

(To be displayed in vernacular language on the Notice Board of all the Branches/Offices situated in the District concerned where permanent vacancies have arisen)

NOTICE

APPLICATION FOR RECRUITMENT OF PEON, HOUSEKEEPER-CUM-PEON (HKP) AND PART-TIME-SWEEPER (PTS)

1. Applications are invited from candidates for the post of Peons, Housekeeper-cum Peon (HKP) and Part-time-Sweeper (on Probation) for our Branches/Offices in District.

Name of the Post	No. of vacancies
Peon	
Housekeeper-cum-Peon(HKP)	
Part-Time-Sweeper (PTS)	

2. Eligibility Criteria:

2.1 For Peons, Housekeeper-cum Peon(HKP)

(i) AGE: The candidates shall be in the age group of 18 to 26 years as on the date of notification. For the following candidates, the upper age limit is relaxed as under:

- (a) For SC/ST candidates by 5 years;
- (b) For OBC candidates by 3 years
- (c) For Physically Handicapped (PH) persons by 10 years
- (d) For Ex-servicemen (EX-SM) by 3 years in addition to the actual period of service rendered in the defense forces.
- (e) For candidates who are in the temporary empanelment of Corporation Bank, age will be reckoned with reference to the age as on the date of his/her engagement. (already empanelled candidates as per the then existing guidelines/opportunity given in respect of age are eligible to apply for the post)
- (f) For permanent PTS of Corporation Bank who fulfills the eligibility criteria of education qualification for the post of Peon/HKPs, age will be reckoned with reference to the age as on the date of his/her initial engagement as PTS. Also the upper age limit for such applicant including all relaxations combined together will be 45 years as on the date of initial engagement.
- (g) For the personal car drivers of any of the executives provided with Bank's cars of Corporation Bank, age equivalent to completed years of his continuous engagement as personal car driver of any executives will be given. Also the upper age limit for such applicant will be 28 years instead of 26 years.

(Age relaxation given in (a), (b), (c), (d) above is in addition to those given in (g) above)

(ii) Educational Qualification: 8th class pass but not have passed 10+2

2.2 For Part Time Sweepers (PTS):

(i) AGE: The candidates shall be in the age group of 18 to 45 years (including all relaxations combined together) as on the date of notification.

For candidates who are in the temporary empanelment of the Bank, upper age limit will be relaxed as mentioned under Para 2.1 above

(ii) Educational Qualification: No minimum qualification but should not have passed 8th Std.

3. For Both 2.1 and 2.2 above;, reservations for SC/ST/OBC/PH & EX-SM: As per Govt. guidelines

4. Since the Peons and PTS have limited work in very small branches, it is proposed to recruit only Housekeepers cum Peons (HKP) for such branches. HKPs have to perform the duties of both Peon & PTS. HKP, for all purposes, in the matter of emoluments, scale of pay etc., is equivalent to Peon.

5. Interested candidates may submit their applications in the format furnished herewith. Candidates are advised to fill all the columns in the application and enclose to the Application self attested certificates in support of the following information along with two photographs:

(i) Name of the Applicant (ii) Address Proof (iii) Date of Birth (iv) Educational Qualification (v) Reservation Category (vi) Experience

6. Filled in applications are to be submitted to the below mentioned address of Zonal Office of the Bank on or before Applications received in any other Office will not be considered.

Zonal Head

Zonal Office, Corporation Bank

.....

7. The applicants should belong to the same District except for permanent PTS/personal car drivers of Executives of the Bank. The permanent PTS and personal car drivers will be considered for the vacancies in the District where they are working irrespective of their native place.

8. Candidates who are in the temporary panel of the Bank, permanent PTS and personal car drivers of the Executives of the Bank may furnish the details of experience in the application and enclose necessary proof thereof.

9. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement.

10. Applications received after the last date or applications without the aforesaid information/documents or applications not in prescribed format will be summarily rejected.

11. Selection Procedure: The Bank reserves the right to call only requisite number of candidates for the Interview. Shortlisting of applications received from the eligible candidates (in response to the paper advertisement/notice displayed in the Notice Board of the Branches/Offices in the District/website and the names received from Employment Exchange) will be done based on first by experience reckoning the date of initial engagement and if no experienced candidates are available, then by seniority in age of the other applicants. Candidates so shortlisted will be called for Interview to the extent of 5 times the number of vacancies. Candidates will have to appear for the interview at their own cost.

12. Bank would be free to reject any application at any stage of the process, cancel the candidature of the candidates in case it is detected at any stage 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) or any adverse Police verification report received. If any of these shortcomings is/are detected after appointment, his/her services will be summarily terminated.

13. Bank reserves the right to cancel the process without assigning any reason.

Date:

ZONAL MANAGER

Place:

**APPLICATION FOR THE POST OF PEON / HOUSEKEEPER-CUM-PEON (HKP) /
PART-TIME SWEEPER (PTS) IN CORPORATION BANK**

[To be filled in by the candidate in his/her own handwriting]

To
The Zonal Manager
Corporation Bank, Zonal Office

*Please affix
your recent
P/P size
photograph
here*

Dear Sir,

I hereby submit my application for the post of Peon / PTS / HKP in the prescribed format as per details furnished below:

1. Name in full* :
(in Block letters)

2. Name of the Father / :
Husband

3.(a) Date of Birth* :

Date	<input type="text"/>	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(b) Place of Birth : (c) Native Place (Village):

(d) Tehsil : (e) District* :

(f) Contact Phone with STD Code:.....(g) Mobile No

4. Address :

(a) Permanent Address	(b) Present address for communication
<input type="text"/>	<input type="text"/>

5. Whether the candidate belongs to Reserved Category* (SC/ST/Ex-Ser/OBC/Gen/OPH):

6. Educational Qualifications* (Full particulars to be given) :

7. Employment Exchange Regn no./whether sponsored by Employment Exchange/Sainik Board :.....

8. Work Experience*, if any :

9. Additional information, if any, which you wish to furnish:.....

DECLARATION

I, hereby declare that the above statements are true, complete and correct and that no facts have been suppressed. It is understood that employment in the Bank, if any, offered to me is based upon the truthfulness of the statements made herein and in the event of any information being found false or incorrect, my appointment is liable to be terminated.

Date:

Place:

*Self attested copies of relevant documents are enclosed.

Signature of the Candidate