ओरिएंटल बैंक ऑफ कॉमर्स

कॉर्पोरेट ऑफिस : गुड़गाँव

प्लाट न. 5, संस्थानिक क्षेत्र, सेक्टर-32,

गुड़गाँव-122001

Oriental Bank of Commerce

Corporate Office, Gurgaon

Plot No. 5, Institutional Area, Sector-32,

Gurgaon-122001

ORIENTAL BANK OF COMMERCE SPECIALIST OFFICERS RECRUITMENT PROJECT – 2017-18

ORIENTAL BANK OF COMMERCE, LEADING PUBLIC SECTOR BANK INVITES ONLINE APPLICATIONS FROM INDIAN CITIZENS FOR THE POST OF SPECIALIST OFFICERS IN THE FOLLOWING DISCIPLINES / STREAMS

Post Code	Post	Grade/ Scale	No. of vacancies	**Pay Scale	Minimum Age & #Maximum Age as on 01.04.2017	
					Min.	Max.
01	Senior Manager (FA) – Chartered Accountant, Taxation)	MMGS-III	1	42020-51490	25	35
02	Senior Manager (FA)- Chartered Accountant Ind AS Cell	MMGS-III	1	42020-51490	25	35
03	Manager (FA) – Chartered Accountant	MMGS-II	18	31705-45950	23	35
04	Assistant Manager (Financial Analyst)	JMGS-I	100	23700-42020	21	30
Total			**120**			

** DA, Special Pay, HRA etc. and other allowances & perquisites shall be as per Bank rules.

Maximum Age is exclusive of relaxation for Reserved (SC/ST/OBC/PWD/EXSM) Category.

The candidates have to apply online only after ensuring that they are eligible in all respects.

IMPORTANT DATES:

Opening date for online registration	**07.04.2017**
Closing Date for online registration (including from far flung areas)	**26.04.2017**
Payment of application fee	Candidates can pay application fees only through online mode.

RESERVATION:

Cadre/Scale	No. of Posts	SC	ST	OBC	UR	PWD		
						OC	VI	HI
MMGS-III	**2**	1			1	-	-	-
MMGS-II	**18**	3	2	4	9	1	-	1
JMGS-I	**100**	15	8	27	50	2	-	1

The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirement of the Bank. The reservation also includes the backlog of reserved vacancies. Please note that the reservation in respect of different posts in each scale will be as decided by the Bank.

Candidates belonging to reserved category for which no reservation has been prescribed are free to apply for vacancies under General category provided they fulfill the eligibility criteria laid down for General category.

ABBREVIATIONS & DEFINITIONS:

SC – Scheduled Caste; **ST –** Scheduled Tribe; **OBC –** Other Backward Classes; **UR -** Unreserved; **PWD -** Persons with Disabilities (Physically Challenged Persons) are persons who are **OC –** Orthopedically Challenged; **HI -** Hearing Impaired; **VI -** Visually Impaired.

➢ **Orthopedically Challenged (OC)** person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. Only those who fall in the following categories are eligible to apply: BL - Both Legs Affected but not Arms; OA - One Arm Affected (Right or Left) - (a) Impaired Reach; (b) Weakness of Grip; (c) Ataxia; OL - One Leg Affected (Right or Left); MW - Muscular Weakness & Limited Physical Endurance.

➢ **Visually Impaired (VI)**
   i. Persons who suffer from either of the following conditions:
      - Total absence of sight,
      - Visual Acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, or
      - Limitation of the field of vision subtending an angle of 20 degrees or worse and so certified by a Medical Board appointed by the State Government.
   ii. A person with Low Vision means one with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

➢ **Deaf & Hearing Impaired (HI)**
   i. Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear and understand sounds at all - even with amplified speech.
   ii. Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

ELIGIBILITY CRITERIA (as on 01.04.2017)

I. 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 1st January, 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, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) and (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 examination/interview conducted by the Bank but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for / being shortlisted / appearing for the interview and/or subsequent processes do not imply that a candidate will necessarily be offered employment in the Bank. No request for considering the candidature under any category other than in which applied will be entertained.

II. EDUCATIONAL QUALIFICATION(S) & POST QUALIFICATION EXPERIENCE:

Post Code	Post	Scale	Age (as on 01.04.2017)	Minimum Qualification	Post Qualification Experience as on 01.04.2017
01	Senior Manager (FA) –Chartered Accountant, Taxation)	MMGS-III	Minimum – 25 years Maximum – 35 years	Passed the respective CA Exam in 1st attempt from "The Institute of Chartered Accountants of India"	Not less than 3 Years post qualification experience in Taxation preferably in Bank/Public Sector Undertaking.

01	Senior Manager (FA) –Chartered Accountant, Ind AS Cell)	MMGS-III	Minimum – 25 years Maximum – 35 years	Passed the respective CA Exam in 1st attempt from "The Institute of Chartered Accountants of India"	Not less than 3 Years post qualification experience in Balance Sheet/IndAS/IFRS preferably in Bank/Public Sector Undertaking (PSU). Candidates with Diploma in IFRS/IndAs shall be given preference.
18	Manager (FA)-Chartered Accountant	MMGS-I	Minimum – 23 years Maximum – 35 years	Candidate should have passed the respective CA exams in 1st attempt* from "The Institute of Chartered Accountants of India" with or without experience and age should not be more than 24 years as on the date of passing of the CA Final Examination. OR Candidates who have passed the respective CA exams from "The Institute of Chartered Accountants of India" in more than one attempt should possess minimum one year post qualification experience in financial sector.	

*First attempt means passing both the groups of CA Inter as well as CA Final in single attempt (i.e. total two (2) attempts for passing CA exam)

No. of Posts	Post	Scale	Age (as on 01.04.2017)	Minimum Qualification
100	Assistant Manager (FA)	JMGS-I	Minimum – 21 years Maximum – 30 years	Full time MBA in Finance/Full time PGDBM of 02 years with specialisation in Finance/ Qualified Chartered Accountant/ICWA/CFA from a recognised university/institutes recognised by the central government

> **All Educational Qualification(s) should be from a recognized University / Institute / Board recognised by Govt. of India / approved by Government Regulatory Bodies..**

THE CANDIDATURE OF CANDIDATES NOT FULFILLING THE ELIGIBILITY CRITERIA WILL BE SUMMARILY REJECTED AND THEY WILL NOT BE PERMITTED TO PARTICIPATE IN PERSONAL INTERVIEW AND FURTHER SELECTION PROCESS.

RELAXATION IN UPPER AGE LIMIT:

Sr. No.	Category	Age relaxation
1.	Scheduled Caste/Scheduled Tribe	5 years
2.	Other Backward Classes	3 years
3.	Persons With Disability	10 years
4.	Ex-servicemen	**For selection through test & interview** Ex-service Commissioned Officers, including ECOs/ SSCOs, who have rendered at least 05 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment - 5 years **For selection through interview** 3 years plus period of service in armed forces subject to maximum age limit as per Govt. guidelines
5.	Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
6.	Persons affected by 1984 riots	5 years

NOTE:

i. In case of a candidate who is eligible for relaxation under more than one of the above categories, the age relaxation will be available on cumulative basis with any one of the remaining categories for which relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates.

ii. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by the Bank.

iii. An Ex-servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of re-employment in Government jobs ceases.

iv. **Subject to their fulfilling the eligibility criteria, existing employees of Oriental Bank of Commerce may also apply online after obtaining No Objection Certificate (NOC) from the Bank. Such candidates, if selected, should resign from the existing post and join the new post as a fresh candidate like any other candidate selected from outside.**

v. There is no reservation for Ex-servicemen in Officers' Cadre.

SELECTION PROCEDURE

Selection Procedure for Assistant Manager (FA)

The selection will be based on online test & Interview performance. On the basis of performance in the written test, the shortlisted candidates shall be called for personal interview. The total marks for personal interview shall be 50. The candidates have to qualify in written test and interview separately.

However, the bank reserves the right to make selection directly on the basis of interview in case the number of applications received from eligible candidates is less. In such case, the interview would be of 100 marks. The details of the interview shall be communicated to the candidates in advance.

Selection Procedure for & Senior Manager (FA)-Chartered Accountant, Taxation , Senior Manager (FA) –Chartered Accountant, Ind AS Cell & Manager (FA)-Chartered Accountant

The selection for posts in Scale-II & above shall be made on the basis of performance in the interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Interview. The Bank reserves the right to call only the requisite number of candidates for the Interview after preliminary screening / short-listing with reference to candidates' qualification, suitability and experience etc.

The marks of Interview for the posts in which the selection is to be made on the basis of Interview are as under :-

Interview	100 Marks

Subject to the vacancies available under the respective category, only those candidates who pass the Personal Interview will be short-listed for selection in the order of merit/rank obtained by them under the respective category.

However, the bank reserves the right to conduct written test through IBPS, Mumbai, in case the number of applications received from eligible candidates is reasonably high. In such case, the written test would be of 200 marks and interview of 50 marks. The details of the online written test, if any, shall be communicated to the candidates in advance. Final selection will be made on the basis of performance in the Personal Interview.

For all above posts the minimum qualifying marks in written test and interview will be 40%for Unreserved Category candidates and 35% for SC/ST/OBC/PWD/EXSM candidates in Professional Knowledge section individually and also in aggregate. The merit listed candidates up to three times the number of vacancies satisfying the above criteria, for each post in respective categories, will be considered to be called for interview.

Please note that in case the Bank decides to conduct the online written examination (in case of receipt of large number of applications), such online examination will be conducted at the

following centres - Delhi, Mumbai, Kolkata, Chennai, Lucknow, Hyderabad, Bangalore, Chandigarh, Pune, Jaipur, Raipur, Varanasi, Patna and Bhopal. The date of the examination will be intimated accordingly.

The structure of written test of the above posts shall be as follows:-

Sr. No.	Name of the Tests	No. of Qs.	Maximum Marks	Total Time
1	Reasoning	40	40	
2	English Language	40	25	
3	General Awareness with special reference to Banking Industry	30	20	120 Minutes
4	Quantitative Aptitude	40	40	
5	Professional Knowledge	50	75	
	Total	200	**200**	

Identity Verification:

The candidate should, while appearing for the Personal Interview, produce for verification and submit photo copies, if required, of the original call letter, fee payment receipt, photo identity such as PAN Card/Passport/Driving License/Voter's Card/Bank Passbook with photograph. If the identity of the candidate is doubtful, the candidate will not be allowed to appear for the Personal Interview.

APPLICATION FEE / INTIMATION CHARGES (NON-REFUNDABLE)

Category of Applicant	Application Fee
SC/ST/PWD	100.00 (only intimation charges)
For all Others	600.00

NOTE:

i. Candidates should ensure their eligibility before paying the fees/applying online.
ii. Application once made will not be allowed to be withdrawn and fee once paid will **NOT** be refunded under any circumstances nor can it be held in reserve for any other future selection process.

PROBATION PERIOD

The candidates selected in MMGS-II / III and JMGS-I will be on probation for a period of 12 months (1 year) and 24 months (2 years) respectively from the date of his/her joining the Bank.

GENERAL INSTRUCTIONS

i. Before applying for any post the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. The decision of 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 written test (if held), interview, selection and any other matter relating to recruitment will be final and binding

on the candidate. No correspondence or personal enquiries shall be entertained by the Bank on this behalf.

ii. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.

iii. Only online registration of application would be accepted.

iv. Online applications are to be processed by a computerized system. It is essential that the application is properly and completely filled in.

v. The candidates should fill the details in application correctly, particularly – name/age/qualification/caste etc. which will have direct effect on selection/non-selection. Bank takes no responsibility for rejection/non-selection due to aforesaid error.

vi. An application without requisite application fee/intimation charge shall not be entertained.

vii. The candidates must submit the self attested photocopies of all the certificates in support of their educational qualification, experience, date of birth and caste (if any) along with the copy of the online application form at the time of Interview.

viii. Candidates belonging to and applying for a post under the reserved OBC category are required to submit a Certificate regarding his/her "Community" in the prescribed format "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" (format available on Bank's website along with this Notification) and the Certificate should contain the "NON-CREAMY LAYER CLAUSE". OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for as per Government Guidelines. Caste name mentioned in the certificate should tally letter by letter with Central Government list / notification. Candidates not producing the above certificate will not be considered under the OBC category.

ix. Candidates belonging to OBC category but coming in the "CREAMY LAYER" are not entitled to OBC reservation. They should indicate their category as 'GENERAL'.

x. The Bank reserves the right to alter, modify or change the eligibility criteria and/or any of the other terms and conditions spelt out in this notification, including criteria for passing/method and procedure for selection.

xi. Only those candidates who meet the eligibility criteria and who are shortlisted for appearing in the Personal Interview will be intimated either by e-mail or may download the call letter from the Bank's website. No communication/intimations regarding interviews will be sent by post. The names of candidates who are finally shortlisted for Interview will also be available on the Bank's website **www.obcindia.co.in**. Applicants are requested to keep track of the same by visiting Bank's website from time to time.

xii. The Bank takes no responsibility for non-receipt of intimation or inability to print call letter from the web.

xiii. The candidates will have to appear for GD/PI at their own expense. However, eligible SC/ST/PWD outstation candidates appearing for the same will be reimbursed to and fro second (sleeper) class rail / ordinary bus fare by the shortest route on production of

evidence of travel.

xiv. Candidates claiming to have work experience, if called for Interview, will have to produce documentary proof of work-experience certificate(s) relevant to the post applied for, for the period mentioned in the application form from their employer(s) clearly stating the period and nature of employment/duties. Copies of Offer Letter, Salary Certificate in lieu of work experience certificates will not be accepted.

xv. Experience wherever required is post qualification, full time and in the relevant field. Please note that experience below 06 months in any organization will not be considered.

xvi. Request for change of address / e-mail id/PI Centre will not be entertained.

xvii. In case any dispute arises on account of interpretation in version other than English, English version will prevail.

xviii. **Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the courts situated at NCT of Delhi.**

xix. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the Service & Conduct Rules of the Bank.

xx. The confirmation of the selected candidates in the Bank shall be subject to the receipt of satisfactory report regarding character and antecedents from the Police authorities. In case of negative report from Police authorities, the service of the appointed candidate shall be terminated forthwith without assigning any reason.

xxi. Banking, being a versatile activity, needs all round grooming of the selected / recruited candidate. Accordingly, the candidates recruited / selected in the Bank will be required to inculcate overall knowledge of various facets of banking and allied subjects for which the Bank will provide necessary on-the-job/classroom training. It is expected that the candidates selected will endeavor to equip themselves with skill sets that will enable them to rise to higher positions in the Bank in due course of time.

xxii. **Only candidates willing to serve anywhere in India should apply.**

xxiii. **Canvassing in any form will be a disqualification.**

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are advised in their own interest that they should not furnish any particulars/details/information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above mentioned activities, he/she will not only be disqualified but he / she will be liable to be dismissed from the services of the Bank at any time, even after being selected and after joining the Bank's service.

At the time of Interview, if a candidate is (or has been) found guilty of:

i. Using unfair means during the selection process, or

ii. Impersonating or procuring impersonation by any person, or

iii. Misbehaving in the Personal Interview, or

iv. Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her

candidature, by any means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:

- To be disqualified from the selection process for which he / she is a candidate;
- To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the Bank.

COMPETENT AUTHORITY FOR ISSUING CERTIFICATE TO SC/ST/OBC/PWD

For SC/ST/OBC

- District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Division Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar.
- Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

For PWD

Authorized Certifying Authority will be a Medical Board duly constituted by the Central/State Government having at least three members consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopedic Surgeon, Ophthalmology Surgeon, ENT Surgeon as the case may be.

HOW TO APPLY

The candidates can apply only for one post. Candidates can apply online only from **07.04.2017 to 26.04.2017** and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should:

i.   Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as mentioned in this advertisement at Annexure-I.

ii. Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.

iii. Have a valid personal email ID which should be kept active till the completion of this recruitment process. Bank may send call letters for the Interview etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

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

Procedure for applying online

i.   Candidates are first required to go to the Bank's website **www.obcindia.co.in** and click

the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.

ii. To register their application candidates will be entering their basic information in the online application form. After that 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.

iii. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines given hereunder for Scanning and Upload of Photograph and Signature.

iv. Candidates are advised to carefully fill the online application themselves as no change in any of the data filled in the online application will be possible / entertained.

v. 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. Visually Impaired candidates are responsible for carefully verifying the details filled in the online application form and ensuring that the same are correct prior to submission, as no change is possible after submission.

Mode of Payment

i. Candidates have to make the payment of requisite fees / intimation charges through ONLINE mode only.

ii. Candidates should carefully fill 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 Online Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the 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.

iii. In case the candidate is unable to fill the application form in one go, he/ she can save the data already entered.

iv. Once the application is filled in completely, candidate should submit the final data.

v. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

- The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/Mobile Wallets by providing information as asked on the screen.

- After Final Submission, an additional page of the application form is displayed wherein candidates may follow the instructions and fill the requisite details.

- 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.

- On successful completion of the transaction, an e-receipt will be generated.

- 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, 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. They should not send this printout to the Bank.

➢ Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination (for future use) etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.

➢ Candidates are hence requested to fill the online application form with the utmost care as no correspondence regarding any kind of change (including change of Category) will be entertained. Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

➢ An email / SMS intimation with the Registration Number and Password generated on successful registration of the application 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.

➢ An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid.

➢ Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to log onto the Bank's website on account of heavy load on internet / website jam.

➢ 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.

vi. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his / her application shall be binding on the candidate personally and he/she shall be liable for prosecution / civil consequences in case the information / details furnished by him/her are found to be false at a later stage.

General Manager (HRD)

GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH (4.5 CM X 3.5 CM) & 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–50kb.

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, 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 MSPaint 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 50kb (photograph) & 20 kb (signature) by using crop and then resize option (please see 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:

- 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.

- After registering online, the candidate is advised to take a printout of their system generated online application form.