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|  | <b>SOUTH MALABAR GRAMIN BANK</b><br><b>HEAD OFFICE</b><br><b>SMGB TOWERS, AK ROAD</b><br><b>MALAPURAM, KERALA – 676 505</b><br>e-mail : <a href="mailto:smgbpad@gmail.com">smgbpad@gmail.com</a><br>website : <a href="http://www.smgbank.com">www.smgbank.com</a> | <b>Contact Details of the Bank</b><br><br><b>Haridasan V, General Manager</b><br><b>9446300179</b><br><b>Sethumadhavan CG, Chief Manager</b><br><b>0483 2736674</b><br><b>Roy Thomas, Manager</b><br><b>0483 2733508</b> |
|---|--|--|

**SOUTH MALABAR GRAMIN BANK (SMGB) invites ONLINE applications for the posts of Officer in Middle Management (Scale II) (Managers), Officer in Junior Management (Scale I) (Assistant Managers) and Office Assistants (Multipurpose) Cadres, from Indian Citizens who have appeared at the Common Written Examination for RRBs conducted by IBPS in September 2012 and were declared qualified.**

|   |                                 |
|---|---------------------------------|
| <b>Payment of Application Fees</b>          | <b>11-07-2013 to 27-07-2013</b> |
| <b>Opening date for Online Registration</b> | <b>11-07-2013</b>               |
| <b>Last Date for Online Registration</b>    | <b>27-07-2013</b>               |

**I. DETAILS OF VACANCIES:**

| Post Code | Post  | SC | ST   | OBC  | GENERAL | TOTAL | Out of Which          |     |     |     |
|-----------|---|----|------|------|---------|-------|-----------------------|-----|-----|-----|
|           |   |    |      |      |         |       | PWD<br>(Out of Which) |     |     | EXS |
|           |   |    |      |      |         |       | VI                    | HI  | OC  |     |
| 01        | Officer Middle Management Scale-II (Managers) (General Banking Officer) | 1  | 1 @  | 1    | 2       | 5     | Nil                   | Nil | 1 @ | Nil |
| 02        | Officer Junior Management Scale-I (Assistant Managers)                  | 12 | 11 # | 22 # | 40      | 85    | Nil                   | 2 # | 1   | Nil |
| 03        | Office Assistant (Multipurpose)   | 16 | 3 &  | 48 & | 99      | 166   | 3 &                   | 2 & | 2   | 24  |

**@ The vacancies under Officer Middle Management Scale II (Managers) include 1 backlog vacancy under ST and 1 backlog vacancy under PWD-OC.**

**# The vacancies under Officer Junior Management Scale I (Assistant Managers) include 5 backlog vacancies under ST, 1 backlog vacancy under OBC and 1 backlog vacancy under PWD-HI.**

**& The vacancies under Office Assistant (Multipurpose) include 1 backlog vacancy under ST, 3 backlog vacancies under OBC, 1 backlog vacancy under PWD-VI and 1 backlog vacancy under PWD-HI.**

**NOTE :**The number of vacancies as also the number of reserved vacancies are provisional and may vary according to the actual requirement of the Bank.

**Abbreviations stand for :**

|            |                        |            |                         |            |                           |
|------------|------------------------|------------|-------------------------|------------|---------------------------|
| <b>SC</b>  | Scheduled Caste        | <b>GEN</b> | General Category        | <b>HI</b>  | Hearing Impaired          |
| <b>ST</b>  | Scheduled Tribe        | <b>PWD</b> | Persons with Disability | <b>OC</b>  | Orthopedically Challenged |
| <b>OBC</b> | Other Backward Classes | <b>VI</b>  | Visually Impaired       | <b>EXS</b> | Ex-Serviceman             |

## II. SCALE OF PAY:

| Post Code | Post   | Scale of Pay  |
|-----------|--|---|
| 01        | Officer Middle Management Scale II (Managers)          | 19400-700(1)-20100-800(10)-28100  |
| 02        | Officer Junior Management Scale I (Assistant Managers) | 14500-600(7)-18700-700(2)-20100-800(7) - 25700                                    |
| 03        | Office Assistant (Multipurpose)                        | 7200-400(3)-8400-500(3)-9900-600(4)-12300-700(7)-17200-1300(1)-18500-800(1)-19300 |

## III. EMOLUMENTS:

| Post Code | Post   | Emoluments  |
|-----------|--|---|
| 01        | Officer Middle Management Scale II (Managers)          | At present, the total starting emoluments are approximately Rs.36,900/- Per month inclusive of DA and HRA at the current rate |
| 02        | Officer Junior Management Scale I (Assistant Managers) | At present, the total starting emoluments are approximately Rs.27,600/- Per month inclusive of DA and HRA at the current rate |
| 03        | Office Assistant (Multipurpose)                        | At present, the total starting emoluments are approximately Rs.15,200/- Per month inclusive of DA and HRA at the current rate |

**Note: Other Allowances and Perquisites will be admissible as per the Rules of the Bank.**

**IV. PROBATION PERIOD:** Selected candidates will be on probation as follows

| Post Code | Post   | Probation Period |
|-----------|--|------------------|
| 01        | Officer Middle Management Scale II (Managers)          | Two Years        |
| 02        | Officer Junior Management Scale I (Assistant Managers) | Two Years        |
| 03        | Office Assistant (Multipurpose)                        | One Year         |

**Note:** It is clarified that Persons with Disabilities will have to work in Branches/Offices which have posts identified by the Bank as suitable for them.

Candidates belonging to Reserved Category, including Persons with Disabilities, for which no reservation has been announced, are free to apply for vacancies announced for Unreserved category provided they fulfill the eligibility criteria laid down for Unreserved category.

The number of vacancies in UR (Unreserved – General) category and also the number of reserved vacancies are provisional and may vary according to actual requirements of the Bank.

## V. ELIGIBILITY CRITERIA:

### a) NATIONALITY/ CITIZENSHIP:

A candidate must be either i) a Citizen of India or ii) a subject of Nepal or iii) subject of Bhutan or iv) a Tibetan refugee who came over to India before 1<sup>st</sup> 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) & (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 Group Discussion/ Interview conducted by the Bank but on final selection the offer of appointment may be given only after the Government of India has issued the necessary eligibility certificate to him/her.

**b) Age (As on 01-06-2012)**

| Post Code | Post   | Age as on 01.06.2012              |
|-----------|--|-----------------------------------|
| 01        | Officer Middle Management Scale II (Managers)          | Above 21 Years but Below 32 Years |
| 02        | Officer Junior Management Scale I (Assistant Managers) | Above 18 Years but Below 28 Years |
| 03        | Office Assistant (Multipurpose)                        | Between 18 Years and 28 Years     |

**The maximum age limit specified is applicable to General Category candidates.**

**Relaxation in Upper Age Limit:**

| Sr. No. | Category  | Age relaxation   |
|---------|---|--|
| 1       | Scheduled Caste/Scheduled Tribe   | 5 years  |
| 2       | Other Backward Classes  | 3 years  |
| 3.a     | Persons With Disability – General Category  | 10 years   |
| 3.b     | Persons With Disability – SC/ST Category  | 15 years   |
| 3.C     | Persons With Disability – OBC Category  | 13 years   |
| 4 a.    | Ex-Servicemen/ Disabled Ex-Servicemen   | <b>(for the post of Office Assistants)</b><br>Actual period of service rendered in the defence forces + 3 years (8 years for Disabled Ex-Servicemen belonging to SC/ST) subject to a maximum age limit of 50 years |
| 4 b.    | In the case of Ex- servicemen commissioned officers, including ECOs/ 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 the next one year from the last date for receipt of application) other 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, subject to ceiling as per Government guidelines | <b>(for the post of Officers)</b><br>5 years   |
| 5       | Widows, Divorced women and women legally separated from their husbands who have not remarried   | <b>(only for the post of Office Assistants)</b><br>9 years (subject to a maximum age limit of 37 years for General, 40 years for OBC and 42 years for SC/ST candidates)  |
| 6       | Persons ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89   | 5 years  |
| 7       | Persons affected by 1984 riots  | 5 years  |

**NOTE:**

- (i) The relaxation in upper age limit is cumulative as per Govt. of India guidelines.
- (ii) 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 a cumulative basis with any one of the remaining categories for which age relaxation is permitted as mentioned above.
- (iii) Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview.
- (iv) Ex-Servicemen candidates who have already secured employment under the Central Government in Group 'C' & 'D' will be permitted the benefit of age relaxation as prescribed for Ex-Servicemen for securing another employment in a higher grade or cadre in Group 'C'/ 'D' under the Central Government. However, such candidates will not be eligible for the benefit of reservation for Ex-Servicemen in Central Government jobs.
- (v) An Ex-Servicemen who has once joined a Government job on civil side after availing of the benefits given to him as an Ex-Servicemen for his re-employment, his Ex-Servicemen status for the purpose of the re-employment in Government ceases.

**c) EDUCATIONAL QUALIFICATIONS & EXPERIENCE (as on 01-06-2012)**

| Post Code | Post   | Educational Qualification  | Experience   |
|-----------|--|--|--|
| 01        | Officer Middle Management Scale II (Managers)          | Degree from a recognized University in any discipline or its equivalent with a minimum of 50% marks in aggregate.  | Two years as an Officer in Bank or Financial Institution as on <b>01.06.2012</b> . |
| 02        | Officer Junior Management Scale I (Assistant Managers) | 1. Bachelor Degree of a recognised University in any discipline or its equivalent<br>2. Essential : Proficiency in Local Language (Please see Note (4) below)  | -----  |
| 03        | Office Assistant (Multipurpose)                        | 1. Bachelor Degree or its equivalent of a recognised University in any discipline.<br>2. Essential : Proficiency in Local Language (Please see Note (4) below) | -----  |

**Note:**

1. All educational qualifications should be from a recognized University/ Board.
2. The result of the qualifying examination, i.e. Graduation or equivalent to graduation, as the case may be, should have been announced by the University on or before **01.06.2012**.
3. Candidates should have obtained the specified Total Weighted Standard Score (TWSS) as well as score in each test in the RRBs- Common Written Examination conducted by IBPS in September 2012, i.e., on 02.09.2012 for Officers and on 09.09.2012 for Office Assistants (Multipurpose).
4. **For Officer JM Scale-I and Office Assistants (Multipurpose) Language Proficiency** - Candidates are required to possess proficiency in the Official Language of the State and must have passed "local language", i.e., **Malayalam** as one of the subjects at Matriculation/Xth Standard.

**PRE- REQUISITE QUALIFICATIONS – Qualifying Standard Score in RRBs Common Written Examinations conducted by IBPS in September 2012.**

Candidates who have been declared qualified in the RRBs-Common Written Examination conducted by IBPS in September 2012, i.e., on 02.09.2012 for Officers and on 09.09.2012 for Office Assistants (Multipurpose), should have obtained the following scores as given below.

**For Office Assistants (Multipurpose)**

| Name of the Test   | Qualifying Standard Score              |   |
|--|--|---|
|  | SC/ ST/ SC-PWD/ ST-PWD/ SC-EXS/ ST-EXS | OBC/GEN/ OBC-PWD/ GEN-PWD/ OBC-EXS/ GEN-EXS |
| Reasoning  | 17 & above                             | 19 & above                                  |
| Numerical Ability  | 17 & above                             | 19 & above                                  |
| General Awareness  | 17 & above                             | 19 & above                                  |
| English Language   | 17 & above                             | 19 & above                                  |
| Computer Knowledge   | 17 & above                             | 19 & above                                  |
| <b>Cutoffs on Total Weighted Standard Score for Office Assistant</b> | <b>89 &amp; above</b>                  | <b>95 &amp; above</b>                       |

**For Officer Junior Management Scale-I (Assistant Managers)**

| Name of the Test  | Qualifying Standard Score |                            |
|---|---------------------------|----------------------------|
|   | SC/ ST/ SC-PWD/ ST-PWD    | OBC/ GEN/ OBC-PWD/ GEN-PWD |
| Reasoning   | 17 & above                | 19 & above                 |
| Quantitative Aptitude   | 17 & above                | 19 & above                 |
| General Awareness   | 17 & above                | 19 & above                 |
| English Language  | 17 & above                | 19 & above                 |
| Computer Knowledge  | 17 & above                | 19 & above                 |
| <b>Cutoffs on Total Weighted Standard Score for Officer Scale-I</b> | <b>97 &amp; above</b>     | <b>103 &amp; above</b>     |

**For Officer Middle Management Scale-II (GBO) (Managers)**

| Name of the Test   | Qualifying Standard Score |                            |
|--|---------------------------|----------------------------|
|  | SC/ ST/ SC-PWD/ ST-PWD    | OBC/ GEN/ OBC-PWD/ GEN-PWD |
| Reasoning  | 17 & above                | 19 & above                 |
| Quantitative Aptitude & Data Interpretation                                | 17 & above                | 19 & above                 |
| Financial Awareness  | 17 & above                | 19 & above                 |
| English Language   | 17 & above                | 19 & above                 |
| Computer Knowledge   | 17 & above                | 19 & above                 |
| <b>Cutoffs on Total Weighted Standard Score for Officer Scale-II (GBO)</b> | <b>108 &amp; above</b>    | <b>114 &amp; above</b>     |

**VI. APPLICATION FEE:**(Including Postage/Intimation Charges) (Non-Refundable) :

| Cadre  | SC/ST/PWD Candidates | EXS Candidates | All Others |
|--|----------------------|----------------|------------|
| Officer (JM Scale I and Officer MM Scale II) | Rs. 20               | Rs. 100        | Rs. 100    |
| Office Assistants (Multipurpose)             | Rs. 20               | Rs. 20         | Rs. 100    |

The fee of Rs.20/- for SC/ST/PWD/EXS is towards postage/intimation charges only and for others, the fee includes postal/intimation charges of Rs.20/-

**PAYMENT OF FEE:**

Requisite Application Fee can be paid on **any working day between 11-07-2013 and 27-07-2013 (both dates inclusive)**

Requisite Application Fee may be paid through CBS (Core Banking Solution) at any of the **Branches of either South Malabar Gramin Bank or Canara Bank**, by means of a Payment challan available in the **Bank's website [www.smgbank.com](http://www.smgbank.com)**

There are **two Challans** available in the website [www.smgbank.com](http://www.smgbank.com) **separately for each category (Officers & Office Assistants)**, details of which are as follows.

**For Officer JM Scale I and Officer MM Scale II**

1. South Malabar Gramin Bank – 1 (for use in the branches of SMGB)
2. Canara Bank – 1 (for use in the branches of Canara Bank)

**For Office Assistants (Multipurpose)**

1. South Malabar Gramin Bank – 2 (for use in the branches of SMGB)
2. Canara Bank – 2 (for use in the branches of Canara Bank)

**NOTE:**

Candidates should download one of the Challan Formats (as applicable to them for the post applied for) from the Bank's website [www.smgbank.com](http://www.smgbank.com)

After filling up the required information in the Challan Form, they should make payment of the fee applicable to them in any of the branches of either South Malabar Gramin Bank (SMGB) or Canara Bank using the appropriate Challan Form.

The CBS fee payment Challan contains two parts. The first part will be retained by the Branch. The second part, i.e., the candidate's copy of the fee payment Challan, must be retained with the candidate. After making fee payment and before leaving the branch, candidates shall ensure that the following particulars are furnished in the candidate's copy of fee payment Challan.

- a) Name of the Branch
- b) Branch Code No.
- c) Transaction ID No.
- d) Date of Fee Payment
- e) Signature of the concerned Bank Official accepting the Fee with seal

**'Candidate's Copy'** of the Challan with receipt of fees duly acknowledged thereon, shall be kept by the candidates with them **for producing the same at the time of interview along with the latest passport size photograph pasted on the Challan and signed across** by the candidate.

Candidates claiming fee concession should enclose photocopy of the relevant category certificate along with the fee paid Challan

Even if the date of online Registration is extended, the date for payment of fee will remain unchanged, i.e., from **11-07-2013** to **27-07-2013**.

Payment of application fee and / or Postal Charges by Demand Draft/Cheque/Money Order/Postal Order, etc., **will not be accepted**.

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.

**THE COMPETENT AUTHORITY FOR ISSUE OF CERTIFICATE TO SC/ST/OBC/PWD CANDIDATES IS AS UNDER:**

**(a) For SC/ST/OBC:**

District Magistrate/Additional Dist Magistrate/Collector/Deputy Commissioner/Additional Dy. Commissioner/Dy. Collector/First 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 Tahsildar/ Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

**(b) For Persons with Disabilities (PWD):**

Authorized Certifying Authority will be Medical Board at the District level. The Medical Board consists of Chief Medical Officer, Sub-Divisional Medical Officer in the District and a member who is a specialist in Orthopedics, ENT or Ophthalmology, as the case may be,

**VII. SELECTION PROCEDURE:**

- **For Officer Junior Management Scale-I (Assistant Managers)/Officer Middle Management Scale-II (General Banking Officer) (Managers)/Office Assistant (Multipurpose)**

Selection will be made on the basis of performance in RRBs- Common Written Examination (CWE) conducted by IBPS in September 2012 (02.09.2012 for Officers and 09.09.2012 for Office Assistants) and Personal Interview. Merit list of the candidates for final selection based on Total Weighted Standard Scores (TWSS) obtained by them in CWE of IBPS and Personal Interview will be prepared in descending order under each SC/ST/OBC/UR category.

**PERSONALINTERVIEW:**

Depending on the number of vacancies, Bank will call from among who have applied to bank, the number, equivalent to three times the number of vacancies short-listed based on their **Total Weighted Standard Scores (TWSS)**. Remaining applicants, if any will not receive any interview call from the Bank.

Mere submission of application does not entitle a candidate to be called for interview. Application fee once remitted will not be refunded.

**The total marks for Interview will be 30.**

## **INTERVIEW CENTRE:**

The Interview will be held at a centre which is convenient to the Bank and the complete address of the venue will be advised in the call letters. The address of the venues will also be displayed in the Bank's website one week before the dates for commencement of Interviews.

## **VIII. GENERAL INSTRUCTIONS**

- (a) Before applying for any of the mentioned 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 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.

Mere admission to the Written Test and/ or passing the test and being invited by the Bank for the 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 Interview, even though they may have obtained the desired level of score in the Written examination and have been called for interview.

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.

- (b) Candidates belonging to OBCs but coming in the "CREAMY LAYER" are not entitled to the benefits of OBC reservation. They should indicate their category as "UR" or "UR Persons with Disabilities" as applicable. OBC Certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority inter alia, specifically stating that the candidate does not belong to the Socially Advanced Sections excluded from the benefits of reservations for OBCs in Civil Posts and Services under Govt. of India i.e. carrying 'CREAMY LAYER' clause based on income issued recently (i.e., **issued on or after 01.04.2012**) should be submitted at the time of Interview.
- (c) Persons with Disabilities claiming the benefit of reservations/age relaxation should possess Medical Certificate as specified in the Disabilities Act of 1995 in support of their disability.
- (d) Candidates serving in Government/Public Sector Undertakings (including banks) should produce a "**No Objection Certificate**" from their employer at the time of Interview, in the absence of which their candidature may not be considered.
- (e) The candidates will have to appear for interview at their own expense. However, unemployed eligible SC/ST/PWD outstation candidates attending the Interview will be reimbursed to and fro second class ordinary train/bus fare by the shortest route on production of evidence of travel. The Bank will not be responsible for any injury/ losses, etc of any nature during their travel time.



- (f) Only those candidates willing to serve anywhere in the operational area of the Bank **(Kerala State) should apply.**
- (g) Any request for change of address will not be entertained.
- (h) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Ernakulam.
- (i) In case any dispute arises on account of interpretation of version other than English, English version will prevail.
- (j) No candidate is permitted to use calculator, telephones of any kind, pagers or any such other instruments during the selection process.
- (k) The Bank may at its discretion hold a second stage/ conduct Supplementary process wherever necessary in respect of a centre/venue/specific post of a candidate(s).
- (l) 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.
- (m) All Candidates must submit the photo copies of the prescribed certificates in support of their educational qualification, experience, date of birth, caste, etc. The candidates belonging to SC/ST/OBC/Persons with Disabilities Category are required to submit an attested copy of their caste certificate/certificate of handicap issued by the competent authority, in addition to other certificates as specified above. Candidates will also have to produce original caste certificate/relevant certificates at the time of Interview, failing which his/her candidature will be cancelled.
- (n) A recent, recognizable passport size photograph should be firmly pasted on the computer generated application form 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 the interview may lead to disqualification.

**Action against candidates found guilty of misconduct :**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form.

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 interview venue or taking away any documents from the venue  
**or**
- (iv) resorting to any irregular or improper means in connection with his/her candidature by selection  
**or**
- (v) obtaining support for his/her candidature by any means.

Such a candidate, in addition to rendering himself/herself liable to criminal prosecution, shall be liable to be debarred, either permanently or for a specified period, from any recruitment conducted by Bank.

## IX. HOW TO APPLY

- (i) **Candidates are required to apply online through Bank's website [www.smgbank.com](http://www.smgbank.com) between 11-07-2013 and 27-07-2013. No other means/ mode of application will be accepted.**
- (ii) **Candidates** should ensure that their personal email ID (as specified in the online application form while applying for RRBs- Common Written Examination (CWE) conducted in September 2012) is kept active during the currency of a recruitment project. Bank may send call letters for Interview etc. to the registered e-mail ID.
- (iii) Applicants are first required to go to the Bank's website [www.smgbank.com](http://www.smgbank.com) and click on the link "Recruitment/ Careers".
- (iv) Thereafter, open the Recruitment Notification.
  - The candidate should take a printout of the fee payment challan. There is separate Challan for Officers cadre and Office Assistant (Multipurpose). There is separate Challan for remitting the fee in the branches of South Malabar Gramin Bank and Canara Bank. Ensure that the correct Challan is used for remitting fee.
  - Fill in the Fee Payment Challan in a clear and legible handwriting in BLOCK LETTERS.
  - Candidates can pay application fees in any of the branches of the **South Malabar Gramin Bank or Canara Bank** only from 11-07-2013 to 27-07-2013.
  - Go to the nearest **South Malabar Gramin Bank or Canara Bank Branch** with the appropriate Fee payment Challan and pay, in Cash, the appropriate Application Fee in CBS Account Nos **40112111000052 in South Malabar Gramin Bank or 0755201005251 in Canara Bank.**
- (v) Obtain the Applicant's Counterfoil Copy of the Application Fee Payment Challan duly authenticated by the Bank with (a) **Branch Name & code No**, (b) **Transaction id/Scroll number** (c) **Date of Deposit** &(d) **Amount** filled & signed by the Branch Official.
- (vi) Candidates are now ready to Apply Online by re-visiting the Recruitment Link on the Bank's website [www.smgbank.com](http://www.smgbank.com). **All the fields in the online Application format should be filled up carefully.**
- (vii) Carefully fill in the details such as fee payment details from the CBS Challan in the Online Application Form, scores obtained in stipulated CWE etc. at the appropriate places.
- (viii) **After successful submission of the application, candidates shall take a printout of the application and keep the same intact for future purposes**
- (ix) **Original fee payment receipt i.e. CBS challan and the application printout will have to be submitted with the Call Letter at the time of Interview. Without original CBS challan and application printout, the candidate will not be allowed to appear in the Interview.** Candidates are also advised to keep a photocopy of the fee payment challan and application printout with them.
- (x) **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. Any change / alteration found may disqualify the candidature.**
- (xi) **CANDIDATES SHOULD NOT SUBMIT A PRINTOUT OF THE APPLICATION / FEE PAYMENT RECEIPT (CBS challan) TO THE BANK AT THIS STAGE.**
- (xii) 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.
- (xiii) **The Application printout along with the fee payment receipt and required copies of documents should be kept ready for submission if shortlisted for Interview.**

The applicant should sign and affix his/her photograph on such printout of application and keep the same ready for submission **if called for Interview** along with copies of required documents mentioned below:

1. Interview Call Letter
2. Original fee payment receipt (CBS challan)
3. Printout of the online application submitted.
4. Printout of IBPS Scores for the stipulated examination with a copy.
5. Original and attested copy of 10<sup>th</sup> standard examination Mark sheet in support of **local language (Malayalam)**.
6. Original and attested copy of School Leaving Certificate or any other document as proof of age acceptable to the Bank.
7. Original and attested copies of Mark Sheets / Certificates in support of Educational Qualification;
8. Original and attested copy of Certificate of Computer Course, as applicable;
9. Original and attested copies of Experience Certificate wherever applicable;
10. Original and attested copies of Caste / PWD / EXS any other related certificate as applicable in the prescribed proforma.
11. Original and copy of Photo identity proof with address.
12. Original and Copy of PAN Card
13. Any other relevant document as given in the interview call letter, if any.

If selected for interview, candidates serving in Government / Public Sector Undertakings (including Banks & Financial Institutions) will be required to submit their applications accompanied by a “No Objection Certificate” from their employer, in the absence of which their candidature will not be considered. It should also be ensured that originals of all the relevant certificates should be produced for verification.

It is for the candidate to ensure that he / she has met with the eligibility criteria and complied with the requirements and adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per instructions given in this regard.

#### **X. RESIGNATION DURING PROBATION PERIOD –**

##### **Officer Middle Management Scale II (Managers), Officer Junior Management Scale I (Assistant Managers) & Office Assistants (Multipurpose)**

Candidates found to be eligible for posting on their selection for appointment shall have to undertake to serve the Bank for a minimum specified period as follows. If they leave the service of the Bank before completion of the minimum service specified they have to compensate the bank for which it is decided to stipulate the following amounts as term deposits during the minimum specified period.

| <b>Cadre</b>   | <b>Amount (Rs.)</b>                          | <b>Minimum specified period of Service / Period of Deposits</b> |
|--|--|---|
| Officer Middle Management Scale II (Managers) & Officer Junior Management Scale I (Assistant Managers) | Rs.50,000/-<br>(Rupees Fifty thousand only)  | Two Years   |
| Office Assistants (Multipurpose)   | Rs.30,000/-<br>(Rupees Thirty thousand only) | One Year  |

The above detailed amount shall be kept as Term Deposit with the Bank and shall be duly assigned in Bank’s favour at the time of joining. The principal amount along with accrued interest will be released to the candidates on successful completion of the minimum specified period of service and after confirmation in the services of the Bank. Candidates shall forfeit the deposit amount with accrued interest if they leave the service without completing the minimum specified period for which an undertaking letter has to be given by those who accept our offer of

appointment. Those candidates who seek extension of joining date due to reasons acceptable to the bank shall also comply with the above upon which only their request for extension of joining date shall be considered. This is in addition to the provisions contained in the Bank's Service Regulations regarding Termination of Service by Notice.

#### **XI. CALL LETTERS FOR THE INTERVIEW**

All eligible candidates will be issued call letters at the correspondence address given by the candidates in their application form, which will be sent by post/ courier.

Candidate has to affix his/her photograph on the call letter. Candidate has to bring this call letter along with original fee payment receipt and requisite enclosures while attending the Interview **without which they will not be allowed to take up the Interview.**

**Date: Malappuram**  
**Place : 03.07.2013**

**Chairman**  
**South Malabar Gramin Bank**