



ORIENTAL BANK OF COMMERCE

(A GOVERNMENT OF INDIA UNDERTAKING)

Corporate Office, Plot No. 5, Sector - 32,

Institutional Area, Gurgaon- 122 001

Website: www.obcindia.co.in

ORIENTAL BANK OF COMMERCE, A LEADING PUBLIC SECTOR BANK INVITES APPLICATIONS FROM INDIAN CITIZENS FOR THE POSTS OF PROBATIONARY/AGRICULTURE OFFICERS AS UNDER :-

Post Code	Post	Grade/ Scale	No. of vacancies	*Pay Scale	Age Minimum 21 Years & #Maximum 30 years as on
01	Probationary Officer	JMGS I	325	14500-25700	01.07.2011
02	Agriculture Officer	JMGS I	100	14500-25700	01.12.2011
	Total		425		

* DA, HRA etc. and other allowances & perquisites shall be as per bank rules

Maximum Age is exclusive of relaxation for Reserved (SC / ST / OBC / PWD) Category

The candidates have to apply online only after ensuring that they are eligible in all respects.
IMPORTANT DATES:

Opening date for online registration	10.07.2012
Closing Date for online registration (including from far flung areas)	28.07.2012
Payment of application fee	10.07.2012 to 28.07.2012

2. RESERVATION:

Grade/ Scale	Total	SC	ST	OBC	GEN	PWD		
						OC	VI	HI
JMGS I	425	63	36	113	213	5	6	6

The reservation for Persons with Disabilities (PWD) is on horizontal basis and the selected candidates will be placed in appropriate category (viz. SC/ST/OBC/General/Unreserved) to which they belong.

It is clarified that it may not be possible to employ Persons With Disabilities in all Offices/Branches of the Bank and they will have to work in the post identified by the Bank suitable for them.

The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirement of the bank.

3. ABBREVIATIONS & DEFINITIONS:

i. Category of Persons:

SC – Scheduled Caste;

ST – Scheduled Tribe;

OBC – Other Backward Classes;

GEN (UR) - General (Unreserved);

PWD - Persons With Disabilities (Physically Challenged Persons) are persons who are:

OC – Orthopaedically Challenged; **HI** - Hearing Impaired; **VI** - Visually Impaired.

- ii. An **Orthopaedically Challenged (OC)** person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. Only those who fall in the following categories are eligible to apply:
 BL - Both Legs Affected but not Arms;
 OA - One Arm Affected (Right or Left) - (a) Impaired Reach; (b) Weakness of Grip; (c) Ataxia;
 OL - One Leg Affected (Right or Left);
 MW - Muscular Weakness & Limited Physical Endurance
- iii. **Visually Impaired (VI)**
 (a) Persons who suffer from either 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, or
 (iii) Limitation of the field of vision subtending an angle of 20 degrees or worse and so certified by a Medical Board appointed by the State Government.
 (b) A person with Low Vision means one with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- iv. **Deaf & Hearing Impaired (HI):**
 (a) Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear and understand sounds at all - even with amplified speech.
 (b) Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

In case of non-availability of reserved candidates in PWD category, Bank reserves its right to inter-change these sub-categories as per Government Directives.

4. ELIGIBILITY CRITERIA (As on 01.07.2011 for Probationary Officers & 01.12.2011 for Agriculture Officers):

A) NATIONALITY/CITIZENSHIP:

A candidate must be either (i) a citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or (v) a person of Indian origin who 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) and (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 examination/interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

B) EDUCATIONAL QUALIFICATION:

Post Code	Post	Scale	Minimum qualification	Experience
01	Probationary Officer	I	A Degree from recognized University or any equivalent qualification recognized as such by the Government of India.	--
02	Agriculture Officer	I	Degree in Agriculture/Horticulture /Animal Husbandry/ Veterinary Science/Dairy Science/Agricultural Engineering/ Fishery Science/ Pisciculture / Agriculture Marketing Co-operation.	Field experience of agriculture work and agricultural credit desirable but not essential

All Educational Qualification should be from a recognized University/Institution.

(C) Candidates applying for the above posts should also have obtained the following scores in the Common Written Examination for Probationary Officers/Management Trainees conducted by IBPS in 2011 & for Specialist Officers conducted by IBPS in March 2012 and should be holding a valid score card issued by IBPS:

Name of the Test	Cut-off in Individual tests			
	Probationary Officers		Agriculture Officer	
	Unreserved	SC/ST/OBC/PWD	Unreserved	SC/ST/OBC/PWD
Reasoning	24 & above	21 & above	24 & above	21 & above
English Language	24 & above	21 & above	24 & above	21 & above
Quantitative Aptitude	24 & above	21 & above	24 & above	21 & above
General Awareness with special reference to the Banking Industry	24 & above	21 & above	NA	NA
Computer Knowledge	24 & above	21 & above	NA	NA
Professional Knowledge	NA	NA	24 & above	21 & above
Descriptive Paper on English	24 & above	21 & above	NA	NA

Category	Cut-off on Total weighted Standard Score	
	For Probationary Officers	For Agriculture Officers
General	120	112
SC/ST/OBC/PWD	105	104

Candidates can apply only for the post for which he/she holds a valid scorecard for the stipulated CWE.

Candidates who fulfill the eligibility criteria for both the posts can apply for both the posts. However, separate application along with requisite fee has to be submitted for each post.

(D) The basic knowledge in operating computer systems in Windows mode, knowledge of MS-Word/Office, Spread Sheets like MS-Excel and Internet & Email familiarity is an essential qualification which a candidate must either possess before joining the bank services or acquire the same within a period of six months of joining the bank, in case the candidate is selected for appointment. For this purpose, the candidate is required to submit a certificate in support of this computer related qualification.

THE CANDIDATURE OF CANDIDATES NOT FULFILLING THE ABOVE CRITERIA WILL BE SUMMARILY REJECTED AND THEY WILL NOT BE PERMITTED TO PARTICIPATE IN THE PERSONAL INTERVIEW AND FURTHER SELECTION PROCESS.

RELAXATION IN UPPER AGE LIMIT:

S.No	Category	Age Relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes	3 years
3	Persons With Disability	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years
5	Persons who have ordinarily been domiciled in Kashmir Division of J&K state during 01.01.1980 to 31.12.1989	5 years
6	Persons affected by 1984 riots	5 years

NOTE:

(a) In 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.

(b) The candidates eligible for age relaxation will be required to submit copies of necessary certificate(s) at the time of interview.

(c) An Ex-Serviceman who has once joined a Government Job on the 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 re-employment ceases.

5. SELECTION PROCEDURE:

PERSONAL INTERVIEW

A Personal Interview of 50 marks shall be conducted to assess the personality traits having bearing on interpersonal relations, adaptability, courtesy etc. and communication skills. The minimum qualifying marks for the Personal Interview would be 40% marks (35% marks for reserved category Candidates). Candidates not clearing the Personal Interview will not be considered for final selection.

The short-listing of the candidates for Personal Interview will be made on the basis of the candidate's performance in the Written Test conducted by IBPS and the Total Weighted Score obtained as per the valid Score Card Issued by IBPS.

Depending on the number of vacancies, only those candidates who are qualified in the Common Written Examination for Probationary Officers/Management Trainees held in September/ November 2011 and for Specialist Officers held in March 2012 conducted by IBPS and possess a valid score card issued by IBPS and rank sufficiently high in the order of merit based on the Total Weighted Standard Score shall be called for a **Personal Interview** in the ratio of **1:3 for General / Unreserved Candidates** and **1:5 in case of candidates belonging to the Reserved Categories**. In other words, 3 General and 5 Reserved Category candidates against the vacancies stipulated respectively would be

called for the Personal interview depending upon their ranking as per the Total Weighted Score obtained by them. The Bank reserves its right to call for the **Interview** candidates otherwise than in the above ratio at its sole discretion.

Candidates passing the **Personal Interview** will be ranked in a descending order on the basis of the total of weighted score obtained in the Written Test conducted by IBPS and Personal Interview under the respective SC / ST / OBC / GEN Category.

Subject to the vacancies available under the respective Category, only those candidates who pass the Personal Interview will be short-listed for selection in the order of the Merit Rank obtained by them under the respective Category.

In case it is detected at any stage that the candidate does not satisfy the conditions stipulated or does not fulfill any of the eligibility criteria, and / or he / she has furnished any incorrect information and / or has suppressed any material information / fact(s) his / her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his / her services will be summarily terminated.

Appointment of the short-listed / selected candidate is subject to his / her being declared medically fit as per the requirement of the Bank. Such appointment and confirmation in the services of the Bank will also be subject to receiving satisfactory references from respectable referees, police verification of antecedents, caste / class verification and other compliances.

6 . APPLICATION FEE (INCLUDING INTIMATION CHARGES) (NON-REFUNDABLE):

Category of Applicant	Amount of Fees
GEN & OBC	Rs.100.00
Others	Rs. 20.00

Candidates can pay application fees/ intimation charges through any of the Bank's CBS branches/NEFT through any other Bank

NOTE:

- (i) Please note that cash, cheques, money orders, postal order, postal stamps etc. will not be accepted.**
- (ii) 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.
- (iii) 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.
- (iv) Candidates belonging to SC/ST/OBC/PWD categories must submit at the time of interview attested photocopy of certificate regarding Caste/Disability issued by the Competent Authority without which their application will be rejected.

7. PROBATION PERIOD:

The selected candidate will be on Probation for a period of 24 months (2 years) from the date of his / her joining the Bank.

8. CENTRES FOR PERSONAL INTERVIEW :

The Personal Interview will be tentatively held at major centres of the country.

NOTE: The Bank reserves the right to allot the candidate to any of the Centres, to prepone / postpone / reschedule the Interview Dates & / or to add to or delete or modify / change the Centre and the Venues & / or to cancel the Personal Interview on account of technical or administrative exigencies or any other reason.

The intimation for the purpose of Interview etc. would be sent to the eligible candidates only through e-mail at the e-mail address given by them in the application form while registering for CWE for POs/MTs - 2011 and/ for Specialist Officers - 2012. A List of all such candidates' alongwith details such as date, time and venue of the Interview will also be hosted on the Bank's website 'www.obcindia.co.in'. **CANDIDATES ARE ADVISED TO KEEP TRACK OF THE STATUS OF THEIR CANDIDATURE BY VISITING THE BANK'S WEBSITE FROM TIME TO TIME.** Kindly note that no other mode of communication pertaining to the Interview process other than mentioned above will be followed.

Identity Verification :

The candidate should, while appearing for the Personal Interview produce for verification and submit photo copies, if required, of the original call letter, fee payment receipt, photo identity such as PAN Card/ Passport/ Driving License/ Voters Card/ Bank Passbook with photograph and copy of the application made to IBPS for the written examination. If the identity of the candidate is doubtful the candidate will not be allowed to appear for the Interview.

9. GENERAL INSTRUCTIONS:

- a. The Bank takes no responsibility for any delay in receipt or loss in postal transit of communication.
- b. Before applying for any post the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Decision of 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 of the conduct of examination, 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.
- c. The candidate belonging to SC/ST/OBC/PWD category must attach an attested photocopy of SC/ST/OBC/PWD certificate, issued by the competent authority in the prescribed format as prescribed by the Government of India. In case of candidates belonging to OBC category, the certificate inter-alia must specify that the candidate does not belong to "CREAMY LAYER" section excluded from the benefits of the reservations for Other Backward Classes in Civil Post & Services under Government of India. OBC Certificate should not be more than one year old as on the date of application
- d. Persons With Disabilities (i.e. Physically Challenged Persons) claiming the benefit of reservations/age relaxation should submit a copy of Medical Certificate as specified in the Persons with Disabilities Act of 1995 in support of their disability.
- e. 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.

- f. An application without requisite application fee shall not be entertained. Application once made will not be allowed to be withdrawn and fee once paid will not be refunded on any account nor would this fee be held in reserve for any future examination or selection.
- g. Candidates are advised to update their communication addresses to ensure prompt receipt of postal mail sent by the Bank after the conclusion of the Interview. Candidates desirous of changing their communication address at any time after the conclusion of the interview may communicate the change to the Bank giving therein (1) their Full Name, (2) System Generated Registration Number, (3) Written Exam Roll Number, (4) Written Exam Centre, (5) Earlier noted address and (6) the Changed Address. While every effort will be made to incorporate the changed address, the Bank will bear no responsibility & / or liability for not updating the change for any reason whatsoever.
- h. The candidates will have to appear for interview at their own expense. However, eligible SC/ST outstation candidates attending the interview will be reimbursed to and fro second (sleeper) class rail/bus fare by the shortest route on production of evidence of travel.
- i. Candidates serving in Government/Public Sector Undertakings (including banks) should submit their online application and produce a **“No Objection Certificate”** from their employer at the time of interview, in absence of which, their candidature may not be considered.
- j. **Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated at NCT of Delhi.**
- k. The Bank takes no responsibility to connect any certificate/remittance sent separately.
- l. In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- m. 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.
- n. The confirmation of the selected candidates in the bank shall be subject to the receipt of satisfactory report regarding character and antecedents from the Police authorities. In case of negative report from Police authorities, the services of the appointed candidates shall be terminated forthwith without assigning any reason.
- o. Banking, being a versatile activity, needs all round grooming of the selected / recruited candidate. Accordingly, the candidates recruited / selected in the Bank will be required to inculcate overall knowledge of various facets of banking and allied subjects for which the bank will provide necessary on-the-job/theoretical training. It is expected that the candidates selected will endeavour to equip themselves with skill sets that will enable them to rise to higher positions in the Bank in due course of time.
- p. The Bank reserves the right to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
- q. Canvassing in any form will be a disqualification.
- r. **Only candidates willing to serve anywhere in India should apply.**

10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any particulars / details / information or make statements that are false, incorrect, tampered, fabricated or should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the abovementioned activities, he / she will not only be disqualified but he / she will be liable to be dismissed from the services of the bank at any time, even after being selected and after joining the Bank's service.

At the time of 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 Personal Interview Hall, or
- iv) Resorting to any irregular or improper means in connection with his /her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her

candidature, by any means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

- to be disqualified from the selection process for which he / she is a candidate;
- to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.

11. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC/ST/OBC/PWD IS AS UNDER:

a) For SC/ST/OBC

- i) District Magistrate/Additional Distt. Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendary Magistrate/ Sub-Division Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- iii) Revenue Officer not below the rank of Tehsildar.
- iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

b) For PWD

Authorized certifying authority will be Medical Board duly constituted by the Central or the State Government consisting of atleast three members out of which atleast one shall be a specialist in the particular field of disability from which the person is suffering.

12 : HOW TO APPLY :

- (i) **Candidates are required to apply online through website www.obcindia.co.in . No other means/ mode of application will be accepted.**
- (ii) Candidates should ensure that their personal email ID (as specified in the online application form while applying for Common Written Examination (CWE) conducted in September 2011 & March 2012 respectively) is kept active during the currency of the recruitment project. Bank may send call letters/ intimations for Interview etc. to the registered e-mail ID.
- (iii) Applicants are first required to go to the Bank's website 'www.obcindia.co.in' and click on the link "Recruitment of Probationary/Agriculture Officers 2012".
- (iv) Thereafter, open the Recruitment Notification entitled "**ORIENTAL BANK OF COMMERCE PROBATIONARY/AGRICULTURE OFFICERS' RECRUITMENT PROJECT-2012**".
- (v) In case a candidate chooses to pay fees through branches of the Bank,
 - the candidate should take a printout of the fee payment challan
 - Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
 - Go to the nearest CBS Branch of the Bank with the Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS **Account No.12371171000065** with Sector 32 Gurgaon Branch in the name & style of "**OBC PROBATIONARY/AGRICULTURE OFFICERS' RECRUITMENT PROJECT-2012**". The detail of application fees/intimation charges to be paid is indicated in Point No. 6.

- (vi) In case a candidate chooses to pay fees through NEFT:
- Go to the nearest branch of any Bank and pay, in Cash, the appropriate Application Fee in **Account Nos.12371171000065** with Sector 32, Gurgaon Branch (IFSC No. ORBC0101237) in the name & style of **“OBC PROBATIONARY/AGRICULTURE OFFICERS’ RECRUITMENT PROJECT-2012”**. The detail of application fees/intimation charges to be paid is indicated in Point No. 6.
- (vii) 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.
- (viii) 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 ORIENTAL BANK PROBATIONARY/AGRICULTURE OFFICERS’ RECRUITMENT PROJECT-2012”** to open up the appropriate Online Application Format. Enter the Registration Number /Roll Number and Password issued for CWE for POs/MTs- 2011 and for Specialist Officers 2012. All the fields in the online Application format should be filled up carefully.
- (ix) **Original fee payment challan/ NEFT Receipt will have to be submitted with the Call Letter at the time of Interview. Without original fee payment challan/ NEFT receipt the candidate will not be allowed to appear in the Interview.** Candidates are also advised to keep a photocopy of the fee payment challan/NEFT receipt.
- (x) **The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/marksheets. Any change / alteration found may disqualify the candidature.**
- xi) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS challan/ NEFT receipt) TO THE BANK AT THIS STAGE**
- xii) The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Interview.
- xiii) 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.
- xiv) Make a note of the allotted System Generated Application Registration Number and Password.
- xv) After applying On-Line, take two (2) Print-Outs of the duly filled in Computerised System Generated Application Form. One copy of the Application Form along with a set of the prescribed documents is to be brought along and submitted when invited for the Personal Interview. The other Print-out is to be retained by the applicant for future reference. The applicant should sign and affix his/her photograph on the printout of application and keep the same ready for submission **if selected for 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
3. Attested copy of School leaving certificate or any other document showing proof of age acceptable to the Bank.
4. Attested copies of Mark sheets / certificates in support of Educational Qualification;
5. Attested copy of certificate of Computer Course, as applicable;
6. Caste / PWD any other related certificate as applicable.
7. Photo identity proof.
8. Copy of the online application submitted for the stipulated Common Written Examination.
9. Copy of the online application submitted to the Bank.

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.

The candidate is also required to bring along the Original Documents for verification when invited for the Personal Interview.

General Manager (HRD)