provision to reprint the submitted application containing fee details. The printout of the application and fee receipt should be retained with the candidate. It will have to be submitted at the time of interview, if called.

OPTION-II: PAYMENT OF FEE (ONLINE PAYMENT):

- I. **Candidates must follow steps i) to iii) given under Option-I above.**
- II. After ensuring the correctness of the particulars of the application form candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. **No change/edit will be allowed thereafter.**
- III. The payment can be made by using MASTER/VISA debit/ credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment will be borne by the candidates.
- IV. On successful completion of the transaction, e-receipt and application form will be generated; which may be printed for record.
- V. If the online transaction is not successfully completed, the candidate will be required to register again and make payment online.

The candidates are not required to send the application form to the Bank.

15(a). 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 in Annexure-I.

16. 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. Candidates are advised to take a printout of their system generated online application forms after submitting.
- c. In case the photograph or signature is unclear, the candidate may edit his application and reupload his photograph or signature. However, edit facility will be restricted to 3 times only as mentioned earlier.
- d. **Candidates should keep a copy of the Application printout and Fee Receipt for their record.**
- e. **The candidates must bring the call letter along with photo identity proof such as passport /PAN Card/Driving Licence/Voter's Card/Unique Identification Card (AADHAR)/ Bank Passbook with duly attested Photograph/Identity Card issued by School or College/ Gazetted Officer in ORIGINAL as well as a self attested Photocopy thereof. The photocopy of Identity proof should be submitted along with call letter to the invigilators in the examination hall, failing which he/she will NOT be permitted to appear for the test.**

17. Action against candidates found guilty of conduct.

Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been) found guilty of:

- (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof)/answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - a) to be **disqualified** from the examination for which he/she is a candidate
 - b) to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by the Central Recruitment & Promotion Department, State Bank of India, Corporate Centre, Mumbai.

NOTE: The Bank would be analysing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/valid, the Bank reserves the right to cancel his/her candidature.

18. General Information:

- (i) While applying on-line for the post, the applicant should ensure that he / she fulfils the eligibility and other norms mentioned above as on the specified dates and that

the particulars furnished by him / her are correct in all respects. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND / OR THAT HE / SHE HAS FURNISHED ANY INCORRECT / FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS / HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS / ARE DETECTED EVEN AFTER APPOINTMENT, HIS / HER SERVICES ARE LIABLE TO BE TERMINATED.

- (ii) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on to the website on account of heavy load on interest or website jam.
- (iii) SBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of SBI.
- (iv) Applicants are advised to register online themselves.
- (v) The selection of the candidates will be on the basis of written test and interviews. The Bank reserves the right to hold any other test wherever deemed necessary as well as the right to add, delete or allot any centre at its discretion.
- (vi) Admission to written test examination will be purely provisional without verification of age / qualification / category (SC/ST/PWD/XS) etc. of the candidates with references to documents.
- (vii) Documents relating to Age/Qualification/Category etc. will have to be submitted at the time of interview by the candidates called for interview. Caste certificate by candidate seeking reservation as SC/ST/OBC in the prescribed proforma from the competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the village/town the candidate is originally a resident of.
- (viii) A declaration in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer as on 13.08.2012. The OBC certificate containing the non-creamy clause should be issued during the period 01.04.2012 to 31.03.2013.
- (ix) Candidates serving in Government/Quasi Government offices, Public Sector undertaking including Nationalised Banks and financial Institutions will be required to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- (x) No candidate is permitted to use or have possession of Calculators, Mobile Phones, Pagers or any other instrument in the Examination Hall.
- (xi) The candidate will have option to answer written test questions in Hindi or English except in General English paper .
- (xii) The candidates will have to appear for the tests/ interviews, at their own cost. SC/ ST/ PWD candidates called for INTERVIEW are entitled to 1Ind class to & fro railway fare/ bus fare by shortest route on production of evidence of travel (Rail / bus ticket/ receipt etc).
- (xiii) Appointment of selected candidates is subject to their being found medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of the Bank.
- (xiv) The new recruits must have flair for marketing and will be required to make customer calls and provide banking services, advisory services and cross sell products etc. inside and outside Bank premises. The duties involve extensive outdoor travelling. Depending upon requirement, there will be flexible working hours and working in shifts.
- (xv) DECISIONS OF THE BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF WRITTEN EXAMINATION, OTHER TESTS, INTERVIEW, SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.
- (xvi) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Mumbai and courts / tribunals / forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause / dispute.
- (xvii) Selected candidates will be governed by the terms and conditions of the Service Regulations of the Bank in force in which he/she is appointed at the time of joining.
- (xviii) **Use of Mobile Phones, pagers, calculator or any such devices:**

Candidates before entering examination premises are likely to be frisked to ensure compliance with followings

 - (a) Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.
 - (b) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.
 - (c) Candidates are not permitted to use or have in possession of calculators in examination premises.
- (xix) Candidate's admission to the test / interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by the Bank.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

Mumbai-400 021
Date: 25.07.2012

**GENERAL MANAGER
(CRPD)**

The Bank is not responsible for printing errors, if any.

PROFORMA - A

Form of Certificate applicable for Released/Retired Personnel

It is certified that No. Rank..... Name.....whose date of birth is..... has rendered service from..... to..... in Army/ Navy/Air Force.

2. He has been released from military services:
 - % a) on completion of assignment otherwise than
 - (i) by way of dismissal, or
 - (ii) by way of discharge on account of misconduct or inefficiency, or
 - (iii) on his own request, but without earning his pension, or
 - (iv) he has not been transferred to the reserve pending such release
 - % b) on account of physical disability attributable to Military Service.
 - % c) on invalidment after putting in at least five years of Military service
3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: **Signature. Name and Designation of the
Date: Competent Authority****
SEAL

% Delete the paragraph which is not applicable.

PROFORMA - B

Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

- It is certified that No.Rank.....Name..... is serving in the Army/Navy/Air Force from.....
2. He is due for release/retirement on completion of his specific period of assignment on.....
 3. No disciplinary case is pending against him.

Place: **Signature, Name and Designation of the
Date: Competent Authority****
SEAL

(Contd... on next page)

PROFORMA - C

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

- (1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Serviceman in terms of the Ex-Serviceman (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.
- (2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

Place:

Date:

Signature and Name of Candidate

PROFORMA - D

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment

It is certified that No..... Rank..... Name..... whose date of birth is.....is serving in the Army/Navy/Air Force from.....

- 2. He has already completed his initial assignment of five years on.....and is on extended assignment till.....
- 3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the Competent Authority**

SEAL

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) in case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; **Navy:** Directorate of Personnel, Naval Hqrs., New Delhi; **Air Force:** Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) in case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; **Navy:** BABS, Mumbai; **Air Force:** Air Force Records, New Delhi.

ANNEXURE I

(i) PHOTOGRAPH IMAGE:

- Photograph must be a recent passport size 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's 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 Attendance Sheet.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet/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

SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- 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.

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

While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

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"
- (iii) 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