

RECRUITMENT OF SPECIALIST OFFICERS IN JMGS-I & MMGS-II

Canara Bank, a leading Public Sector Bank with Head Office in Bangalore and pan India presence with over 5700 branches, invites ON-LINE APPLICATIONS, from the eligible candidates for;

“Recruitment of Specialist Officers in Junior Management Grade Scale-I [No. of Posts-36] & Middle Management Grade Scale-II [No. of Posts-38]”

Eligible candidates are requested to apply ON-LINE through link given in our Bank’s website www.canarabank.com. No other means / mode of Application will be accepted. Please read this advertisement carefully and ensure your eligibility before paying fees / submitting on-line application.

Important Dates	
Event	Date
Payment of Application Fee / Intimation Charges	From 22.12.2015 to 12.01.2016 [both days inclusive]
Opening Date and closing date for on-line registration in Website	

Please note that:

- A candidate can apply for only one post under this project;
- The process of Registration of application is complete only when fee is deposited with the Bank through On-line mode on or before the last date of fee payment;
- Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on date of eligibility.
- Candidates are advised to check Bank’s website www.canarabank.com for details and updates.

1. DETAILS OF POSTS & RESERVATIONS:

Post Code	Post	Scale	Age as on 01.11.2015 (incl.) (Years) min - max	Total no. of posts
1	Technical Field Officer - Electrical	JMGS-I	21 - 30*	14
2	Technical Field Officer - Civil	JMGS-I	21 - 30*	10
3	Technical Field Officer - Mechanical	JMGS-I	21 - 30*	06
4	Network Administrator	JMGS-I	21 - 30*	06
5	System Administrator	MMGS-II	21 - 35*	17
6	Database Administrator	MMGS-II	21 - 35*	19
7	Economist	MMGS-II	21 - 35*	02
TOTAL POSTS :				74

* For relaxation in upper age limit, refer Point No. 6

The Scale-wise reservations are as under;

Scale	Post Codes	No. of Posts for							
		SC	ST	OBC	UR	Total	Of which PWD		
							HI	OC	VC
JMGS-I	1,2,3 & 4	5	4	9	18	36	0	1	0
MMGS-II	5, 6 & 7	4	4	10	20	38	0	1	0

NOTE:

- The reservations will be Scale-wise. The number of posts and the reservations provided are provisional and may vary according to actual requirement of the Bank, subject to availability of suitable candidates.
- 3% of the total posts are reserved for the Persons with Disabilities candidates.
- As the reservation for PWD candidates are on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs.
- The above reservation is inclusive of shortfall / backlog reservation.
- The selected candidates will be posted anywhere in India, depending on the requirement of the Bank.

Abbreviations:

TWS Score – Total Weighted Standard Score; GD – Group Discussion; JMGS-I – Junior Management Grade Scale I; MMGS-II – Middle Management Grade Scale-II; SC-Scheduled Caste; ST-Scheduled Tribe; OBC - Other Backward Class; UR – Un Reserved; PWD – Persons With Disabilities; HI-Hearing Impaired; OC-Orthopedically Challenged; VC-Visually Challenged; TFO – Technical Field Officer; BFSI- Banking, Financial Services and Insurance

2. ELIGIBILITY CRITERIA & OTHER DETAILS:

All the eligibility (Qualification, age etc.,) shall be computed as on 01.11.2015.

Post Code	POST	SCALE	QUALIFICATIONS	JOB PROFILE	POST QUALIFICATION WORK EXPERIENCE
1	TFO (ELEC)	I	Minimum 60% or Equivalent Grade in 4 years B.E. / B.Tech Degree in Electrical Engineering or Electrical & Electronics Engineering	<p>The services of the TFOs recruited in the Bank is being utilized as per the requirement in IAD/ PAD/Premises / General Administration Wing / Prime Corporate Branches etc. Hence, depending upon their place of posting, the broad job profile would be as under:</p> <ul style="list-style-type: none"> ➤ Construction, Inspection and periodical maintenance of Bank owned properties, acquisition of immovable properties, acquisition of leased properties and all infrastructure works & procurements in the related field, scrutinizing layout plans, technical specifications, estimation, tender evaluation, supervision and certification of works. 	Candidates with experience in the relevant field will be given preference
2	TFO (CIVIL)	I	Minimum 60% or Equivalent Grade in 4 years B.E. / B. Tech Degree in Civil or Construction Technology & Management	<ul style="list-style-type: none"> ➤ Maintenance and Monitoring of Building Electrical Equipments, UPS, Generators, assessing / reviewing the Power Requirements for the buildings; Liaisoning with vendors, Government Bodies etc., 	
3	TFO (MECH)	I	Minimum 60% or Equivalent Grade in 4 years B.E. / B.Tech Degree in Mechanical Engineering	<ul style="list-style-type: none"> ➤ Techno-economic feasibility studies of Industrial Projects including Infrastructural Projects, drawing up revival / rehabilitation packages of industrial units under the purview of CDR, post Sanction monitoring of industrial projects during implementation and regular operations, loan Syndication and Asset Securitization, Data mining and warehousing with reference to industrial projects, handling of credit matters in Branches and Administrative Units etc., and ➤ Any other work entrusted by the Bank from time to time. 	

Post Code	POST	SCALE	QUALIFICATION	JOB PROFILE	POST QUALIFICATION WORK EXPERIENCE
4	NETWORK ADMN	I	Minimum 60% or Equivalent Grade in 4 years B.E. / B. Tech Degree in Telecommunications / Electronics & Communication Engineering <u>and</u> A valid CCNP / CCNA certification in Network switching & Routing Certification (Candidates with CCNP will be given preference)	<ul style="list-style-type: none"> ➤ Maintaining Network and Network Equipments; ➤ Network Monitoring and trouble-shooting; ➤ Adding Network Equipments to Network; ➤ Liaisoning with telecom service provider; ➤ Ensuring maximum uptime of the network; ➤ Working Knowledge in HP OPEN VIEW etc., and ➤ Any other work entrusted by the Bank from time to time. 	Candidates with experience in the relevant field will be given preference
5	SYSTEM ADMN	II	Minimum 60% or Equivalent grade in 4 years BE / B.Tech Degree in Computer Science / Information Technology / Electronics & Communication Engineering or MCA <u>and</u> should possess a valid OS Certification like Red Hat Certified Engineer (RHCE)/ Microsoft Certified Solutions Associate (MCSA) or equivalent	<ul style="list-style-type: none"> ➤ Maintenance, Monitoring and Management of Software and Hardware; ➤ Applying patch; Drive a project assigned; ➤ Be a Project Manager for CBS/Network etc., and ➤ Any other work entrusted by the Bank from time to time. 	Minimum 2 years' experience in BFSI / Govt / Reputed Private Organisations in the relevant field

Post Code	POST	SCALE	QUALIFICATION	JOB PROFILE	POST QUALIFICATION WORK EXPERIENCE
6	DATA BASE ADMN	II	<p>Minimum 60% or Equivalent grade in 4 years BE / B.Tech Degree in Computer Science / Information Technology / Electronics & Communication Engineering or MCA <u>and</u> Should possess a valid DB Certification like Oracle Certified Associate (OCA) or equivalent</p>	<ul style="list-style-type: none"> ➤ Database Administration preferably Oracle; ➤ Maintaining Database; Report Generation; ➤ Rectification of problems in database; ➤ Trouble Shooting, Purging, Archiving, Backup, Re-organization of database; ➤ Performance Tuning; ➤ Defining Oracle Parameters etc., and ➤ Any other work entrusted by the Bank from time to time. 	<p>Minimum 2 years' experience in BFSI / Govt / Reputed Private Organisations in the relevant field</p>
7	ECONOMIST	II	<p>First Class / 60% or Equivalent Grade in Post Graduate Degree in Economics with Econometrics / Statistics as electives from a recognized University / Institute.</p> <p>Candidates with higher qualification like M.Phil, Ph.D etc. will be given preference.</p>	<ul style="list-style-type: none"> ➤ To track economic data at national and regional levels, ➤ To track market, banking sector and developments, ➤ To track interest rate movement and outlook, developments ➤ To track policy changes by the regulatory and other statutory bodies and its impact, ➤ To conduct economic and banking related studies, ➤ To assist in formulating long range plan, budgeting and business strategy etc. ➤ Any other work entrusted by the Bank from time to time. 	<p>Minimum 2 years experience in BFSI / Govt / Reputed Private Organisations in the relevant filed.</p>

NOTE:

All the educational qualifications mentioned should be from a recognized University / Institution and the result should have been declared on or before 01.11.2015 for computing eligibility, stipulated for each post.

Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded, the same should be converted in to percentage and indicate the same in online application, besides indicating the CGPA / OGPA in the on-line application. A copy of the “Conversion Formula” notified by the University for converting Grades to Percentage, along with equivalent class, has to be submitted at the time of interview.

COMPUTER LITERACY: Operating & working knowledge in computer systems shall be an essential qualification, which a candidate must either possess or acquire within 6 months from the date of joining the Bank.

HINDI KNOWLEDGE: The candidates shall acquire working knowledge of Hindi, if not possessed already, before completion of probationary period.

3. SALARY & EMOLUMENTS:

Scale	Salary & Emoluments
JMGS-I	Rs.23700 - 980/7 - 30560 - 1145/2 - 32850 - 1310/7 - 42020 (As per Revised scales)
MMGS-II	Rs. 31705 -1145/1 - 32850 - 1310/10 - 45950 (As per Revised scales)

Dearness Allowance, HRA, CCA, Medical Aid, Reimbursement of Hospitalization expenses, Leave Fare Concession etc. and Perquisites like Conveyance, Quarters, Furniture etc., depending on the place of posting shall be available as per rules.

4. DEFINITIONS:

Reservations for Persons with Disabilities:

Reservation is available for Persons with Disabilities under Section-33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act 1995.

Orthopaedically Challenged [OC] - All the cases of OC persons are covered under the category of Locomotor Disability or Cerebral Palsy.

Locomotor Disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any forms 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.

Only such persons would be eligible for reservation in services / posts who suffer from not less than 40% of relevant disability.

Ex-Servicemen [XSM]:

Only those candidates shall be treated as Ex-Servicemen who fulfill the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt.(SCT) dated 27.10.1986 as amended from time to time.

Note: The Territorial Army Personnel will be treated as ex-servicemen w.e.f. 15.11.1986.

5. 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 01.01.1962 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, United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia & Vietnam with the intention of permanently settling in India provided that a candidate belonging to categories (ii), (iii), (iv) or (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/interview conducted by the Bank, but on final selection the offer of appointment may be given only after the necessary eligibility certificate issued by the Government of India, is produced.

6. RELAXATION IN UPPER AGE LIMIT:

- (i) Scheduled Caste / Scheduled Tribe candidates - by 5 years;
- (ii) Other Backward Classes candidates - by 3 years;
- (iii) Persons with Disabilities - by 10 years;
- (iv) All persons who are ordinarily domiciled in J&K State during 01.01.80 to 31.12.89 - by 5 years;
- (v) Persons (Children / Family members of those) affected by 1984 riots - by 5 years.
- (vi) Ex-servicemen: Commissioned Officers including those ECOs / SSCOs who have rendered at least 5 years Military service and have been released on completion of assignment on or before the last date of application otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to Military service or on invalidment - by 5 years.

NOTE:

- a] The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. 6 (iii) to 6 (vi).
- b] Persons eligible for age relaxation under 6 (iv) above must produce the domicile certificate at the time of interview from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.80 to 31.12.89.

- c] Persons eligible for age relaxation under 6 (v) 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.
- d] An Ex-servicemen who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases.
- e] There is no reservation for Ex-servicemen in Officer Cadre Posts.

7. APPLICATION FEE & INTIMATION CHARGES (NON REFUNDABLE):

Category	Amount of Fees / Intimation Charges
SC/ST/PWD	Rs. 100/- [Intimation Charges only]
All Others	Rs. 600/- [Including intimation charges]

PROCEDURE FOR MAKING PAYMENT OF APPLICATION FEE / INTIMATION CHARGES:

Kindly ensure the eligibility for the post, before paying the application fees / intimation charges as the same is not refundable.

Application fees / intimation charges shall be paid though online mode only.

Payment of fees/ intimation charges via the ONLINE MODE

- (i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the “FINAL SUBMIT” button at the end of the On-Line Application format. Before pressing the “FINAL SUBMIT” button, candidates are advised to verify every field filled in the application.
- (ii) In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. When the data is saved, a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number and password and edit the particulars, if needed. This facility will be available for three times only.
- (iii) Once the application is filled in completely, candidate should submit the data.
- (iv) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (v) The payment can be made by using Debit Cards, Credit Cards, and Internet Banking by providing information as asked on the screen.
- (vi) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

- (vii) If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.
- (viii) On successful completion of the transaction, an e-receipt will be generated.
- (ix) Candidates are required to take a printout of the e-receipt and online application form. Please note that if the same cannot be generated online transaction may not have been successful.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed.

After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference.

Payment of fee by Demand Draft / Cheque / Money Orders / Postal Orders etc will not be accepted and such applications will be summarily rejected.

8. HOW TO APPLY:

Candidates are requested to read the contents of the advertisement and ensure their eligibility before applying.

The eligible candidates are required to apply ON-LINE through bank's website www.canarabank.com. The link for registration of application will be open in our website on the dates indicated at the top of this advertisement.

The guidelines for filling on-line application are as follows;

- All applicants should have a valid personal e-mail ID. The registered e-mail id should be kept functional till completion of this recruitment project. All the communications will be sent to the candidates to this e-mail ID only.
- Candidates are required to visit the Bank's website www.canarabank.com→ Careers→ Recruitment Know More and click on the link "Recruitment Project - 3/ 2015-Specialist Officers" and apply for the concerned post.
- 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).

- Candidates while filling their on-line application, the name of the candidate and 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.
- Candidates should fill all the fields in the on-line application.
- Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the “SAVE AND NEXT” facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT Button. Submission of incorrect / false information in the online application will render the candidature invalid.
- After completion of on-line registration, take system generated print-out of Registered On-line Application.
- An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- Retain a copy of the final on-line application print out along with Registration Number & Password safely for your records.

Applicable for all the posts:

Candidates need not send Application Print / Documents at this stage. However, if shortlisted for Group Discussion and Interview, at the time of Group Discussion / Interview, candidates will have to submit the print out of application along with other documents / certificates as mentioned below;

- Print-out of on-line application
- Print-out of GD and Interview Call Letter
- Proof of Date of Birth along with proof of certificate for applicable age relaxation, if any
- Certificates and Mark lists of SSC / SSLC / X Std., 10+2 / PUC / Intermediate, Graduation, Post Graduation etc.
- Caste Certificate, in case of SC/ST/OBC category candidates & Disability Certificate, in case of PWD candidates
- Experience Certificate, if any / wherever applicable
- Any other relevant documents in support of candidature.

When called for GD and Interview, candidates have to bring the originals of the above documents along with self attested copies of the documents, for verification. Candidates will not be allowed to take up GD and Interview without production of original & copies of the documents as above.

9. SELECTION PROCEDURE:

The selection shall be by way of Short-listing/Test + Group Discussion + Interview basing on the applications received for individual posts.

In case the number of candidates are less, the selection will be done through Short-listing, Group Discussion & Interview. Depending upon the number of vacancies, Bank reserves the right to shortlist requisite number of candidates and only those shortlisted candidates will be called for Group Discussion and/or Interview.

In case the selection is through on-line test, pattern for examination is mentioned here below:

Subject	No. of Questions	Marks	Time
Professional Knowledge in the area of specialization	50	100	2 hours
Test of English	50	50	
Latest Developments in Banking Industry	50	50	
Total (Total Weighted Score)	150	200	

- There will be negative marks for wrong answers in Objective Test.
- Bank will decide the minimum cut-off marks for each subject as well as Total Weighted Score [TWS].
- Depending on the number of vacancies, such of those candidates who rank sufficiently high in the order of merit in the test as per the cut-off marks decided by the Bank, will only be called for GD & interview
- The tentative test centres are Bangalore, Chennai, Delhi, Kolkata and Mumbai. However, Bank reserves the right to add / cancel the centres at its discretion.

The total marks allotted for Group Discussion and for Interview are 100 each. Candidates have to secure minimum marks as decided by the Bank at each level of selection process and only those candidates will be considered for preparation of final rank lists.

The candidates will have to secure the marks as mentioned below in GD, interview & also final marks, to be considered for preparation of final rank lists. However, the selection for the post will be based on their position in respective category rank list for that post;

Category	Marks out of 100
Unreserved	55 or more
SC/ST/OBC/PWD	50 or more

The final rank lists shall be prepared on the basis Short-listing/Test + Group Discussion + Interview, with the following weightage;

Status	Total Weighted Standard Score	Group Discussion	Interview	Total
With Test	50%	20%	30%	100%
Without test	-	40%	60%	100%

The final selection is on the basis of rank lists drawn based on the total marks calculated as above.

The On-line Test, GD and Interview will be held at identified centers. The centre & address of the venue, time & date for Test / Group Discussion and Interview will be informed to the shortlisted candidates through e-mail and candidates have to attend for the same at their own cost. Candidates are advised to check Bank's website for details and updates of this project.

General (applicable for all the posts):

The short-listing or call for Test / GD / interview will be on the basis of the details provided by the candidates in the on-line application. If at any stage of the selection process, the details provided in the on-line applications are found to be false or, if the candidate fails to submit the required documents to prove his/her eligibility at the time of interview, his/her candidature will be summarily rejected and the candidate will not be allowed for GD and interview.

Request for change of Test/Interview centre will not be entertained. However, the Bank reserves its right to change/add/cancel the date, time, centre, venue of the Group Discussion & Interview and to call the candidates for the Group Discussion & Interview at any other Centre or hold supplementary selection process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any. Change of interview schedule, if any, will be announced in our website / by email.

Mere eligibility / admission to the Test /GD / Interview or, pass in Test /GD / Interview does not imply that the Bank is satisfied beyond doubt about the candidates' eligibility and shall not vest any right on a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage of the recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts; and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.

The Bank reserves the right to change the selection procedure / hold supplementary selection process, including conduct of On-line/Written Test, if necessary. The change, if any, shall be intimated to the candidates through our website / email, in advance.

10. IDENTITY VERIFICATION:

While appearing for the Test / GD / Interview, the candidate should produce original and a copy of the photo identity such as PAN Card / Passport / Driving License / Voters Card / Bank Pass Book with Photograph / Photo embossed Credit Card / Aadhaar Card for verification. If the identity of the candidate is in doubt, the candidate will not be allowed for Test /GD / Interview.

11. PROBATION& BOND:

Scale	Probation Period (Active service)	Bond	
		Amount	Minimum Service Period
JMGS-I	Two Years	Rs.1 Lakh	2 Years
MMGS-II	One Year	Rs.1 Lakh	3 Years

12. CALL LETTERS:

The candidates who have been shortlisted [as mentioned in Point No. 9] will only be called for the Group Discussion and Interview and their details and schedule for Group Discussion and Interview will be made available in Bank's website. All the communications viz, download of call letters for Group Discussion / interview etc., will be sent only to the registered e-mail given by the candidate. Request for sending to different e-mail ID subsequently will not be entertained. The call letter for Group Discussion and Interview can be downloaded from the Bank's website.

Bank will not take responsibility for late receipt / non-receipt of call letter / any communication e-mailed due to technical reasons or whatsoever to the candidate. Hence, candidates are requested to keep track of their application status by visiting Bank's website as well as checking of their registered e-mail account from time to time till the subject recruitment process is completed.

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while registering the application and submitting the certified copies / testimonials.

If a candidate is or has been found guilty of using unfair means or impersonating or procuring impersonation by any person at any stage of selection process; or misbehaving in the GD / interview hall or taking away any documents from the venue; or resorting to any other irregular or improper means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, shall be liable;

- (a) To be disqualified from the GD / interview / selection process for which he / she is a candidate
- (b) To be debarred, either permanently or for a specified period from any examination or selection held by the Bank.

14. GENERAL INSTRUCTIONS:

- a) Candidates have to register on-line through Bank's website only. No other means of applications shall be entertained.
- b) Calling / admission to the Test / Group Discussion / interview is purely provisional without verification of age / qualification / category etc. of the candidates. Mere receipt of call letter for Test / Group Discussion / interview does not imply that the Bank is satisfied about the candidate's eligibility. Bank reserves right to reject ineligible candidate's applications at any stage and the fee paid by ineligible candidates shall be forfeited.
- c) The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future examination / selection.
- d) Applications which are incomplete in any respect will be rejected and the fee will be forfeited.
- e) Candidates will have to appear for the online Examination and/or Group Discussion and interview at their own expenses.

However, Outstation SC/ST/Persons with Disabilities category candidates, called for Group Discussion and interview for JMGS-I posts will be paid Second class to & fro train fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel.

Outstation SC/ST/Persons with Disabilities category candidates, called for Group Discussion and/or interview for MMGS-II posts will be paid First class to & fro train fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel.

The above concession will not be admissible to SC/ST/Persons with Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings/ Local Government, Institutions and Panchayats etc.

- f) Candidates serving in Government / Public Sector Undertakings (including Banks) should submit "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.
- g) Candidates willing to serve anywhere in India only should apply for the posts advertised.
- h) 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 of the conduct of GD and interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, the Bank reserves right to stall / cancel the recruitment partially / fully

at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.

- i) No correspondence or personal enquires shall be entertained by the Bank.
- j) Bank may, at its discretion, hold re-examination / re-group discussion / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s.
- k) The shortlisted candidates are required to submit self attested copies of all the documents pertaining to Age, Qualification, Experience, Caste etc at the time of GD / interview. The originals of all the documents are to be made available for cross verification along with the copies. If any candidate is found ineligible while verifying the documents, he / she shall not be allowed to take up GD / interview.
- l) Candidates belonging to SC / ST / OBC / Persons with Disabilities categories should keep ready an attested copy of Caste / Disability certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate should not be more than one year old. SC/ST/OBC/PWD certificates should be in prescribed format only. Originals are to be produced for verification.

THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO SC / ST / OBC / PERSONS WITH DISABILITIES IS AS UNDER:

I) For Scheduled Castes / Scheduled Tribes / Other Backward Classes:

(i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class stipendary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class stipendary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

II) For Persons with Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic / Ophthalmic / ENT Surgeon.

III) Prescribed Formats of SC, ST, OBC, PWD certificates can be downloaded from Bank's website. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

- m) An Ex-serviceman candidate has to produce a copy of the discharge Book/Certificate and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview.
- n) Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank & receiving satisfactory report from referees / police authorities.
- o) Appointment of selected candidates for the posts are subject to the Service and Conduct Rules of the Bank
- p) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Bangalore.
- q) Canvassing in any form will be treated as disqualification.
- r) The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by an unauthorized person / institution.
- s) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- t) No candidate is permitted to use Calculator, Mobile Phone or any other instruments in the Test / GD / Interview hall during selection process.

Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date for submission, to avoid the possibility of disconnection / inability / failure to log on the Bank's website on account of heavy load on 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 or for any other reasons beyond the control of the Bank.

Date :05.12.2015
Place: Bangalore

GENERAL MANAGER

ANNEXURE - I

Guidelines for scanning and Upload of Photograph (4.5cm × 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/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice 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.