The Karur Vysya Bank Limited, a leading Private Sector Bank in India invites online applications for appointment of Clerical cadre from the qualified candidates.

Opening Date of Online Registration	**09.11.2016**
Last Date of Online Registration	**21.11.2016**
Payment of Application Fees	**09.11.2016 to 21.11.2016**
Date of online exam	**7th January 2017**

Eligibility Criteria

01. Academic Qualification: As on 01.01.2017

a) Any Degree (Graduation) from a college affiliated to a recognized University with First Class (with 60% of marks and above in aggregate).

b) Candidates who are appearing for the final semester of their graduation -UG from a college affiliated to a recognized University (final exam in May /June 2017) can also apply with aggregate of 60% marks and above without any standing arrears at the time of applying.

c) Degree obtained through Correspondence and Open Universities are not eligible.

d) If the percentage of marks is in CGPA mode, the same should be converted into equivalent percentage.

02. Age: Base date - as on 01.01.2017

a. Minimum 19 years (for all categories)

b. Maximum 26 years for under graduates and 28 years for post graduates (A candidate must have been born not earlier than 02.01.1989 for PG and 02.01.1991 for UG and not later than 01.01.1998)

03. Application Fee (Non-Refundable):

For All Candidates (No reservation)	Rs.500/-

a. Requisite Application Fee may be paid by online mode only and no other mode of application will be accepted.

b. Bank transaction charges for online payment of application fees / intimation charges will have to be borne by the candidate.

c. Online Application once registered will not be allowed to be withdrawn and application fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

The Structure of the online exam which will be conducted online are as follows:

S.No	Name of Test (Not by Sequence)	No. of Questions	Maximum Marks	Time Allotted for each Test (Separately timed)
1	**Reasoning**	40	50	30 minutes
2	**English Language**	40	40	30 minutes
3	**Quantitative Aptitude**	40	50	30 minutes
4	**General Awareness (with special reference to Banking**	40	40	25 minutes
5	**Computer Knowledge**	40	20	20 minutes
	Total	200	200	135 minutes
Number of Answer choices per question is 5				

The above Test will be available in English.

Bank reserve the right to modify the structure of the exam which will be intimated through its website. Other detailed information regarding the examination will be given in an **Information Handout,** which will be made available for the candidates to download along with the call letter.

Penalty for wrong answers: There will be penalty for wrong answers marked in the Objective Tests. For each question for which wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate there will be no penalty for that question.

04. Mode of Selection:
   a) Candidates who are eligible, can apply for online examination and qualify for the exam as per the marks and norms stipulated by the Bank.
   b) Qualified candidates in the online exam will be called for Personal Interview (Date of Interview and Venue will be informed by the Bank to the individual candidates through registered e-mail only).
   c) Depending upon the number of vacancies, the Bank reserves the right to call only those candidates who have sufficiently high score in the online Examination for Interview**.**

05. EMOLUMENTS: - As per IBA Norms (Basic pay of Rs.13075/- + Dearness Allowance + House Rent allowance per month and the present Cost to the company will be Rs.3.50 lakhs (per annum) approx. depending up on the place of posting)

06. PROBATION PERIOD: 6 months

07. HOW TO APPLY:
   a) **Candidates are required to apply online through website www.kvb.co.in (careers page) .
      No other means/ mode of application will be accepted**.
   b) Candidates should ensure that their personal email ID (as specified in the online application form) is to be kept active. Bank may send call letters for interview to the **registered e-mail ID only**.
   c) **Candidates thereafter, open the link available in careers page "CLERICAL CADRE RECRUITMENT 2016" to open the online application form.**

08. Instructions to Candidates:

(A) DOWNLOAD OF CALL LETTER

Candidates will have to visit the **Bank** website **www.kvb.co.in** **(careers page)** for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated below and also specified in the call letter and (iii) photocopy of the Photo identity Proof brought in original.

> **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours and 20 minutes, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving instructions.

(B) IDENTITY VERIFICATION

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.
Ration Card is **not** valid id proof for this project.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this.

If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

(C) CENTRE INSTRUCTIONS :

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. The Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres,at its discretion depending upon the response, administrative feasibility, etc.
4. Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.

EXAMINATION CENTERS:

The examination may be held at the following centers and the address of the venue will be advised in the call letter. If sufficient number of candidates does not opt for a particular centre for "Online" examination, Bank reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Bank reserves the right to allot any other centre to the candidate.

State Code	State Name	Centers
01	Andhra Pradesh	Hyderabad
		Vijayawada
02	Chandigarh	Chandigarh
03	Gujarat	Ahmedabad
04	Karnataka	Bangalore
		Hubli
05	Maharashtra	Mumbai
		Pune
06	New Delhi	New Delhi
07	Tamilnadu	Chennai
		Coimbatore
		Madurai
		Salem
		Trichy
		Villupuram
08	West Bengal	Kolkata

(D) OTHER INSTRUCTIONS

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

2. Decision of the Bank in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.

3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

4. Bank would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Bank reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Bank recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

6. Process for Arriving at Scores:

The Scores of Online Examination are obtained by adopting the following procedure:
(i)Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

(ii)The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*
* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Test-wise scores and scores on total is reported with decimal point upto two digits.
Note: Cutoffs are applied in two stages:
  i. on scores in individual tests
  ii. on Total Score

09. <u>**HOW TO APPLY:**</u>

DETAILED GUIDELINES/PROCEDURES FOR
    A. **APPLICATION REGISTRATION**
    B. **PAYMENT OF FEES**
    C. **PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

<u>**Candidates can apply online only from 09/11/2016 to 21/11/2016 and no other mode of application will be accepted.**</u>

<u>**IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**</u>

Before applying online, candidates should-
  i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
  ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
  iii. **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE)**
    PAYMENT OF FEE ONLINE : **09/11/2016 TO 21/11/2016**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.
  A. <u>**Application Registration Procedure :**</u>

    1. Candidates to go to the **Bank website www.kvb.co.in careers page - CLERICAL CADRE RECRUITMENT 2016** and click on the option "**APPLY ONLINE**" which will open a new screen.
    2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. 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.
    3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. 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.

4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C – Page 8".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' button only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. **PAYMENT OF FEES :**

ONLINE MODE :

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/ Visa/MasterCard/ Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.
7. 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD : 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 Attendance sheet and wherever necessary.**
- **The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may 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.

10. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a 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 examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing 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) obtaining support for his/ her candidature by unfair means, or

(vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a 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 bank.

      (c) for termination of service, if he/ she has already joined the Bank.

11. General Instructions

a) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in this advertisement. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which scrutiny of such eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of Personal 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.

b) Mere invitation by the Bank for the Personal Interview shall not imply that the Bank has been satisfied beyond doubt about the candidate's eligibility. Candidates who do not satisfy the eligibility criteria and who do not produce the photocopies as well as the originals of all the documents required to be submitted and as advised in this notification as well as in the Interview call letter, for any reason, whatsoever, shall not be permitted to participate in the Personal Interview, even though they may have obtained the desired level of score in the online examination and have been called for interview.

c) Mere eligibility will not vest any right on the candidates for being called for Interview. Bank's decision in the matter of selection will be final. 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.

d) Eligible candidates will be called for Personal Interview and they should appear for interview at their own expenses/cost at places / dates notified by the Bank.

e) Candidates selected for appointment will be on probation for 6 months.

f) Candidates selected are liable to be posted / placed in any place in India as per the administrative requirements and discretion of the Bank.

g) 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.

h) Only Indian Nationals can apply.

i) Any request for change of address, mail Id, details mentioned in the online application form will not be entertained.

j) Any request for change of date, time and venue for online examination will not be entertained.

k) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the courts situated in Karur.

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