

ELIGIBILITY CRITERIA & EMOLUMENTS

1. The details about eligibility, emoluments, training etc. are as under:

Management Trainee:

Education Qualification : Graduate in Commerce/Science/Arts from recognised University with aggregate marks of 45 per cent and above.

Computer Knowledge : Basic Computer course in the form of degree or diploma or a certificate.

Age Limit : The candidate's age should be between 18 and 27 years as on date of application. (Age limit may be relaxed by three years in case of SC/ST/NT candidates).

Emoluments : Three years Training with financial benefits per month

1st Year - Rs. 15,960.00*

2nd Year - Rs. 17,630.00*

3rd Year - Rs. 19,325.00*

*The above financial benefits includes Fixed Stipend, Incentive, Lump sum Incentive and Employer's contribution for Provident Fund.

After successful completion of training of three years, Management Trainee will be absorbed in the Officer Cadre of the Bank.

ONLINE OBJECTIVE TEST AND SELECTION PROCEDURE

2. The details about the Online Objective Test and final Selection Procedure are furnished below :

(a) The selection of the candidates shall be made on the basis of the Online Objective Test and Interview.

(b) The Online Objective Test will be conducted in English Language only.

(c) All the eligible candidates who have received a Feedback Acknowledgement and Application Number will be called for the Online Objective Test in batches on "First Come, First Served Basis". The Online Objective Test will comprise the following:

(i) Online Objective Test: 100 Marks

(ii) Duration of Test: 60 Minutes

(iii) There shall be Negative Marking for wrong answers and 0.25 mark will be deducted for each wrong answer.

(iv) Online Objective Test will be divided into four sections such as

(a) English – 10 Marks (b) Numerical Ability – 30 Marks, (c) Test of Reasoning – 30 Marks and (d) General Awareness – 30 Marks.

(v) The candidates to be called for interview will have to pass in each section of the Online Objective Test as well as on the total score.

(vi) The cut-off points to qualify in each of the tests will be decided by the Bank Management as per the vacancies notified. Securing the passing marks in individual tests may not be adequate as candidates should also secure high in aggregate marks in order of merit to be called for interview.

(vii) The scores of the Objective Test will be known to the candidates on the day of the test itself after submission of the test.

(viii) The candidates who have scored above certain cut-off limit of marks would be called for interview. The cut-off limit would be decided by the Bank Management as per the number of vacancies.

(d) Date, Time & Venue of the Online Objective Test in batches will be informed to the candidates through an email.

(e) Candidates will have to produce the Feedback Acknowledgement, Printout of Call Letter along with the candidate's currently valid photo identity, in original, such as PAN Card/Driving Licence/Voter's Card/Aadhar Card, at the time of Online Objective Test to the invigilator for verification. The candidate's identity will be verified and if identity of the candidate is in doubt, the candidate will not be allowed to appear for the Online Objective Test.

Trainee Office Assistant :

Education Qualification : Male Graduate in Arts/Commerce/ Science from recognized University with aggregate marks less than 45 per cent or H.S.C. pass

Age Limit : The candidate's age should be between 18 and 25 years as on date of application. (Age limit may be relaxed by three years in case of SC/ST/NT candidates).

Emoluments : Two years Training with financial benefits per month

1st Year - Rs.10,360.00*

2nd Year - Rs.11,845.00*

*The above financial benefits includes Fixed Stipend, Incentive, Lump sum Incentive and Employer's contribution for Provident Fund.

After successful completion of training of two years, Trainee Office Assistant will be absorbed in the Office Assistant Cadre of the Bank.

ONLINE OBJECTIVE TEST AND SELECTION PROCEDURE

3. The details about the Online Objective Test and final Selection Procedure are furnished below :

(a) The selection of the candidates shall be made on the basis of the Online Objective Test and Interview.

(b) The Online Objective Test will be conducted in English Language only.

(c) All the eligible candidates who have received a Feedback Acknowledgement and Application Number will be called for the Online Objective Test in batches on "First Come, First Served Basis". The Online Objective Test will comprise the following:

(i) Online Objective Test: 100 Marks

(ii) Duration of Test: 60 Minutes

(iii) There shall be Negative Marking for wrong answers and 0.25 mark will be deducted for each wrong answer.

(iv) The structure of the Online Objective Test will be based on

(a) English (b) Numerical Ability (c) Test of Reasoning and (d) General Awareness.

(v) The cut-off points to qualify in each of the tests will be decided by the Bank Management as per the vacancies notified. Securing the passing marks in individual tests may not be adequate as candidates should also secure high in aggregate marks in order of merit to be called for interview.

(vi) The scores of the Objective Test will be known to the candidates on the day of the test itself after submission of the test.

(vii) The candidates who have scored above certain cut-off limit of marks would be called for interview. The cut-off limit would be decided by the Bank Management as per the number of vacancies.

(d) Date, Time & Venue of the Online Objective Test in batches will be informed to the candidates through an email.

(e) Candidates will have to produce the Feedback Acknowledgement, Printout of Call Letter along with the candidate's currently valid photo identity, in original, such as PAN Card/Driving Licence/Voter's Card/Aadhar Card at the time of Online Objective Test to the invigilator for verification. The candidate's identity will be verified and if identity of the candidate is in doubt, the candidate will not be allowed to appear for the Online Objective Test.

HOW TO APPLY

4. For applying to the above posts in the Bank, the candidates have to follow the following steps.

(a) Candidates should have a valid personal e-mail id.

(b) Before applying Online candidates are required to have a scanned (digital) image of her/his photograph, Graduation mark sheet or HSC mark Sheet (as the case may be), caste certificate (if applicable) and birth proof as per the specifications.

(c) In Online Application Form, all the mandatory fields (marked with*) should be filled in, otherwise the system will not accept the application.

(d) After filling in all the required particulars in the application, candidates shall submit the application on-line. Click "submit" button and the online application will be registered. An auto generated Feedback Acknowledgement alongwith Application Number will be e-mailed to the candidate as per the id provided in the Application Form.

(e) Please note that Online Application is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

(f) Any information submitted by an applicant in her/his application shall be binding on the candidate personally and she/he shall be liable for prosecution/civil consequences in case the information/details furnished by her/him are found to be false at a later stage.

UPLOADING OF PHOTOGRAPH AND DOCUMENTS

5. The candidates should upload certain documents as per the details given below:

(a) Photograph

(i) Only .jpg/.png files will be allowed

(ii) Size – up to 100kb

(iii) Photograph should be in colour

(b) Documents - Mark Sheet, Birth Proof, Resume, Caste Certificate (if applicable)

(i) Only .pdf/.doc files will be allowed

(ii) Size – up to 1 MB

(iii) Maximum five documents can be allowed for upload

(c) If the file size and format are not as prescribed, an error message will be displayed. Also your Online Application will not be registered unless you upload your photograph and documents as specified above.

6. In case of any difficulty experienced in submission of Online Application, candidates may contact Human Resource Management Department (HRMD) on telephone number 022 - 6780 4035.

7. The candidates who qualify for interview will be subjected to verification of credentials, such as verification of Original Certificates of Educational Qualification, other Qualification, Caste Certificate, Birth proof etc. and also subjected to verification with the respective Universities/Authorities.

Disclaimer

8. The decision of the Bank in all aspects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages, culminating in the selection or otherwise of any candidate, shall be final in all respects and binding on all concerned, under Service Rules of the Bank. The Bank also reserves its right to alter and modify the terms and conditions laid down for conducting the recruitment process, as warranted by any unforeseen circumstances arising during the course of the recruitment process, or as deemed necessary by the Bank at any stage.

Managing Director

Place: Mumbai