



RECRUITMENT OF 431 SPECIALIST OFFICERS - 2012-13

Corporation Bank invites On-line applications for the Various Specialist Officers, from Indian citizens as per the eligibility criteria furnished in the following paragraphs directly from the market.

Payment of Application Fees	: From : 07.08.2012 To : 23.08.2012
Opening date for Online Registration	: 07.08.2012
Last Date for Online Registration	: 23.08.2012
(Including for candidates from far-flung areas)	

Details of vacancies for candidates possessing valid Score Card issued by IBPS in Common Written Exam (CWE) for specialist officers held on 11.03.2012. The mode of selection shall be INTERVIEW unless otherwise specified and eligibility criteria are as on 01.12.2011.

Post Code	Post	Scale	No. of Vacancies	Age	
				Min	Max
1.	Personnel Officer	I	10	20	30
2.	Official Language Officer	I	15	20	30
3.	I. T. (Computer) Officer	I	50	20	30
4.	Agriculture Field Officers	I	175	20	30
5.	Law Managers	II	11	-	35
TOTAL			261		

Details of vacancies for specialist officers directly from market. The mode of selection is Group Discussion and Interview and eligibility criteria is as on 01.06.2012

Post Code	Post	Scale	No. of Vacancies	Age	
				Min	Max
6.	Junior Economist	I	1	20	30
7.	Economist	II	1	20	30
8.	Architect	II	2	20	35
9.	Civil Engineers	II	7	20	35
10.	Electrical Engineer	II	7	20	35
11.	Risk Manager	II	6	--	35
12.	Security Manager	II	13	--	45
13.	Forex Manager	II	30	--	35
14.	Credit Manager	II	100	--	35
15.	Company Secretary	III	1	--	35
16.	Information Security Auditors	III	2	--	35
Total			170		

- Note: 1) Reservation of posts for SC/ST/OBC/PWD available as per government guidelines.
 2) The number of vacancies are provisional & may vary according to actual requirements of the bank. Bank reserves its right of re-assessing the manpower requirement depending upon the needs of the organization & to make upward revision accordingly.
 3) Candidates if otherwise eligible, may apply for more than one post. In such an event should pay requisite fee separately before applying.

For Post Codes 01-05 candidates should have a valid Scorecard as having qualified in the Common Written Examination for Specialist Officers conducted in March 2012 by IBPS for the post for which he/she is applying. For Post Codes 01-05 a candidate can apply for only one post for which he/she has a valid Scorecard.

SCALE OF PAY:

- For Scale I : ₹ 14,500-600/7-18700-700/2-20100-800/7-25700, Minimum Pay ₹ 24,800.
 For Scale II : ₹ 19400 - 700/1 - 20100 - 800/10 - 28100, Minimum Pay ₹ 33,100.
 For Scale III : ₹ 25700 - 800/5 - 29700 - 900/2 - 31500, Minimum Pay ₹ 43,900.

Apart from the above, the officer is entitled for other perks/fringe benefits like reimbursement of rent for leased quarters, contributory pension fund, CCA if applicable, reimbursement towards conveyance expenses, Telephone expenses, news Paper, Canteen subsidy, Entertainment Expenses, Medical expenses, Hospitalization Expenses, Furniture, Brief Case, Leave Fare Concession, Gratuity, Paid leaves(Casual, Privilege, Sick, Maternity leaves etc.) and other staff welfare measures like scholarship to meritorious children, medical check up, Group Insurance etc.

PROBATION PERIOD: 2 years for all officers under Scale I and one year for all officers under scale II and III. During the period of probation, the Bank will conduct periodic tests to ascertain the level of acquisition of banking skills by the probationary Specialist Officers. Bank reserves the right to terminate the services of the probationer for unsatisfactory performance in the test/ skill acquisition. During the period of probation it is expected of the candidate to acquire such skills as are required on confirmation in the service. As such, the probationer will be required to work at 2-3 branches during the probation period.

REQUIREMENT OF DEPOSIT: Candidates if finally selected for appointment, shall furnish to the Bank a fixed deposit of our Bank in the name of the candidate for a period of two years for ₹ 50,000.00 and assign the same to the Bank. They will also execute an agreement to serve the Bank for a minimum period of 2 years after joining, failing which the **SPECIALIST OFFICER** shall forfeit the said amount of deposit. Three month's notice should be given in case any candidate opts to resign after joining the Bank.

POSTINGS: Candidates selected are liable to be posted anywhere in India. Notwithstanding anything contained in the internal guidelines or any other rules in force in that behalf, candidates selected are transferable all over India at any time without assigning any reason there for. The postings will be commensurate with the requirement of the Bank.

1. ELIGIBILITY CRITERIA: NATIONALITY/ CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) 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 has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him/her.

2. EDUCATIONAL QUALIFICATION and POST QUALIFICATION EXPERIENCE:

a) For Post Code 01 to 05 only for those possessing valid Score Card issued by IBPS, for CWE held for Specialist Officers. Eligibility criteria as on 01.12.2011

POST CODE	NAME OF THE POST	EDUCATIONAL QUALIFICATION	WORK EXPERIENCE
01	Personnel Officers	A graduate with minimum 55% marks from a recognized University & Post Graduate Degree/Diploma recognized by AICTE in Personnel Management/ Industrial Relations/ HRD/ Labor Laws/Labor Welfare/Social Work. Basic computer knowledge is essential.	NOT APPLICABLE
02	Official Language Officers	Post Graduate degree in Hindi with minimum 55% marks, with English as a subject at degree level or post graduate degree in Sanskrit (55%) with English and Hindi as subjects at degree level. Those having 1 year post graduate diploma in Hindi Translation will be preferred.	Minimum of 1 year experience in translation from English to Hindi & vice-versa in a Full Time Post in a reputed organization. Experience is not essential for those having 1 year post graduate diploma in Hindi Translation.
NOTE: Candidates shortlisted for interview shall undergo a translation competency test before appearing for interview and their final selection shall be subject to qualifying in such test.			

03	I.T. (Computer) Officers	Graduation in B. Tech/ B. E. in Computer Science/Electronics/ Information Technology/Communication Engineering with minimum of 55% marks or equivalent CGPA/OGPA from a recognized university.	NOT APPLICABLE
04	AFOs	Graduation in Agriculture/ Horticulture with 55% marks or equivalent CGPA/OGPA from a recognized University. Basic computer knowledge is essential.	NOT APPLICABLE
05	Law Managers	Graduate in Law from a recognized university with a minimum 50% marks.	Minimum 5 years actual practice as an Advocate or employed as Law Officer in the Legal Department of Central / State Government / Public Sector Organization with minimum of 2 years actual practice at the Bar as an Advocate. Those having exposure in documentation, title scrutiny, debt recovery laws & other laws related to banking will be preferred.

Candidates applying for the above posts should also have obtained a minimum standard score of 24 (21 for reserved category) in each of the tests viz. Reasoning, English Language, General Awareness, Quantitative Aptitude and Professional knowledge in the Common Written Examination for Specialist Officers conducted by IBPS in March 2012 and should be holding a valid score card issued by IBPS.

Post Code	Post	Category	TWSS (Cutoff)
1	Personnel Officer (Scale I)	Reserved	114
		General	124
2	Official Language Officer (Scale I)	Reserved	90
		General	96
3	I.T. (Computer) Officer (Scale I)	Reserved	120
		General	128
4	Agricultural Field Officer (Scale I)	Reserved	104
		General	112
5	Law Manager (Scale II)	Reserved	113
		General	121

b) For Post Code 06 to 16 only: Eligibility criteria as on 01.06.2012 :

06	Junior Economist	A graduate from a recognized university with minimum 55% marks & a Post Graduate degree in Economics with minimum 50% marks. Should have certificate of Proficiency in Computer Programming/ Database Management/ MS-Office and /or demonstrated experience in using PC Applications.	NOT APPLICABLE
07	Economist	A graduate from a recognized university with minimum 55% marks & a Post Graduate in Economics, with minimum 50% marks should have Certificate of Proficiency in Computer Programming/ Database Management/ MS-Office and/or demonstrated experience in using PC Applications.	2 years experience as an Economist in a Bank/ Financial Institution/ Organization of repute.
08	Architects	Second class (with minimum 55% marks) in B. Arch from a recognized University.	3 years in Interior/Exterior Design, Supervision/ Execution of Interior / Exterior works in premises. Scrutiny of plans/estimates related to civil, furnishing, interior/ exterior works; Handling all works related to tender process.
09	Civil Engineers	Second class (with minimum 55% marks) in B.E/ B.Tech in Civil Engineering from a recognized University.	3 years in Construction/ Maintenance/acquiring of civil structures & properties. Preparation & scrutiny of plans/estimates; Execution/ supervision of various civil/ furnishing/interior & exterior works; Handling all works related to tender process.
10	Electrical Engineers	Second class (with minimum 55% marks) in B.E/ B. Tech in Electrical & Electronics Engineering from a recognized University.	3 years in Design/Estimation of electrical works. Execution/ supervision/maintenance of electrical work/systems including Generator systems/ Air Conditioners etc., Scrutiny of Electrical Plans & estimates. Handling all works related to tender process.
11	Risk Managers	Graduate from a recognized University with 55% marks & Financial Risk Management (FRM) or MBA (Finance) on regular basis from a recognized University or Post Graduates with Post Graduate Diploma in Risk Management on regular basis from a recognized Institution.	2 years of experience in Banking / Financial Institution or 2 years of experience in Risk Management in other than Banks.
12	Security Officers	A Graduate from a recognized University.	5 years commissioned service as an officer either in Army/Navy/Air Force not below the rank of Captain in Army or its equivalent in Navy/ Air Force or Police Department not below the rank of Deputy Superintendent of Police with a minimum of 5 years service in that rank or an officer of identical rank in Paramilitary forces/Central Police Organizations with 5 years experience.
13	Forex Officers	Graduate/Post Graduate with 55% marks from recognized University, with specialization in International Trade Finance. Desirable: Diploma in Banking & Finance, International Banking, CAIIB	3 years experience in handling forex business at Treasury/Designated Branch of Banks/Financial Institution
14	Credit Manager	a) 1st class Graduates (with a minimum of 60% marks) from a recognized University or b) Chartered Accountants or c) MBAs (Finance/Banking and Finance) from a recognized university/Institution under regular course or d) ICWA	In Banking/Financial Sector as Officer: For a) minimum 3 years in the specialized area, b) minimum 1 year c) & d) minimum 2 years
15	Company Secretary	ACS From ICSI, New Delhi. Those having LLB will be preferred.	Minimum 5 years experience in any service industry of repute.
16	I S Auditors	Graduate from a recognized University with CISA (Certified Information System Auditor) and/or CISSP (Certified Information System Security Professional).	Minimum 5 years experience in Information System Audit. Candidates with similar Experience in Banks/ Financial Institutions will be preferred.

Note: Relaxation in marks in the educational qualification for the Candidates belonging to SC/ST/PWD is 5%.

3. RELAXATION IN UPPER AGE LIMIT: As per Government guidelines for reserved category. Employees of Corporation Bank are eligible for relaxation in upper age limit by 3 years for posts in MMGS II and above.

4. RESERVATIONS:

A. Reservation for SC/ST/OBC/VI/II/OC candidates will be provided as per Government guidelines. Caste Certificate must be in Government approved format issued by competent authority. Caste mentioned in the certificate should conform to the caste as appearing in the Central Government list/notification. Caste Certificate even with the slightest discrepancy in the name, spelling of the caste etc. will not be accepted.

B. Persons with Disabilities:

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board appointed by the Central/State Govt. Applicants claiming such benefits should produce certificate in original in support of their claim at the time of **Interview conducted by the Bank, if called by the Bank.**

As the reservation for Persons with Disabilities is on horizontal basis, the selected candidates will be placed in the appropriate category (viz. SC/ST/OBC/ GEN) to which they belong.

C. There is no reservation for Ex-servicemen candidates in the Specialist Officer cadre.

5. APPLICATION FEE (INCLUDING OUT OF POCKET/ INTIMATION CHARGES) NON-REFUNDABLE:

Mode	Category of candidate	All Inclusive application Fees	Out of Pocket/ Intimation expenses
For post code from 01 to 05	SC/ST/PWD	NIL	₹ 20.00
	All others	₹ 100.00	N.A
For post code from 06 to 16	SC/ST/PWD	NIL	₹ 50.00
	All others	₹ 200.00	N.A

Requisite Application Fee may be paid

(i) Through CBS at any of the **Branches of Corporation Bank**, by means of a Payment challan as per the format given on the **Bank's website**. www.corpbank.com

(ii) Through NEFT at any Bank branch.

NOTE:

(i) Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, postal stamps, etc., **will not be accepted**

(ii) The payment towards application fee through CBS/NEFT can be made between 07.08.2012 and 23.08.2012.

(iii) The CBS fee payment challan/NEFT Receipt contains two parts. The first part will be retained by the Branch. The candidate's copy of the fee payment challan/ NEFT receipt must be retained with the candidate after the necessary details such as Transaction ID/ NEFT UTR No., Branch Code etc. are filled in by the bank official.

(iv) Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

6. SELECTION PROCEDURE:

For POST CODE (01 to 05): Selection for Specialist Officers will be made on the basis of merit ranking after adding the marks obtained in the Common Written Examination (CWE) conducted by IBPS in 2012 and Interview.

For POST CODE (06 to 16): Group Discussion and Interview. Based on the number of registration for each post, Bank reserves right to conduct written exam for shortlisting candidates for interview for the post code 6 to 16.

INTERVIEW: Depending upon the number of vacancies, the Bank reserves right to call only those candidates who have sufficiently high IBPS score in the stipulated Common Written Examination for interview.

The total marks for interview will be 100. Candidates have to obtain 40 marks (35 marks for SC/ST/OBC/ VI/II/OC candidates) to qualify in the interview.

7. INTERVIEW CENTRES:

The Interview will be held at different centres and the address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank's website one week before the dates for commencement of Interviews.

Note: (i) Request for change of Centre of Interview shall **NOT** be entertained.

(ii) Bank reserves the right to cancel any of the centers and/or add some other centers, depending upon the response, administrative feasibility, etc.

8. GENERAL INSTRUCTIONS

(a) Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the bank on this behalf.

Merely satisfying the eligibility norm does not entitle a candidate to be called for interview. **The Bank reserves the right to call only the requisite number of candidates for the interview.** Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Interview.

In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that

he/she has furnished any incorrect/false information/ certificate/documents 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.

(b) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as "Gen" or "Gen Persons with Disabilities" as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause based on income issued recently (i.e., issued on or after **01.01.2012**) should be submitted at the time of Interview.

(c) Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.

(d) Candidates serving in Government/Public Sector Undertakings (including banks) should produce a "No Objection Certificate" from their employer at the time of Interview, in the absence of which their candidature may not be considered.

(e) The candidates will have to appear for interview at their own expense. However, **unemployed** eligible SC/ST/ VI/II/OC outstation candidates attending the Interview will be reimbursed to and from second class ordinary train/bus fare by the shortest route on production of evidence of travel, in case the distance between interview venue and normal place of residence/ from which they actually perform the journey, whichever is nearer, in case the same exceeds 30 k. m. The Bank will not be responsible for any injury/ losses, etc of any nature.

(f) **Only candidates willing to serve anywhere in India should apply.**

(g) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mangalore.

(h) In case any dispute arises on account of interpretation of version other than English, English version will prevail.

(i) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.

(j) Banking is a versatile activity, which needs all round grooming of the selected candidates. Accordingly, the Specialist Officers, recruited/ selected in the Bank, will be required to acquire overall knowledge of various facets of banking for which the Bank will provide necessary on-the-job/theoretical training at its Branches/Offices including Staff Training College, so as to enable candidates recruited perform/undertake all type of banking activities.

(k) All Candidates must submit the self attested xerox copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, Score card issued by IBPS etc. The candidates belonging to SC/ST/OBC/ VI/II/OC Category are required to submit self attested copy of their caste certificate/certificate of handicap issued by the competent authority. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.

Action against candidates found guilty of misconduct: Candidates are advised in their own interest 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. Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be disqualified from the interview.

HOW TO APPLY

Candidates are required to apply online through website www.corpbank.com from 07.08.2012 to 23.08.2012. No other means/ mode of application will be accepted.

(i) Applicants are first required to go to the Bank's website www.corpbank.com and click on "careers" and then to the link "Recruitment of Specialist Officers 2012-13".

(ii) Thereafter, open the Recruitment Notification titled "CORPORATION BANK SPECIALIST OFFICERS' RECRUITMENT PROJECT-2012-13".

(iii) In case a candidate chooses to pay fees through branches of Corporation Bank,

- the candidate should take a printout of the fee payment challan from our WEB,

- Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.

- Go to the nearest Corporation Bank Branch with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account No. CA01000739 with Ram Bhawan Complex, Mangalore Branch in the name & style of "CORPORATION BANK SPECIALIST OFFICERS' RECRUITMENT PROJECT-2012-13".

- In case a candidate chooses to pay fees through NEFT (IFSC Code: CORP000377):

- Go to the nearest branch of any Bank and pay the appropriate Application Fee in Account No. 037700201000739 with Ram Bhawan Complex, Mangalore Branch in the name & style of "Corporation Bank Specialist Officers' Recruitment Project-2012-13.

- Fill in the NEFT Receipt in a clear and legible handwriting in BLOCK LETTERS.

- NEFT form is available with respective banks.

The details of fee to be paid is indicated in para 5 above. Candidates may find out the required branch address from the Bank's website www.corpbank.com under head "Branches across India".

(iv) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan/ NEFT Receipt duly authenticated by the Bank with

(a) Branch Name & Code No,

(b) Transaction id/Scroll number (in case of payment through CBS) NEFT UTR No. (in case of payment through NEFT)

(c) Date of Deposit & amount filled by the Branch Official.

(v) Candidates are now ready to Apply Online by re-visiting

the Recruitment Link on the Bank's website and going to the sublink titled "**ONLINE APPLICATION FOR CORPORATION BANK SPECIALIST OFFICERS RECRUITMENT PROJECT-2012-13**" to open up the appropriate Online Application Format. All the fields in the online Application format should be filled up carefully.

For Post Codes 01-05

(i) **Candidates** should ensure that their personal email ID (as specified in the online application form while applying for Common Written Examination CWE conducted in March 2012) is kept active during the currency of the recruitment project. Bank may send call letters/ intimations for Group Discussion/ Interview etc. to the registered e-mail ID.

(ii) **Candidates are required to click on the link for "Apply Online for Post Codes 01-05 (through CWE)", enter the Registration Number /Roll Number and Password issued for CWE for Specialist officers held in March 2012. All the fields in the online Application format should be filled up carefully.**

(iii) **Original fee payment challan/ NEFT Receipt will have to be submitted with the Call Letter at the time of Group Discussion/ Interview. Without original fee payment challan/ NEFT receipt the candidate will not be allowed to appear in the Group Discussion/ Interview.** Candidates are also advised to keep a photocopy of the fee payment challan.

For Post Codes 06-16

(i) Candidates should have a valid email ID. It should be kept active during the currency of this recruitment project. Bank may send call letters for Group Discussion, Interview etc. through the registered e-mail ID. **Under no circumstances, he/she should share/mention e-mail ID to/of any other person.**

(ii) **In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line.**

(iii) Before applying online a candidate will be required to have a scanned (digital) image of his photograph and signature as per the specifications given on the website. Candidates should first scan their photograph and Signature, ensuring that both the photograph and signature are within the required specifications. **(Please refer to the Guidelines for Upload of Photograph and Signature in Annexure I)** Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview may lead to disqualification.

(iv) **Candidates are required to click on the link for "Apply Online for Post Codes 06-16" fill in all the fields in the online Application format carefully including upload of photograph and signature and submit the application online.**

(v) Candidates should retain the Registration number and password generated by the system for future reference safely. After applying on-line, the registered candidates must retain the print out of application form for further reference.

(vi) **Candidates can modify their Online Application Form and are requested to make use of this facility to correct the details in online application, if any. This Modification facility shall be available two days after registration and up to 25.08.2012. Modification will be allowed only 3 times. After the above date, no modification will be permitted. Candidates should take utmost care to furnish the correct details while filling in the online application.**

(vii) **Original fee payment challan/ NEFT Receipt will have to be submitted with the Call Letter at the time of Group Discussion/ Interview. Without original fee payment challan/ NEFT receipt the candidate will not be allowed to appear in the Group Discussion/ Interview.** Candidates are also advised to keep a photocopy of the fee payment challan.

COMMON INSTRUCTIONS

1. Carefully fill in the details such as fee payment details from the CBS Challan/ NEFT Receipt in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places.

2. The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the 10th SSC/SSLC certificates/mark sheets. Any change/alteration found may disqualify the candidature.

3. **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS challan/ NEFT receipt) TO THE BANK AT THIS STAGE.**

4. **The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Group Discussion/ Interview.**

5. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if selected for Group Discussion/ Interview** along with copies of required documents mentioned below:

1. Original fee payment receipt (CBS challan/NEFT receipt)

2. Valid IBPS Scorecard for the stipulated examination in respect of Post Code 01 to 05.

3. Self attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.

4. Self attested copies of Mark sheets / certificates in support of Educational Qualification;

5. Self attested copy of certificate of Computer Course, as applicable;

6. Self attested copy of Caste/VI/II/OC any other related certificate as applicable.

7. Self attested copy of Photo identity proof,

8. Self attested copy of experience certificate, where ever applicable.

If selected for interview, candidates serving in Government

/ Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a "No Objection Certificate" from their employer, in the absence of which their candidature will not be considered.

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

12. CALL LETTERS FOR THE INTERVIEW

Call letters for the Interview will be sent by E-Mail to the shortlisted/eligible candidates. No separate communication by post will be sent.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original fee payment receipt and requisite enclosures while attending the Interview **without which they will not be allowed to take up the Interview.**

Date: 31.07.2012

GENERAL MANAGER

(Human Resource Management)

Annexure I

GUIDELINES FOR SCANNING THE PHOTOGRAPH AND SIGNATURE (applicable for Post Codes 06-16):

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.

➤ Make sure that the picture is in colour, taken 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 the file should be between 20Kb – 50kb.

➤ Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

(ii) Signature Imaging :-

➤ 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.

➤ Dimensions 140 x 60 pixels (preferred)

➤ Size of the file should be between 10kb – 20kb.

➤ Ensure that the size of the scanned image is not more than 20kb.

Scanning the photograph & signature :-

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

2. Set the colour to True Colour

3. File size as specified above

4. 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).

5. 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/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb and 20kb respectively by using MS Paint or MS Office 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 and select the location where the scanned photograph/ signature file has been saved.

(iv) Select the file by clicking on it.

(v) Click the upload button.

Your Online Application will not be registered unless you upload your photograph and signature as specified. Note:

1. In case the face in the photograph or signature is unclear, the candidate's application may be rejected.

2. After registering online, candidates are advised to take a printout of their system generated online application forms.

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