



(भारत सरकार का उद्यम A Govt. of India Enterprise)
विश्वस्त पारिवारिक बैंक TRUSTED FAMILY BANK

मानव संसाधन प्रबंधन, प्रधान कार्यालय, देना कॉर्पोरेट सेंटर,
3री मंजिल, सी-10, जी-ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स,
बांद्रा (पूर्व), मुंबई 400 051 (महाराष्ट्र)
HRM Department, Head Office, Dena Corporate Centre,
3rd Floor, C-10, G-Block, Bandra-Kurla Complex,
Bandra (East), Mumbai - 400 051 (Maharashtra)

दूरभाष Telephone : 022-2654 5350, 2654 5332; फैक्स Fax : 022-2654 5999; ई-मेल E-mail : recruitment@denabank.co.in

**APPLICATIONS ARE INVITED FOR APPOINTMENT OF MANAGER (SECURITY)
IN MIDDLE MANAGEMENT GRADE SCALE - II**

Last Date of Receipt of Application	29.04.2017
Last Date of Receipt of Application from Far-flung Areas	06.05.2017

1. VACANCIES

Post	Grades & Scale	Total Vacancy					Maximum Age as on 01.04.2017
		SC	ST	OBC	UR	Total	
Manager (Security)	Middle Management Grade Scale-II	0	5	8	3	16	35 years

Abbreviations stand for : SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, UR- Un-reserved.

Note:

- Vacancies are provisional and may vary according to requirement of the Bank..
- Candidates belonging to reserved category are free to apply against vacancies announced for unreserved/ general category provided they fulfill the age and qualifications norm prescribed for General Category.

2. ELIGIBILITY CRITERIA :

2.1 NATIONALITY / CITIZENSHIP:

A candidate must be either:

- a citizen of India or
- a subject of Nepal or
- a subject of Bhutan or
- a Tibetan refugee who came over to India before 1st January 1962 with the intention of permanently settling in India or
- a person of Indian origin who has migrated from Pakistan, Myanmar (Formerly Burma), Sri Lanka, East African countries of Kenya, Uganda, The United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia or 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 Government of India.

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Candidates without requisite certificates/ testimonial may be provisionally permitted to attend the interview. However, on final selection, the offer of appointment will be issued only after submission of necessary eligibility certificate issued by the Competent Authority.

2.2. EDUCATIONAL QUALIFICATIONS & EXPERIENCE (AS ON 01.04.2017)

a. Qualification:

Graduate in any discipline from a recognised university

b. Experience:

An officer with minimum 5 years commissioned service in Army/Navy/Air force

Or

A Police Officer not below the rank of Asstt.S.P./ Dy.S.P. with 5 years of service in that rank

Or

An Officer of identical rank in Para Military forces with minimum 5 years of service in that rank.

NOTE:-

- i. Experience should be full time and post qualification.
- ii. All the educational qualifications mentioned should be from a University /Institution/Board recognized by G.O.I./ approved by Govt. Regulatory Bodies and the result should have been declared on or before 01.04.2017. Proper documents from Board/ University for having declared the result on or before 01.04.2017 have to be submitted at the time of interview. The date of passing the examination which is reckoned for eligibility will be the date of passing appearing on the mark sheet / Provisional certificate.
- iii. Computer Literacy: Computer proficiency is essential.

c. Job Description

Supervision of the security arrangements of branches/RO/HO premises, Surprise checks of branches/ROs, Security arrangements of Currency Chests, Cash Management.

d. Selection Process :- Interview

- i. The selection will be made on the basis of 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 candidate's qualification, suitability, experience, etc.
- ii. The Interview will carry 100 marks. Minimum qualifying marks in the interview will be 40%.
- iii. The call letter for interview will be sent by e-mail

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e. **POSTING:**

All India Basis.

f. **SALARY AND EMOLUMENTS:**

Pay scale: MMG – II : Pay scale : Rs. 31705-1145/1-32850-1310/10-45950.

DA, HRA, CCA will be paid as per rules depending upon the place of posting. Reimbursement of Medical Aid, hospitalization Expenses, leave fare concession, retirement benefits and other perquisites will be admissible as per Bank's rules.

New appointees will be covered by Defined Contributory Pension Scheme as introduced for Employees of Central Government of India and modified from time to time.

g. **PROBATION:** - ONE YEAR.

3. **RELAXATION OF UPPER AGE LIMIT:-**

Sr.No.	Category	Age Relaxation
1	SC/ST Candidates	5 years
2	Other Backward Classes (OBC) candidates	3 years
3	Person with disability	10 years
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 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 of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidity	3 years (In addition to the usual period of service in the Defence forces) subject to a maximum age of 50 years.
5	Persons domiciled in the state of J & K State during 01.01.1980 to 31.12.1989	5 years
6	The children/family members of those who died in the 1984 riots	5 years

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NOTE

- i. 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. 2 (3) to 2(6).
- iii. The relaxation in upper age limit is cumulative as per Govt. of India guidelines. In case of PWD candidates maximum age of the applicant on the cut-off date shall not exceed 56 years (Reference Do PT F.No. 15012/1/2003(Esst.(D) dated 29.06.2015
- iv. 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.
- v. If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-servicemen for any subsequent employment. However, to avail of this benefit, an ex-servicemen as soon as he/she joins any civil employment, should give self-declaration/ undertaking to the concerned employer about the date –wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex-servicemen

4. HOW TO APPLY

- i. The applicants are advised to fill their applications strictly as per the format provided by Bank on its website (www.denabank.com). The application form should be typed or neatly handwritten in English on a good quality “White A- 4 size” paper. The application must have the latest passport size photograph affixed and duly signed across. Application must be complete in all respects. Incomplete and illegible applications will be rejected.
- ii. Application should be accompanied by attested copies of relevant certificate(s)/ documents, in support of proof of age, category, educational qualification, work experience, etc. as mentioned in the application form. Please note that applications without complete documents are liable to be rejected.
- iii. The application form, along with ORIGINAL Fee pay Challan/ NEFT receipt and self-attested copies of relevant certificate/s, may be sent **by ordinary post only**. The application form complete in all respects and duly signed should be sent in a cover super scribed as **“APPLICATION FOR THE POST OF MANAGER (SECURITY) IN MIDDLE MANAGEMENT GRADE SCALE- II”**. The application should be addressed to **“Dy. GENERAL MANAGER (HRM), DENA CORPORATE CENTRE, 3rd FLOOR, PLOT No. C-10, “G” BLOCK, BANDRA KURLA COMPLEX, BANDRA (EAST), MUMBAI- 400 051.**

10. APPLICATION FEE (NON-REFUNDABLE)

- A) For SC/ST/PWD – ` 50/- (only postal charges)
- B) For all others (including OBC/ Ex-servicemen)- ` 400/-

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NOTE:

- A. Requisite application fee must be paid by way of “**Fees Payment Challan**” by visiting nearest Dena Bank’s Branch or by way of “**NEFT**” through any Scheduled Commercial Bank.
- B. Fees Payment Challan / NEFT must be paid on or after **13.04.2017** but on or before **29.04.2017 (For Far flung areas 06.05.2017)**. Even if the Bank extends the date of Receipt of applications by one or two days, the valid dates of Fee Payment Challan/ NEFT will not be changed. Candidates must write his/her name, Contact Number (Mobile/Phone number) and address and post applied for on the reverse of the Fees Payment Challan /NEFT.
- C. Application fees by Demand Draft/Pay Order/cash/Cheque/Money Order/Postal Stamps will NOT be accepted.

5. **BOND OF MINIMUM SERVICE PERIOD:**

The Officers recruited will have to execute a bond to serve the Bank for a minimum period of 3 years or pay `1.50 lakh in case the officer wishes to leave the Bank prior to completion of 3 years inclusive of probation period.

6. **ENCLOSURES WITH APPLICATION:**

- i. One set of self-attested true copies of certificates should be sent by the candidate alongwith the application.
- ii. The Application must be accompanied by :-
 - a. **ORIGINAL** Fee Receipt challan/ NEFT Receipt.
 - b. Attested copies of under mentioned certificates :-
 - i. Secondary School Certificate / School Leaving Certificate or any other documentary proof towards age.
 - ii. Marks sheets (year wise) showing specifically the subjects studied and certificate(s) in support of support of educational qualifications viz, SSLC, Graduate Degree, Post Graduate Degree, professional research etc.
 - iii. Experience certificate(s) should specify mention designation / job profile, period of service (with specific dates), emoluments, activity profile of previous and present employer, etc. Certificates should be issued by the authority empowered by the Employer.
 - iv. A candidate belonging to SC/ST/PWD must produce an attested copy of certificate issued by Competent Authority in support of the category claim in the prescribed format as prescribed by Government of India.
 - v. Once an application is submitted by the candidate under particular category, it cannot be changed subsequently.
 - vi. An ex-serviceman candidate has to enclose a copy of discharge certificate, retirement/pension order and documentary proof of rank (substantive as well as acting) last/currently held. **Those**

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who are still in defence services should submit a certificate from the competent authority that they will be relieved from defence services within four months of the last date mentioned for receipt of the application.

7. LAST DATE FOR RECEIPT OF APPLICATIONS:

Applications complete in all respects should reach the above address on or before **29.04.2017**. For the candidates staying abroad and for those posting applications from Andaman & Nicobar islands, Lakshadweep and Minicoy islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir state, Lahul and Spiti Districts and Pangi Sub –Division of Chamba District of Himachal Pradesh, the last date of receipt of applications will be **06.05.2017**. An application received after the last date will not be entertained.

8. GENERAL CONDITIONS:

- i. Bank takes no responsibility for any delay in receipt or loss in postal transit of any communication.
- ii. Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Bank would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied.
- iii. In case it is detected at any stage of recruitment 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), 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.
- iv. Candidates serving in Government/Public Sector Undertakings (including Banks & Financial Institutions) are advised to submit "No Objection Certificate" from their employer at the time of interview, failing which their candidature may not be considered and no reimbursement of fare in case of SC/ST for interview will be paid to them.
- v. All candidates will have to produce, if called for interview, originals as well as attested photo copies of their educational qualification and experience certificate as well as caste certificates and certificate of handicap or any other certificate in support of their eligibility, failing which their candidature will be cancelled.
- vi. Only candidates willing to serve anywhere in India should apply.

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- vii. Candidates seeking relaxation in Fee must bring a certified copy of the certificate in support of his / her claim at the time of Interview.
- viii. 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 any future examination or selection.
- ix. The candidates must affix their recent **coloured** passport size photograph on the application and should be signed across by the candidate. Three copies of the same photograph should be retained for use at the time of interview. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification. It should be noted that **Black and white photograph will not be accepted and application form containing such photograph will be rejected.**
- x. Any request for change of address will not be entertained.
- xi. The Bank shall not be responsible for an application being rejected which is based on wrong information provided in any advertisement issued by unauthorised person/institutions.
- xii. In case any dispute arises on account of interpretation in version other than English, English version will prevail.
- xiii. The candidates will appear for interview at the allotted center at their own expense and risks..
- xiv. The SC/ST candidates called for interview will be reimbursed ordinary Sleeper Class Railway fare on production of tickets/particulars such as ticket number, date of journey, class, train name and number. The journey fare over 30 Kms only from the place of their residence will be reimbursed.
- xv. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Bank.
- xvi. 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 the examination, 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 in this regard.
- xvii. Canvassing in any form will lead to disqualification.
- xviii. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai.

9. **COMPETENT AUTHORITY FOR ISSUING CERTIFICATE TO SC/ST/PWD CANDIDATES:**

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- i. **FOR SC/ST** - District Magistrate/Additional District Magistrate / Collector / Dy. Commissioner / Addl. Dy. Commissioner/Deputy Collector/First Class Stipendiary Magistrate/ Sub Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) /Taluka Magistrate/Executive Magistrate/Extra Asst.. 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.
- ii. **FOR PWD** – The Competent Authority to issue Disability Certificate shall be a medical Board duly constituted by the Central or State Government.

10. **MANDATORY REQUIREMENT:**

- I. The candidates should have a valid email ID. It should be kept active during the currency of this recruitment project. Bank may send call letters for interview etc. through the registered e-mail ID. **Under no circumstances, he/she should share/mention e-mail ID to /of any other person.**
- II. **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.**

11. The guideline for application is given as under for candidates who wish to pay the requisite fees by means of **“PAYMENT CHALLAN” (where nearest Dena Bank Branch is available):**

- i. Applicants are first required to go to the Bank's website www.denabank.com and click on the Home page open the link **“Recruitment”**.
- ii. Thereafter, open the recruitment Notification entitled **“Dena Bank Recruitment of Manager (Security)”**
- iii. Take a Print of the entire **‘ FEES PAYMENT CHALLAN’**
- iv. Fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**.
- v. Go to the nearest DENA BANK BRANCH with the Fee Payment Challan and Pay in cash, the appropriate application Fee in CBS Account No. **116211021206** with Corporate Business Branch, BKC, Mumbai - 51 in the name & style of **“Dena Bank Recruitment”**.
- vi. Obtain the applicant's Copy of Counterfoil of the Application Fee Payment Challan duly receipted by the Bank with (a) Branch Name & Branch SOL ID (b) Transaction ID (c) date of Deposit & amount filled by the Branch Official.
- vii. Original counterfoil of the fee payment challan will have to be submitted with application form. Without counterfoil of the fee payment challan, his/her application will not be considered for the post of Manager (Security).

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OR

The guideline for application is given as under for candidates who wish to pay the requisite fees by means of "NEFT":

- i. Applicants are first required to go to the Bank's website www.denabank.com and click on the Home page open the link "Recruitment"
- ii. Thereafter, open the recruitment Notification entitled "Dena Bank Recruitment of Manager (Security in MMG Scale II)"
- iii. Take a Print of the "Instructions for application for funds transfer under NEFT"
- iv. Go to the nearest Branch of any Bank which is listed by RBI under RTGS/ NEFT system and Pay in cash, the appropriate application Fee in CBS Account No. **116211021206** with Corporate Business Branch, BKC, Mumbai - 51 in the name & style of "Dena Bank Recruitment".
- v. Obtain the applicant's Copy of Counterfoil of the Application Fee duly receipted by the Bank with (a) Branch Name & Code Number, (b) UTR Number, (c) date of Deposit & amount filled by the Branch Official.
- vi. Original counterfoil of the NEFT will have to be submitted with application form. Without counterfoil of the fee payment challan, his/her application will not be considered for the post of Manager (Security).

Place: Mumbai-400 051
Date : 10.04.2017

General Manager (HRM)

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