



## RECRUITMENT OF PROBATIONARY CLERKS & OFFICERS

The Lakshmi Vilas Bank Limited, a well-known and technology driven private sector bank, with over 8 decades of distinguished and dedicated service, is now embarking on a growth journey with strengths and new capabilities.

The Bank invites application for the post of Probationary Clerks & Officers for pan India operations. The applicants are requested to apply online only through our Bank's website [www.lvbank.com](http://www.lvbank.com) before 01<sup>st</sup> March 2016. No other means / modes of application is permissible.

- Applicants are advised to read the eligibility criteria before applying and ensure that they fulfill the stipulated eligibility criteria.
- Applicants are advised to fill their correct particulars personally online.

### **Eligibility Criteria:**

<b>Post</b>	<b>Education Qualification as on February 1, 2016</b>	<b>Age Criteria as on February 1, 2016</b>
Probationary Clerk	Non Engineering Graduates who secured minimum of 55% and studied in regular college affiliated to any recognized university (10+2+3 or equivalent pattern)	Minimum: 20 years, Maximum: 27 years. Any candidate born between February 2, 1989 and February 1, 1996 (inclusive of both Dates) are eligible to apply
Probationary Officers	Graduates who secured minimum of 60% and studied in regular college affiliated to any recognized university (10+2+3 or equivalent pattern)	Minimum: 20 years, Maximum: 30 years. Any candidate born between February 2, 1986 and February 1, 1996 (inclusive of both Dates) are eligible to apply

## **IMPORTANT DATES**

Opening date for online registration	February 17, 2016
Closing date for online registration	March 1, 2016
Call Letter Download	One week before the exam date
Tentative month of online examination	During the month of March 2016

## **FEE:**

The applicants should pay exam fee which is neither refundable nor adjustable against any other recruitment process. Examination Fee has to be paid only through online and no other mode of payment is permissible. The applicable exam fee is given below;

- Probationary Clerk - ₹.600/-
- Probationary Officers - ₹.600/-

**Interested applicants can apply for both the positions by applying separately using applicable links.**

Please note bank transaction charges for Online Payment of exam fee will be extra and to be borne by the applicants only.

## **SELECTION PROCESS:**

Probationary Clerk	Selection will be on the basis of performance in online examination and Personal Interview. Those candidates who come out successful in the online examination shall be called for Personal Interview.
Probationary Officers	Selection will be on the basis of performance in online examination, Group Discussion and Personal Interview. Those candidates who come out successful in the online examination shall be called for Group Discussion and the candidates clearing Group Discussion will be called for Personal Interview.

**APPOINTMENT & EMOLUMENTS:**

<b>Post</b>	<b>Particulars</b>
<b>Probationary Clerks</b>	Salary and other benefits / other allowance as per IBA norms / internal policies
<b>Probationary Officers</b>	The selected candidates will be recruited on CTC basis. Compensation is as per industry standards.

**ONLINE TEST:**

The objective type test consists of (i) Numerical Ability, (ii) Analytical Ability, (iii) Verbal Ability, (iv) Banking Awareness. (v) Computer / General Knowledge (Total 150 questions carrying total weightage of 150 marks with total time duration of 90 minutes).

<b>S. No.</b>	<b>Test Subject</b>	<b>Number of Questions</b>
1	Numerical Ability	25
2	Analytical Ability	25
3	Verbal Ability	30
4	Banking Awareness	40
5	Computer /General Knowledge	30
<b>Total</b>		<b>150</b>

**The Bank reserves the right to change the test subject and number of questions**

**ONLINE EXAMINATION CENTRES:**

The online examination is proposed to be held at the following centers depending upon the number of candidates opting for the center. The Bank reserves the right to add or change the examination center and the Bank's decision is final.

<b>State</b>	<b>Location</b>	<b>State</b>	<b>Location</b>
<b>Tamil Nadu</b>	Chennai	<b>Telangana</b>	Hyderabad
	Coimbatore	<b>Andhra Pradesh</b>	Vishakapatnam
	Salem	<b>Maharashtra</b>	Mumbai
	Madurai	<b>West Bengal</b>	Kolkatta
	Karur	<b>Jharkhand</b>	Ranchi
<b>Karnataka</b>	Bangalore	<b>Gujarat</b>	Ahmedabad
<b>Delhi</b>	New Delhi	<b>Madhya Pradesh</b>	Bhopal

The address of the venue will be intimated in the Call Letter.

**The Bank reserves the right to alter online examination date and / or alter / add / remove online examination center / venue.**

**PROOF OF IDENTITY TO BE SUBMITTED:**

The candidates appearing for the online exam should bring in original one photo identity proof such as Voter ID / Passport / Driving License / PAN Card / Aadhaar Card and a self attested photocopy.

**MISCONDUCT:**

Candidates are hereby cautioned not to furnish any particulars that are incorrect, tampered / fabricated and not suppress any material information while filling up the online application form.

At the time of online examination / personal interview or in a subsequent selection procedure, if the candidate is (or has been) found guilty of

- I. Using unfair means or
- II. Impersonating or procuring impersonation by any person or

- III. Misbehaving in the online examination / Personal interview hall or disclosing , publishing, reproducing, transmitting, sorting or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written electronically or mechanically for any purpose or
- IV. Resorting to any irregular or improper means in connection with his / her candidature or
- V. Canvassing support for his / her candidature, or
- VI. Carrying mobile phones or any electronic devices of communication in the online examination / personal interview hall, such candidate may in addition to rendering himself / herself liable to criminal prosecution, be liable
  - a) To be disqualified from the examination for which he / she is a candidate
  - b) To be debarred either permanently or for a specified period from any examination conducted by the Bank
  - c) To be terminated from service, if he / she has already joined the Bank.

## **HOW TO APPLY:**

### **STEP BY STEP GUIDE**

#### **a) Go to the application website:**

- i. Go to the '**careers**' page at [www.lvbank.com](http://www.lvbank.com).
- ii. Click on the '**Download the advertisement**' and carefully read the detailed Advertisement.
- iii. Click on the '**Apply Online**' link to register.

b) **For new application** – Click on the '**Register**' Link. This will open the first page of the new application.

c) **Fill the first page of the application** – Fill the basic details such as Name, Mobile No, Email Id, Gender, Date of Birth and Qualification as required in the form. **Check them carefully before pressing the 'submit' link because you will not be permitted to make changes in the application later.**

d) **'Registration Completed' mail / SMS will be sent to your registered email ID and mobile number with the application number.** This application number & password will allow you to login further to complete your registration / print registration slip either now or before the last date of submission of application.

e) **Login again** – On the screen shown, press the **'Login'** button. You will be shown a link which will ask you to login again. Proceed with login procedure by using the application ID and password, which will open the second page of the application form.

(**Note:** If you wish to complete your application later, you can leave the page. You can fill the second page of the application later, on or before the Last Date of submission of application, by going to the application website again and logging in as registered candidate using your application number and password.)

f) **Filling of details in the subsequent pages** - Fill up all the required information on the screens (which are in fact the subsequent tabs of the on-line form) with personal identification details, etc. Candidates should take utmost care and furnish the correct details while filling in the on-line application.

g) **Please confirm all the details entered by you before clicking the 'SUBMIT' Button or else go back to edit the details.** Once the details are submitted here, no changes will be allowed at subsequent stages.

#### **INSTRUCTION FOR UPLOADING OF PHOTO AND SIGNATURE:**

a) **UPLOAD OF PHOTOGRAPH:**

Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-colored, preferably white back ground, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. The image should only be in **.jpg or .jpeg** format. The size of file should be not more than 500 kb.

b) **UPLOAD OF SIGNATURE:**

Sign on a white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 500 kb. Please note that this signature would appear on the Admit Card, and it should match with the signature on the attendance sheet while appearing for the online test.

**PAYMENT PROCESS:**

**PAYMENT THROUGH ONLINE MODE:**

Candidates will have to pay exam fee through online using Debit Card or Net Banking by furnishing the required details. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the exam fee. This will be the final stage of online application process.

The candidate shall read the "**Declaration**" text carefully before clicking on '**Submit**' button.

**Print Provisional Registration Slip** - The candidates can print their provisional registration slip on their successful payment. The candidates are advised to retain the printed provisional registration slip for future reference and you are not required to courier it or email it.

## **GENERAL INSTRUCTIONS:**

1. Any communication sent will be through E –mail id only. Hence candidates are required to have a valid / active e-mail id for themselves. The ID should be kept active for atleast a year. Under no circumstance the candidates should furnish an e-mail id which doesn't pertain to him / her.
2. Admission to the online test will be purely on provisional basis, based on the declaration made by the candidate, regarding fulfilling of eligibility criteria.
3. Candidates called for the personal interview will be required to produce all original documents relating to age and educational qualification.
4. Printout of the application should be kept with the candidate for their reference and not to be sent to the Bank.
5. Multiple applications for the same post will be rejected.
6. The candidates called for the online exam / group Discussion / personal interview will have to appear at the respective venues at their own cost. Bank will not provide TA / HA under any circumstances.
7. Candidates willing to work anywhere in India should only apply.
8. No request for change of test center / date / session for examination shall be entertained at any stage.
9. Candidates are required to apply only through online mode. Any other form of application is not permissible.
10. Canvassing in any form will be disqualification.
11. At the time of personal interview candidates have to produce original educational / technical / experience certificates as well as attested copies of their certificates in support of their eligibility, failing which their candidature will be rejected.
12. Candidates are advised to register well before the end date of online application to avoid the last minute rush when there is a possibility of disconnection / inability / failure to log on the Banks website on account of heavy load on internet.

**The Bank reserves the right to reject any application without assigning any reason and no correspondence will be entertained. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated in Chennai.**