

are false, tampered, fabricated or should not suppress any material information while filling up the application form or at any point of time later. At the time of Interview/Group Discussion/Test, if a candidate is (or has been) found guilty of:

- using unfair means or
 - impersonating or procuring impersonation by any person or
 - misbehaving in the Interview/Group Discussion/Test hall or
 - resorting to any irregular or improper means in connection with his/her candidature by selection or
 - obtaining support for his/her candidature by any means such as a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable :
 - to be disqualified from the Interview/Group Discussion/Test for which he/she is a candidate;
 - to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by Bank.
- (u) Persons who have taken voluntary retirement under the Special Scheme introduced by public sector banks are not eligible to apply.

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

For SC/ST/OBC: (a) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner. (b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate. (c) Revenue Officer not below the rank of Tahsildar. (d) Sub-divisional Officer of the area where the candidate and/or his family normally resides.

9. HOW TO APPLY:

The candidates can apply only online from **02.09.2015 to 19.09.2015** (both days inclusive) and no other mode of application will be accepted.

a) Pre-Requisite for applying online:

Before applying online, candidates should:

- Have a valid personal email ID, which should be kept alive for entire duration of the recruitment project. In case a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online and must maintain that email account. Third party email ID is not permitted.
- Keep the necessary details of educational Qualification, Post qualification work experience and other personal details ready for entering in the online application.
- Scan his/her photograph and signature ensuring that both conform to the required specification given in Annexure-I, which is provided with the notification available on Bank's website.
- Candidates are advised in their own interest not to share with/mention to any other person, their login/user credentials generated specifically for this recruitment project.

Non-refundable Application fees/Intimation Charges (payable only through online mode):

Category of Applicant	Amount Payable
For SC/ST/PWD candidates	Rs. 50.00 (intimation charges)
For All others including OBC	Rs.300.00 (application fees & intimation charges)

Bank Transaction charges, if any, for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

Note: Payment of application fees by any other mode except online will not be accepted. Instruments like Demand Draft / Banker's cheque / Indian postal orders received towards payment of application fees/ intimation charges will not be accepted under any circumstance. Application fees/Intimation Charges are non-refundable and once paid will not be refunded on any account nor can be held for in reserve for any other examination or selection.

b) Procedure for applying online:

- Candidates are required to go to the Bank's website "www.vijayabank.com" and click on the link under "Career" page to access the "**Recruitment Notification No.04/2015**" – **Link for Notification and Online Application**".
- Eligible candidates are then required to click on the link.
- Candidates will have to enter their basic details in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the 'Guidelines for Scanning and Upload of Photograph and Signature'(Annexure I).
- After the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- Candidates should carefully fill the details in the On-Line Application at appropriate places very carefully and click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application for its correctness.
- The application form is integrated with the payment gateway.
- The payment can be made by using only Master/ Visa Debit or Credit Cards or Internet Banking.
- If the online transaction has been successfully completed, a Registration Number & Password will be generated. Candidates should note their Registration Number and Password for future reference and should be kept confidential.
- On successful completion of the transaction, an e-receipt will be generated which should also be preserved for future reference.
- If the online transaction has not been successfully completed then the following message will be displayed 'Your online transaction was unsuccessful. Please register again'. Candidates may then revisit the 'Apply Online' link and fill in their application details again.
- Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to deposit the fees to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of internet failure/ website jam/congestion/choking.
- 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 or for any other reason beyond the control of the Bank.
- After applying Online, candidate should obtain a Computer Generated Online Registered Application Print-Out. The Computer Generated Online Registered Application Print-out complete in all respects should be sent by ordinary post in a closed envelope super scribed "APPLICATION FOR THE POST OF PROB. MANAGER-SECURITY/PROB. MANAGER-RAJBHASHA 2015-2016 in Vijaya Bank", to the following address:**

Vijaya Bank
P.O. Box No.5136,
G.P.O. BANGALORE – 560 001.

Note:

- After submitting payment information in the online application form, DO NOT press Back or Refresh button in order to avoid double charge.
 - For Credit Card users, all prices are listed in Indian Rupee. In case of non-Indian credit card, the Bank will convert the amount based on its prevailing exchange rates.
 - To ensure the security of the data, please close the browser window once transaction is completed.
- c) An email / SMS intimation with the Registration Number and password generated on successful registration of the application in the Bank's website will be sent to the candidate's email ID / Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered.

Note:

a) Hard copy of the application pasted with recent photograph besides scanned photograph, signed at appropriate place, must be accompanied by Copies of under mentioned certificates (only attested true copies of certificates) should be sent by candidates along with the application through ORDINARY POST:

- Birth certificate/Secondary School Certificate/School Leaving Certificate/10th standard or any other documentary proof of age.

- Marks Sheets (year-wise) showing specifically the subject studied and certificate/s in support of educational qualifications viz., 10th/ SSLC, 12th/PUC, Graduate Degree, Post-graduate Degree, Professional Research, etc if any
- Experience certificate/s specifying designation, Grade/Scale, job profile, period of service (with specific dates, emoluments, activity profile of previous and present employers, etc.), if any
- SC/ST/OBC/PWD/Ex-Servicemen certificate/s wherever applicable.

- In order to ensure that the applications enclosing relevant documents reach well before the closing date, the candidates serving in Government Offices as mentioned earlier are advised to submit their computer generated application printout along with fee payment (e-receipt) in advance.
- Unless the hard copy of the 'Online Registered Computer Generated Application Print-Out duly signed' is received by Ordinary Post along with the relevant certificates the On-line registration is not valid.

10. LAST DATE FOR RECEIPT OF APPLICATIONS:

The applications should reach at the given address and Post Box number ON OR BEFORE **24.09.2015**. For the candidates staying abroad and for those posting application from Andaman & Nicobar Islands, Lakshadweep, Minicoy islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of J&K State, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, the last date for receipt of application will be **28.09.2015**. An application received after the last date will not be entertained by Bank, under any circumstances.

The Bank will not be responsible for loss of application in transit or for rejection of application because of non-receipt of application on or before the stipulated date.

11. CALL LETTERS FOR INTERVIEW AND/OR GROUP DISCUSSION AND/OR TEST:

Short listed candidates will be able to download the call letters from the Bank website/ will receive call letters by ordinary post at the correspondence address given by the candidate in their online application. Requests for sending letters to a different address subsequently will not be entertained.

12. ANNOUNCEMENTS:

All further announcements/details pertaining to this Recruitment Project will be published / provided in our Bank's website www.vijayabank.com from time to time. Applicants are advised to visit the Bank's website at regular intervals, for all further announcements / details.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

Date :02.09.2015

Place: Bangalore.

A.C.SWAIN

GENERAL MANAGER (PERSONNEL)

Bank's website: www.vijayabank.com

ANNEXURE I

GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH & SIGNATURE

Guidelines for scanning and Upload of Photograph (4.5cm x 3.5cm) & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

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 file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MOOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MOOffice 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 50 kb (photograph) & 20 kb(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/her photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/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. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

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