

इलाहाबाद बैंक
(भारत सरकार का उपक्रम)
विश्वास की परंपरा



ALLAHABAD BANK
(A Govt. of India undertaking)
A tradition of trust

HEAD OFFICE : 2, N. S. ROAD, KOLKATA 700001
Website : www.allahabadbank.in

Advt No. : REC/ 03/2012-13

CLERICAL (SWO-'A') RECRUITMENT PROJECT-2012-13

Contact No. 033-22314630, FAX-033-22308442
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i) Allahabad Bank invites applications for recruitment of 1100 Single Window Operators 'A' (clerical Cadre Post) from Indian citizens who have taken the pre-requisite Common Written Examination (CWE) 2011-12 conducted by the Institute of Banking Personnel Selection (IBPS), Mumbai on 27.11.2011, 04.12.2011, 11.12.2011 & 18.12.2011 for recruitment of Clerks and have a valid Score card issued by IBPS.

ii) Only candidates possessing valid Score Card issued by IBPS Mumbai are required to apply ON-LINE through Bank's website www.allahabadbank.in where full advertisement and Fee Payment Challan are available.

iii) The recruitment will be on State-wise/UT wise basis. Candidates can apply for vacancies in one State/UT only and should have appeared for the test, from a centre allotted for that particular State/UT in IBPS Common Written Examination - CLERK 2011-12.

iii) Direct Entry to Interview:

A limited number of eligible applicants who are ranked sufficiently high on the basis of aggregate marks obtained in the Common Written Examination conducted by IBPS, Mumbai and holding valid Score Card issued by IBPS will be called for interview.

a) The candidates are required at first to see the eligibility criteria and if eligible, take a print of the Fee Payment Challan available in Bank's website www.allahabadbank.in, fill in completely, pay the fee and / or intimation charges in cash at any branch of Allahabad Bank in the designated Account No. 50114140153 and obtain receipt with Journal Number mentioned on it, and then apply On-Line through the Recruitment link provided at the Bank's website.

1. STATE/UT-WISE BREAK UP OF VACANCIES, RESERVATION & MINIMUM CUT OFF SCORE

The eligibility (qualification, age etc.) shall be computed as on 01.08.2011 (date inclusive)
(a) State-wise/Union territory-wise Vacancies, Reservation and Cut-off Score on IBPS TWSS (Total Weighted Standard Score and Objective Table) :

TABLE - A																		
Post: Single Window Operator - 'A'																		
Code Sl. No.	State/Union Territory	Number of Vacancies (including backlog/shortfall)					IBPS CWE-CLERKS 2011-12 Minimum Cut-offs in TWS Score											
		SC	ST	OBC*	UR/ GEN	TOTAL	Out of which			SC	ST	OBC*	UR/ GEN					
							Person with Disability	EXSM including DisX/ DXS										
						HI	OC	VI	HI	OC	VI	HI	OC	VI				
1	Andaman & Nicobar	-	-	1	-	01	-	-	-	-	-	144	-	-	-			
2	Andhra Pradesh	10	5	14	26	55	1	1	-	7	174	165	182	185	141	171	-	176
3	Assam	2	7	10	20	39	1	-	2	4	160	150	158	161	136	-	111	141
4	Bihar	9	2	16	33	60	-	1	1	8	186	172	188	189	-	171	161	166
5	Chandigarh (UT)	-	-	2	3	05	-	-	-	-	-	-	-	178	188	-	-	-
6	Chhattisgarh	2	8	1	9	20	-	1	-	2	167	153	178	179	-	146	-	151
7	Goa	-	1	1	3	05	-	-	-	-	-	128	153	159	-	-	-	-
8	Gujarat	2	6	8	14	30	1	1	-	4	180	157	175	183	131	161	-	176
9	Haryana	9	-	16	25	50	2	1	-	7	170	-	176	186	111	161	-	166
10	Himachal Pradesh	2	-	-	2	04	-	-	-	-	169	-	-	186	-	-	-	-
11	Jammu & Kashmir	-	-	1	2	03	-	-	-	-	-	-	167	182	-	-	-	-
12	Jharkhand	6	15	6	23	50	-	1	1	7	172	164	186	188	-	166	146	161
13	Karnataka	5	2	8	15	30	-	1	-	4	154	152	164	169	-	146	-	161
14	Kerala	1	-	3	8	12	-	-	-	1	180	-	189	190	-	-	-	185
15	Madhya Pradesh	9	13	9	29	60	1	1	-	8	172	156	184	186	146	171	-	156
16	Maharashtra	5	4	14	27	50	1	-	1	7	178	153	174	179	146	-	166	166
17	Meghalaya	-	-	-	01	01	-	-	-	-	-	-	-	169	-	-	-	-
18	Nagaland	-	1	-	1	02	-	-	-	-	-	133	-	134	-	-	-	-
19	New Delhi	8	6	14	27	55	1	-	1	7	175	163	181	189	131	-	171	171
20	Odisha	5	7	3	15	30	-	1	-	4	168	159	184	185	-	161	-	176
21	Punjab	17	-	11	27	55	-	1	1	7	160	-	172	181	-	161	136	156
22	Rajasthan	4	4	5	12	25	1	-	-	3	176	175	186	190	136	-	-	176
23	Sikkim	-	-	-	01	01	-	-	-	-	-	-	-	166	-	-	-	-
24	TamilNadu	5	-	6	14	25	1	-	-	3	168	-	175	176	131	-	-	171
25	Tripura	1	-	-	-	01	-	-	-	-	154	-	-	-	-	-	-	-
26	Uttarakhand	1	2	2	6	11	-	-	-	1	180	161	176	188	-	-	-	171
27	Uttar Pradesh	56	5	72	137	270	4	3	4	39	169	160	177	183	136	166	136	161
28	West Bengal	35	8	33	74	150	3	2	3	21	163	159	171	182	126	156	136	171
	Total	194	96	256	554	1100	17	15	14	144	-	-	-	-	-	-	-	-

*Reservation to minorities under OBC will be as per GOI Guidelines in vogue from time to time. Abbreviations Stand for :

SC- Scheduled Caste, ST-Scheduled Tribe, OBC- Other Backward Class (Under Non Creamy Layer as on 31.03.2011), UR- Unreserved (GEN-General), PWD - Persons with disability, OC-Orthopaedically Challenged, HI-Hearing Impaired, VI - Visually Impaired, EXSM- Ex-Servicemen, DXS-Dependent of Ex-Servicemen killed in action, DisXS - Disabled Ex-Servicemen, CWE : Common Written Examination, TWSS - Total Weighted Standard Score.

(b) NAME OF POST/ SCALE OF PAY:

Post	Single Window Operator - 'A'
Scale of pay	Rs.7200/- to Rs.19300/-

*DA, HRA, CCA etc. will be paid as per Bank's rules in force from time to time depending upon place of posting. Medical, LFC, Defined Contributory Retirement Benefit, Gratuity etc will be admissible as per Bank's rules.

2) ELIGIBILITY CRITERIA:

I. 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 Group Discussion and / or 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.

NUMBER OF VACANCIES- 1100	
Events	Important dates
Fee Payment Challan available on Bank's website from	08.08.2012
Payment of application fee / Intimation charges	08.08.2012 to 23.08.2012
Opening Date for ON-LINE Registration of Application on website	08.08.2012
Closing Date for ON-LINE Registration of Application on website (For all applicants including those from far flung areas.)	23.08.2012
Relevant date for Age / Qualification reckoned as on	01.08.2011

Note: Application Form by post /courier/ hand/e-mail will not be accepted. Please read this advertisement carefully and ensure your eligibility before paying fees (non-refundable) submitting on-line application.

TABLE - B : IBPS CWE-CLERKS 2011-12 Individual Subjectwise Qualifying Marks			
Individual Subjects	Unreserved/ General	SC/ST/OBC/PWD/ EXSM/DXS/DisXS	
Test of Reasoning (TR)	24 & above	21 & above	
Test of English Language (EN)	24 & above	21 & above	
Test of Numerical Ability (NA)	24 & above	21 & above	
Test of General Awareness(GA)	24 & above	21 & above	
Test of Computer Awareness (CK)	24 & above	21 & above	

Note :
I. The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of the Bank, subject to availability of suitable candidates.
II. Application received for posts which are not advertised at all or post not advertised in a particular State/UT will not be entertained.
III. It is clarified that it may not be possible to deploy "Persons with Disabilities" (PWD) candidates in all Offices/ Branches of the Bank and they will have to work in the post/branch identified by the Bank as suitable for them.
IV. Candidates belonging to Reserved Categories, including Persons with Disabilities, are free to apply for vacancies announced for Unreserved/General category provided they fulfil the eligibility criteria laid down for General category.
V. The recruitment will be on State-wise/UT wise basis Candidates can apply for vacancies in one State/UT only and should have appeared for the test, from a centre allotted for that particular State/UT in IBPS CWE-CLERK 2011-12.
VI. On selection, candidates will be posted at any place in the respective State/UT for which vacancies are notified and accordingly the applications are submitted by the candidates concerned.
VII. As the reservation for Persons with Disabilities (PWD) and Ex-servicemen candidates is on horizontal basis, the selected candidates will be placed in the appropriate category (viz SC/ST/OBC/Gen) to which they belong.
VIII. Candidates belonging to and applying for a post under the Reserved OBC Category are required to submit an OBC certificate issued by the Competent Authority (mentioned herein after), at the time of interview in the format prescribed by the Govt. of India, i.e. "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" (Format available on Bank's website along with this Notification). The OBC certificate should have been issued on or after 31.03.2012 but before the date of interview and clearly containing the "NON-CREAMY LAYER CLAUSE" i.e. this is also to certify that he/she does not belong to persons / sections (Creamy Layer) based on the income for the Financial Year ending 31.03.2011 as mentioned in Column 3 of the schedule to the Government of India, Deptt. of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.93, O.M. No. 36033/2004-Estt. (Res.) dated 09.03.2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14.10.2008.
Candidates not producing the above certificate will not be considered under the OBC category.

II. MINIMUM AGE AND EDUCATIONAL QUALIFICATION : (AS ON 01.08.2011)

(I) Age : Minimum : 18 Years, Max. : 28 Years. (relaxation in Upper age as per Govt. of India rules)
(II) Qualification : (A) Passed the Common Written Examination (CWE) for Clerks 2011-12 conducted by IBPS, Mumbai and holding a valid IBPS Score Card for the said CWE. Should have obtained a minimum qualifying marks or above in each subject and also minimum cut off in the Total Weighted Standard (TWS) Score as stipulated in Table A & B above for the State/Union Territory, for which candidate is applying.

(B) For General / OBC candidates	For SC/ST/PWD/ Ex-servicemen candidates
A pass with minimum 60% marks in aggregate** in Higher Secondary Examination/10 + 2 of 10+2+3 pattern or its equivalent from a recognised Board	a pass with minimum 55% marks in aggregate** in Higher Secondary Examination/10+2 of 10+2+3 pattern or its equivalent from a recognised Board
OR, Degree in any discipline or its equivalent from a recognised University.	OR, Degree in any discipline or its equivalent from a recognised University.

(C) Knowledge of Computer : Working Knowledge in Computer Operation with Certificate/ Diploma/Degree in computer operations/Language OR, Studied Computer / Information Technology as one of the subjects in the High School/College/Institutes.

(D) Knowledge of official language (read, write & speak) of the state where vacancies are advertised is essential.

**The percentage of marks shall be arrived at by dividing the aggregate/total marks obtained by the candidate in all the subjects irrespective of optional/additional subjects studied with the aggregate maximum marks of the examination passed for all the years of the examination.

Note : The date of passing the examination which reckons for eligibility will be the date appearing on the Mark Sheet or Provisional Certificate. Proper documents from the Board/University for having declared the results on or before 01.08.2011 has to be submitted at the time of interviews.

- All Educational Qualifications should be from a recognised Board/University/Institute. The Educational Qualifications prescribed for the post are the minimum requirements for eligibility.
- Candidates should ensure that he/she fulfils the eligibility criteria & other norms including being in possession of documents of eligibility specified in this notification before applying for the post.

III. RELAXATION IN UPPER AGE LIMIT : (AS ON 01.08.2011)

Sl	Category	No. of years of relaxation
1	Scheduled Caste/ Scheduled Tribe Candidates	5 years
2	Other Backward Classes Candidates	3 years
3	P.W.D - Persons with Disabilities (VI/III/OC)	10 years
4	Persons domiciled in Kashmir Division of Jammu & Kashmir State during 01.01.1980 and 31.12.1989	5 years
5	Ex-servicemen/ Disabled Ex-servicemen (in addition to the actual period of service rendered in Defence services subject to max. age of 50yrs.)	3 years
6	Widows, Divorced women & women judicially separated from their husbands & who are not remarried (subject to categorywise maximum age limits)	9 years
7	Children/family members of those who died in 1984 riots.	5 years

- Note:**
- The relaxation in upper age limit is cumulative (subject to maximum age limit) as per Govt of India guidelines.
 - All person eligible for age relaxation under 4 above must produce the domicile certificate at the time of interview, from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided or any other authority designated in this regard by the Govt of Jammu & Kashmir, to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the state of Jammu & Kashmir during 1st January 1980 to 31st December 1989.
 - Persons eligible for relaxation under 7 above, must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept of Financial Services communication no. F.No. 9/21/2006-IR dated 27.07.2007.
 - In the case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above in terms of Government guidelines.
 - Above relaxations are available only if the candidates fulfil the various conditions prescribed in the Govt. of India orders and instructions in this regard. To claim relaxation in age, fees etc. reserved category candidates must submit a copy of the relevant certificate in support of his/her claim at the time of Interview.

IV. DEFINITIONS :

- Ex-servicemen:** Only those candidates shall be treated as Ex-servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administration Reform Notification no. 36034/5/85/Estt (SCT) dated 27th October 1986 as amended from time to time.
- Disabled Ex-servicemen (DisXS):** Ex-servicemen who while serving in Armed Forces of the Union were disabled in operation against the enemy or in disturbed areas shall be treated as DisXS
- Dependants of Servicemen killed in Action (DXS):** Servicemen killed in the following operations would be deemed to have been killed in action attributable to Military Service- (i) war (ii) war like operations or border skirmishes either with Pakistan on ceasefire line or any other country, (iii) Fighting against armed hostilities in a counter insurgency environment. viz. Nagaland, Mizoram etc. (iv) Serving with peace keeping mission abroad (v) 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, (vi) Frost bite during actual operations or during the period specified by the Government (vii) Dealing with agitating Para military forces personnel, (viii) IPKF personnel killed during the operation in Sri Lanka.

Note: 1. Candidates still serving in Defence Services and desirous of applying under Ex-servicemen category should submit a certificate from the competent authority that they would be released/retired on or before 31.07.2012. 2. Ex-servicemen candidates who have already secured employment under the Central Government in Group C & D will be permitted the benefit of age relaxation as prescribed for Ex-servicemen for securing another employment in a higher grade or cadre in Group C/D under the Central Government. However, such candidates will not be eligible for the benefit or reservation for Ex-servicemen in Central Govt. jobs. 3. The Territorial Army Personnel will however be treated as Ex-servicemen w.e.f 15.11.1986. 4. An Ex-servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-servicemen for his/her re-employment, his/her Ex-servicemen status for the purpose of the re-employment in Government job ceases.

(ii) Persons with Disabilities (PWD)

(a) Degree of Disability for Reservation :
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 in services / posts who suffer from not less than 40% of relevant disability and is certified by a Medical Board appointed by the Central/State Govt. Applicants claiming such benefits should produce acceptable certificate in original in support of their claim at the time of Interview conducted by the Bank, if called by the Bank.

(b) Definition of Categories of Disabilities:

- An Orthopaedically Challenged (OC)** person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central/ State Govt) would be eligible for reservation in services / posts. 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 means a group of non progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal, or infant period of development.
- Deaf & Hearing Impaired (HI):** the deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- Visually Impaired (VI):** the visually impaired persons are those suffering from blindness or low vision.
- Blindness** – refers to a condition where a person suffers from any of the following conditions: (i) total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, (iii) Limitation of the field of vision subtending an angle of 20 degree or worse. Person with low vision – means 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.

V. RESERVATIONS:

- Reservation for SC/ST/OBC/PWD/Ex-servicemen candidates will be provided as per Government guidelines.
- Fresh / revised Government guidelines / directives on various issues like reservations, relaxations etc., if revised subsequently, will be made applicable while shortlisting candidates for interview as well as for final selection.

3. SELECTION PROCEDURE :

- Two-Tier Process.**
- COMMON WRITTEN EXAMINATION (CWE) CONDUCTED BY IBPS:** Candidates should have appeared at Common Written Examination conducted by IBPS 27.11.2011, 04.12.2011, 11.12.2011 & 18.12.2011, declared as qualified and have a valid Score card issued by IBPS. Candidates should have obtained the minimum category-wise cut-off in the Total Weighted Standard Score (TWS Score) for the State / U.T. applied for on securing the qualifying categorywise marks in each objective test mentioned in Table A & B respectively herein above to become eligible.
 - INTERVIEW TO BE CONDUCTED BY THE BANK :**
Depending upon the number of vacancies, State-wise & Category-wise, only a certain number of eligible applicants in the descending order of Total Weighted Standard Score (TWS Score) in the Common Written Examination (CWE) conducted by IBPS, Mumbai in respective category for the State/ UT fulfilling the cut offs as mentioned above, will be called for Interview at the discretion of Bank.

The interview of 35 marks shall be conducted to assess the attributes of the candidates like intelligence, motivation, communication skills etc. The minimum qualifying marks for interview would be 40% i.e. 14 for General category & 35% i.e. 12 for reserved category candidates. Candidates not qualifying in the interview will not be considered for final selection.

Note: Looking to the requirement and exigencies, Bank may 1) waive / adopt any of the procedures for selection of candidates, 2) relax / increase the cut-offs (TWS Score obtained in CWE) and / or fix the ratio of the candidates to be called for interview. 3) Hold supplementary selection process if necessary.

c) FINAL SELECTION : Final selection will be made State/Union Territory wise. Only those candidates who have secured qualifying marks in each objective test and the stipulated minimum TWS score in the CWE and also the minimum qualifying marks in the interview will be considered for final selection. State-wise final merit list will be prepared in respect of eligible candidates comprising all categories by adding the total weighted standard score (TWS Score) obtained by them in the Common Written Examination (CWE) and Interview marks and the same will be strictly in descending order of merit. In case two or more candidates secure same aggregate marks, they will be ranked on the basis of their seniority in age. Statewise/Categorywise offer of appointment in the Bank's service will be given to the number of candidates equal to the number of vacancies declared strictly in order of merit.

d) PROBATION :

Probation period for Single Window Operator 'A'	6 months
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The candidate will remain initially on probation for a period of six months from the date of joining the Bank's service which may be extended at the Bank's discretion. The confirmation to the permanent establishment of the bank will be considered as applicable in terms of Service Regulations, provided the work, conduct, general ability are found to be of the standard required by the Bank. Confirmation in the service of the Bank will also be subject to receiving satisfactory references from respectable referees, police verification of antecedents, caste/ community verification and other compliances.

4. INTERVIEW CENTRES :

Interview will be held in different centres and the addresses of the venue will be displayed in the Bank's website approximately one week before the date(s) of commencement of Interview.

- Note:**
- Request for change of centre of Interview shall not be entertained.
 - Bank reserves the right to cancel any of the centres and / or add some other centre(s) / or rehold Interview depending upon the response, administrative feasibility, exigencies etc.
 - Identity Verifications : While opening for interview the candidates are requested to produce photo identity such as PAN Card/Passport/Driving Licence/Voter Card/Adhar Card/Bank Pass Book with photos for verification. In case of doubtful identity candidates will not be allowed for interview.

5. IMPORTANT INSTRUCTIONS :

- Only candidates who have appeared in the Common Written Examination (CWE) conducted by IBPS, Mumbai and are in possession of valid score card with minimum required score as stipulated herein above and possess minimum eligibility under the heading Minimum Age and Educational Qualifications, may apply.
- Payment of application fee and/ or intimation charges by Demand Draft /Cheques/ Money Orders/ Postal Order etc will not be accepted.
- Application once made will not be allowed to be withdrawn and fees once paid will neither be refunded on any account nor can it be held in reserve for any other selection process.
- Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/inability/failure to log on the Bank's website on account of heavy internet/ website jam.
- The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons mentioned here in above or for any other reason beyond the control of the Bank.
- Care has to be taken by the applicant while putting information in the On-Line application relating to relaxation sought based on caste/category etc.
- The advertisement notifying the vacancies is also available on Bank's website www.allahabadbank.in. Candidates are advised to remain in touch with Bank's website for any notification which may be put for further information.

6. HOW TO APPLY :

- Candidates are required to apply On-Line through website www.allahabadbank.in. No other means/ mode of application will be accepted.
- Candidates should ensure that their personal e-mail ID (as specified in the On-Line application form while applying for Common Written Examination (CWE) conducted in November, 2011 or subsequently is kept active during the currency of this recruitment project. Bank will be sending intimation for call letters for interview through the recorded e-mail ID. Under no circumstances, he/she should share/mention e-mail ID with/ of any other person.
- Applicants are first required to go to the Bank's website www.allahabadbank.in and click on the Home Page and open the link "Recruitment".
- Thereafter, they should open the Recruitment Notification titled "ALLAHABAD BANK SINGLE WINDOW OPERATORS - 'A' RECRUITMENT PROJECT-2012-13".
- Take a print of the entire Recruitment Notification, including the "FEE PAYMENT CHALLAN".
- Fill in the Fees Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
- Go to the nearest Allahabad Bank Branch with the Fees payment Challan and pay, in Cash, in the designated Account No 50114140153 in the name & style of "ALLAHABAD BANK SWO - 'A' RECRUITMENT PROJECT-2012-13". The details of fee to be paid is indicated below :

Category of Applicant	Amount of Application Fees/ Intimation Charges (Non-refundable)	Allahabad Bank's Account No. (in which application fee/ intimation charges to be deposited from 08.08.2012 to 23.08.2012)
SC / ST / EXSM / DisXS / DXS / PWD	Rs. 20/-	50114140153
GEN / OBC	Rs. 100/-	

- Obtain both i.e. the Candidate's Interview Copy of the Fee Payment Challan, duly receipted by the Bank with (a) Branch Name & Code Number, (b) Journal number, (c) Date of Deposit & amount filled by the Branch Official.
- Candidates are now ready to Apply On-Line by re-visiting the Recruitment Link on the Bank's website and going to the option "Click here to Apply On-Line" under ALLAHABAD BANK SINGLE WINDOW OPERATORS - 'A' RECRUITMENT PROJECT-2012-13" to open up the appropriate On-Line Application Form.
- Carefully fill in the details from the Fee Payment Challan in the On-Line Application Form at the appropriate places. Fill in all other required information. Ensure that all Biodata details are correctly filled in. Click the Submit button. Retain your Registration No. and Password for further reference safely. After applying On-line, candidates must retain the print out of application form for future reference.
- Interview copy of the Fee Payment Challan is required to be submitted with the Call Letter at the time of Interview. Without the Interview copy of the Fee Payment Challan, the candidate will not be allowed to appear in Interview. Candidates are advised to keep the candidate's copy of the Fee Payment Challan safely for future use.
- The name of the candidate 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.

7. GENERAL INSTRUCTIONS :

- Only candidates willing to serve anywhere in the State/UT for which he/she appeared at the CWE need only apply.
- Before applying for the post, the candidates should ensure that they have met with the eligibility criteria and complied with the requirements and adhered to the instructions and terms and conditions contained in this notification. Candidates are therefore advised to carefully read the Notification and complete ON-LINE Application Form and submit the same as per the instructions given in this regard.

<p>iii) Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose or 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 score.</p> <p>iv) All candidates will have to produce, if called for Interview, originals as well as self attested photocopies of their educational certificates/marksheets, NOC from present employer, experience certificates (as applicable), caste certificate, certificate of handicap or any other certificate in support of their eligibility including original Score Card issued by the IBPS, print out of the on-line application submitted to the bank with photograph and signature at the appropriate place and copy of the on-line application submitted to IBPS for CWE for Clerical Cadre held in 2011 failing which their candidature will be cancelled.</p> <p>v) Mere admission to the Common Written Examination and / or passing the test conducted by IBPS and being invited by the Bank for Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. 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, even though they may have obtained the desired level of score in the Common Written Examination (CWE) and have been called for Interview.</p> <p>vi) The Bank would be free to reject any application, at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/ she has applied including use of ineligible scribe in the written test.</p> <p>vii) Candidates serving in Government/Public Sector Undertakings (including Banks and Financial Institutions) are advised to obtain prior permission from their employer for applying for the post and to submit "No Objection Certificate" from the employer at the time of interview, failing which their candidature will not be considered and travelling expenses, if any admissible, will not be reimbursed.</p> <p>viii) (a) Candidates belonging to OBC category but coming under Creamy Layer are not entitled to the benefits of OBC reservation. They should indicate their category as General while making On-Line registration. (b) Candidates belonging to and applying for a post under the Reserved SC/ST/OBC Category are required to submit a photocopy of their caste/community certificate issued by the Competent Authority (mentioned hereinafter), at the time of Interview in the format prescribed by the Govt. of India. The prescribed formats of the SC/ST/OBC caste/community certificates are available on the Bank's website for ready reference. Candidates are required to submit the said certificate on the prescribed format at the time of interview or otherwise they may not be allowed for Interview/ considered for the selection process.</p> <p>ix) Candidate's admission to the Interview is strictly provisional. The mere fact that the call letter has been issued to / downloaded by the candidate does not imply that his/her candidature has been finally cleared by the Bank. The candidates' identity including that of Scribe (in case of PWD candidates) will be verified with respect to his / her photograph/signature /other details on the Bio-Data against the identity provided at the time of On-Line registration for CWE as also while appearing for the written examination. Candidates are, therefore, required to bring with them photo, signature and address proofs in original as well photocopies at the time of Interview. The detailed Bio data of the scribe including the attested copy of the mark sheet(s), certificates etc. of the qualification last possessed by the Scribe are required to be produced at the time of interview for verification. If the details / identity of the candidate or of the scribe are in doubt, the candidate may not be allowed to appear for Interview / considered for the selection process.</p> <p>x) The candidates will have to appear for interview at their own expense and risk. However, eligible SC/ST outstation candidates attending the Interview will be reimbursed to and fro second class ordinary train / bus fare by the shortest route on production of evidence of travel as per Govt. guidelines. The Bank will not be responsible for any injury/losses, etc of any nature.</p> <p>xi) Candidates should ensure that the signatures appended by them in all the places, viz. in their call letter, bio-data form, attendance sheet etc. and in all correspondences with the Bank in future, are identical and there should be no variation of any kind.</p>	<p>xii) The candidates must affix their recent coloured passport size photograph from the same negative at the places indicated in the call letter and must sign across the photograph after it is affixed so that a part of the signature spreads over the call letter beyond the photograph. They should also keep some copies of the same photograph for future, if required. Please note that Black & White photograph will not be accepted and call letters containing such photograph will be treated as rejected.</p> <p>xiii) Appointment of selected candidates in Bank's service is subject to their being found eligible, medically fit, having satisfactory references from respectable referees, police verification of antecedents, caste / community certificate.</p> <p>xiv) In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms /or that he/she has furnished any incorrect/ false information / certificate/ documents or has suppressed any material fact (s) like past employment, criminal case pending / taken in the past, etc., his/her candidature will stand cancelled. If any of these shortcomings/ concealment is / are detected even after appointment, his/ her services are liable to be terminated.</p> <p>xv) Any request for change of address /email ID will not be entertained.</p> <p>xvi) Canvassing in any form will be a disqualification.</p> <p>xvii) No candidate is permitted to use calculators, mobile phones, pagers or any other gadgets/ instruments during the selection process.</p> <p>xviii) In case any dispute arises on account of interpretation in version other than English, English version will prevail.</p> <p>xix) Any dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.</p> <p>xx) Competent Authority for issue of Certificate to SC/ST/OBC/PWD is as under: (a) For SC/ST/OBC – District Magistrate/ Addl. Distt. Magistrate/ Collector/ Deputy Commissioner/ Addl. Dy. Commissioner/ Dy. Collector/ First Class Stipendiary Magistrate/ Sub- Division Magistrate / Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner/ Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officer not below the rank of Tahsildar/ Sub Divisional Officer of the area where the candidate and/ or his/ her family normally resides. (b) For Persons With Disabilities (PWD)– the Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or State Govt. The Central/ State Govt. may constitute Medical Boards consisting of at least 3 members out of which one shall be a specialist in the particular field for assessing locomotor/ cerebral/ visual/ hearing disability as the case may be.</p> <p>xxi) Action Against Candidates Found Guilty of Misconduct. Candidates are advised in their own interest that they should not furnish any particulars which are false, tampered, fabricated and should not suppress any material information while filling up the application form. At the time of CWE, Interview, if a candidate is (or has been) found guilty of – (i) using unfair means during the selection process or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the interview venue or taking away any documents from the venue 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 means including use of improper / ineligible scribe in CWE or at the time of interview, joining / any time in future, vi) furnishing false information/declaration or suppressing facts regarding past employment and antecedents, such candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable : (a) To be disqualified from the selection process 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 Allahabad Bank. (c) For termination of service, if he/ she has already joined the Bank.</p> <p>xxii) Call Letters for Interview. All eligible candidates will be required to download their call letter from the Bank's website www.allahabadbank.in by entering his/her details. Candidates should note that the call letters will not be sent through post/courier etc. Candidate has to affix his/ her coloured photograph on the call letter. Candidate has to bring this call letter along with original fee payment challan and requisite enclosures while attending the Interview without which they will not be allowed to take up the Interview. The above advertisement is also displayed in the Bank's website www.allahabadbank.in Candidates who have applied are requested to visit "Recruitment" Section on Bank's Website for updates (including date/s for interview, results etc.) which may be put up for information.</p> <p>Place : Kolkata Date : 30.07.2012</p> <p style="text-align: right;">General Manager (HR)</p>
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